

RMHS Music Boosters Meeting Minutes

MEETING DATE: March 7, 2017

The monthly meeting of the RMHS Music Boosters was called to order at 7:10 PM by Mat Krawczyk. Co-Vice Presidents Tracy McMahon and Tom Toussaint, Treasurer Mary Fava, and Recording Secretary Jane Ure were present and the meeting was attended by Rebecca Sekirka, Amy Carroll, Julie Birenbaum, Mary DeMaria, Christina Krawczyk, Meg Sioui, Kevin Carroll, and Christopher Buti.

➤ **EXECUTIVE COMMITTEE REPORTS**

President Mat Krawczyk welcomed Boosters to the meeting and led the group through the agenda.

Secretary Jane Ure distributed draft minutes from the February 8 meeting; minutes were approved as written.

Treasurer Mary Fava presented the January operating and year-to-date financial reports as well as a preliminary income/expense report for last month's Jazz in the Meadows festival. Figures are still coming in but we look to have a healthy account from a combination of good earnings and bringing down some festival-related costs. The reports were approved and filed.

➤ **NEW BUSINESS AND COMMITTEE REPORTS**

Jazz in the Meadows: The Directors thanked the Boosters for their support at Jazz in the Meadows. Mr. Carroll thanked Tracy McMahon in particular for the hospitality she organized for the musicians on Friday and Saturday and Mr. Buti passed on many glowing comments from parents and directors on how smoothly the day went. There were no major crises this year and many volunteers experienced in positions able to solve problems on the fly. The group spent time discussing successes and opportunities for improvement (see Attachment A).

Executive Board nominations: Nominations will be taken at the April meeting for 2017-2018 Executive Board positions (president, vice president, treasurer, and secretary) and will be open until voting. Voting will take place at the May meeting.

Need for directory: It would be helpful for volunteer coordinators to have names and emails of music department families; pertinent contact information cannot always be gleaned from SignUp Genius.

Fundraising reports:

- **Cookies:** Cookie sales were \$200 from the last basketball game; all ovens are up and running.
- **Manna:** Mary DeMaria will be taking over Manna sales.

➤ **DEPARTMENT REPORTS**

Orchestra Director/Assistant Director of Bands Kevin Carroll reported

- Orchestra concert is March 16; Hospitality can plan for 90 performers.
- Chamber Orchestra will travel to University of Illinois in April; the group will attend the U of I symphonic concert and have a workshop with the orchestra director. Mr. Carroll is looking into “Music for All” in Indianapolis for next year.
- Guitar recital is May 21.
- The Orchestra will perform at commencement; graduating orchestra students will play with the group but will have plenty of time to line up and process in with class.

Director of Bands & Color Guard and Fine Arts Coordinator Christopher Buti reported

- Winter Color Guard’ performance scores improved 10 points in one week; they are having fun with their show and are enjoying judges’ feedback.
- Concert Band Festival is March 15.
- RMHS hosted the D214 Honors Music Festival. It was helpful for the event to take place in a setting with band/orchestra facilities and the concert will take place here in the future.
- Jazz band practices may shift to Wednesdays in April and May, depending on how many students have conflicting athletic events.

➤ **ADJOURNMENT AND NEXT MEETING**

The meeting was adjourned at 8:30 PM. The next general meeting of the Music Boosters will be the first Tuesday or Wednesday in April in the Teachers’ Lounge.

Minutes respectfully submitted by Jane Ure

Approved April 5, 2017

ATTACHMENT A

JITM 2017 (prepared by Mat Krawczyk, with annotations* per group)

- FRONT OUTDOOR SECURITY RADIO USAGE. Need to be clear with outdoor security at the front of the building that when they stop the bus, that they get the name of the school and call it in over the radio so that the back table can begin to pull the packet. *Need more radios.
- DETAILED WARM UP ROOMN LISTS. Need to have a more detailed list for warm up rooms that not only show the time for each school to warm up and perform, but also the time that each band needs to start moving to the performance room. MK OBSERVATION in monitoring the warm up room for the Gym was that if the students guides thought that the performance time on the sheet meant the time they had to go to the gym. In reality, they needed to start moving the band about 8 minutes before hand.
- ONE JUDGE SPEAKS AT CLINIC. Suggestion that when judges go up for the clinic, that the only allow one judge to speak, especially if time is becoming an issue. This was mentioned as something they do at Purdue and each judge took turns to go up and speak to the students.
- LARGE CLOCK IN GYM. Suggestion of a large digital clock be placed on the back wall of the gym or stage so that band directors and judges are more aware of the time.
- CREDIT CARD. Review an option to except credit card or debit charges for tickets at the door and in the concession stands. Many complaints that people, and students, don't carry cash around anymore. Consider SQAURE. Alternative thought to this was that students and parents should know that these sort of school activities are a cash only event. This could pose an issue since the event is run by volunteers and accepting a charge for a non-profit organization could be challenging since someone would have to use a personal phone to do so.
ACTION ITEM: Whatever solution, we need to make sure that we clearly indicate on ALL material and at doors the final payment options are for this event.
- COMMUNICATION. There have been a number of people that say we could communicate better to minimize some of the challenges we face in running an event this large. But, this is an all-volunteer group and we cannot force someone to come to a meeting, read an email, or even take responsibility for what they signed up to do. BUT, having key people in place who know and understand what needs to be done, how to get it done and where to look for answers will minimize communication challenges.
- STUDENT ASSIGNMENTS. Assign students to the front entrance to help guide parents and guest to locations so that they don't miss performances because they get lost.
- PROBLEM, WONDERING STUDENT GUIDES. It seemed that we had a lot of student guides wonder off and leave bands without complete guidance.

- PROBLEM, ELEVATOR. Band directors trying to get their entire group down the elevator instead of just taking large instruments up and down. Jeff spoke to the elevator monitors when this was happening but need to make sure elevator monitors enforce this.
ACTION ITEM: Make a sign calling out that Elevators are for LARGE INSTRUMENTS only all others to use the stairwell.
- SUCCESSFUL, NEW SIGNS IN CAFETERIA. We added a few signs and stanchions in the cafeteria to help direct people to Pizza and Sandwiches. This seemed to have minimized the single long lines we have seen in the past and allowed people to ability to run in and get a beverage or light snack if that's all they wanted.
- CLEANING TABLES. We had a call around 1pm that we ran out of the Lysol wipes for tables (I believe 3 cans had been purchased) yet at end of day we had 4 cans located on the volunteers' tables. Also many complaints that tables where dirty later in the day.
- SALADS. Did not sell well. Could have been the placement in the cafeteria or just not something people want at a Jazz Fest. *But people who purchased were appreciative. Keep salad as option but order fewer?
- JUDGES KICK OFF - MOVE TO FOOD ROOM. Seems that Orchesis is in the middle of a senior function every time JITM is taking place. This year they took over the teachers' lounge and when left, left it a mess. Consider moving to another room.

*First-Aid Kit: check that items are not expired.

*Staff JITM shirts: need more small and medium.

*Scoring office runners should leave queries to judges with door monitors when possible to avoid entering rooms while groups are performing.

*There were more food leftovers this year but also higher profits on food.