

South Lyon East Band Booster Meeting

November 3, 2016 – Meeting Minutes

Minutes were approved by the board via email on 11/14/16

- I. **Open Meeting** – Joe Grima called the meeting to order at 7:24pm.
 - a. In attendance were: Matt Smith, Laura Hogan, Heidi Sanford (Secretary), Joe Grima (President), Jim Hill (Treasurer), Carrie Hill, Jen Liskey, Dayna Yeung, Jim Dormal, Jay Blades, and Kimberly Trethewey Fortuna.
 - b. Approval of previous meeting minutes – the minutes from the October meeting were posted to the band website. They were approved by the board via email on October 18.

- II. **Director's Report** – Matt Smith
 - a. Marching Band Competitions – the community performance was tonight following the marching band's final rehearsal of the season. They are headed to state finals this Saturday!
 - b. Scaffolding purchase – Novi high school band was selling their scaffolding, which we purchased from them for \$500. This will help with marching band practices, for viewing from above. The purchase was approved by the board via email on October 18.
 - c. What's next – Mr. Smith is hoping to be able to practice in East's stadium more often next year, and/or to have a better practice field to use; he will work with the school administration to figure something out.

- III. **President's Report** – Joe Grima
 - a. Scaffolding pick-up – this equipment needs to be picked up from Novi in the next week or two. Joe requested help with this - a driver and people to help load onto the trailer. Dayna Yeung said she'd ask her husband, Wain, to do it.
 - b. By Laws – recent updates have been reviewed and will be finalized by the board after tonight's meeting; they will be ready to publish soon.
 - c. Open board positions – both VP positions are open. Jay Blades volunteered to take the position of VP of Operations. Joe will inform Jay of everything he needs to know, and also, another parent, Linda Schmidt, has said that she will help with whatever needs to be done. The VP of Development position remains open.

- IV. **Music Department Coordinator's Report** - Laura Hogan
 - a. Upcoming events –
 - i. Royal Gala fundraiser – this event has been canceled due to lack of interest.
 - ii. Cabaret – sign-up sheets are up in the band and choir rooms, for students to sign up to perform. Laura has made flyers that we can put up around town. She sent out a volunteer sign-up email, and will send out again soon. Laura will set a date for one more Cabaret planning meeting in order to discuss progress.
 - b. Trip Update – 2nd payments were due this week – please send in that payment if you haven't.
 - c. Outstanding band fees – more have come in since financial statements were sent out, however there is still about \$2,000 outstanding. A letter will be written to those who still owe money – to come from the booster board. Jim Hill will write the letter and include it with another statement and the contract that people signed in the beginning of the year.

- V. **Treasurer's Report** – Jim Hill
 - a. Update on account
 - i. Account Status – we are pretty much right-on with estimated budget/expenses compared to actual. Outstanding band fees are necessary to collect as soon as possible! At the end of October, we had \$8,695.82 in the account, but a big portion of that is the fundraised money for individual students. So, we were actually at \$2,195.82. With a few other outstanding items (expenses and deposits) taken into account, we are currently at \$2,319.68.
 - ii. Non-profit status update – Jim has met with a CPA to go through everything, and filed the necessary forms for re-instatement. They also made a conference call with the IRS to ask questions. We should get officially re-instated soon. Jim will make sure everything is done to rectify the situation as soon as possible.
 - iii. Carrie mentioned that a large photograph of the marching band can be ordered early from the MCBA website, at a cheaper cost, so it might make sense to pre-order one now (for the band room). Mr. Smith reported that we get a free one as a band, so there is no need to purchase one.

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- VI. **VP of Development** – This board position is currently open. The responsibilities include helping with fundraiser coordination, making sure director-at-large committees are functioning (food for students, uniforms, etc.), and looking into getting corporate donations. The job can be shared by more than one person, if a couple of people would like to divide the responsibilities. If anyone would like to take on this position, please let someone on the board know, or tell Laura Hogan or Mr. Smith.
- VII. **VP of Operations** – Jay Blades has volunteered tonight to fill this position, effective immediately.
- VIII. **New Business** –
- a. Jim Dormal gave an update on U of M Concessions fundraiser work. He said it has been great, with lots of support and no shortage of volunteers this year! They are slightly in a pinch for getting people just for this Saturday, since all of the band people will be at the state finals, but he is hopeful that choir families will step up.

Joe motioned to close the meeting, Dayna seconded the motion. Meeting adjourned at 7:49pm.

****Next Meeting: Thursday, December 8, 2016 at 7:00PM****
ALL PARENTS AND STUDENTS ARE WELCOME!