

South Lyon East Band Booster Meeting

May 4, 2017 – Meeting Minutes

Minutes were approved by the board via email on 5/8/17

- I. **Open Meeting** – Joe Grima called the meeting to order at 7:04pm.
 - a. In attendance were: Matt Smith, Joe Grima (President), Jim Hill (Treasurer), Jay Blades (VP Operations), Heidi Sanford (Secretary), Karen Perttula, and Jen Liskey.
 - b. Approval of previous meeting minutes – the minutes from the March meeting were approved by the board via email on March 8 and posted to the band website. There was no meeting held in April.

- II. **Director's Report** – Matt Smith
 - a. Nashville Trip update – everything went really well and it was a lot of fun!
 - b. Concert/Symphony Bands – the final concert of the year will be on Monday, May 22.
 - c. State Festival – this Saturday, May 6, at Ann Arbor Skyline High School.
 - d. Jazz Band – will be playing at a concert in the park (at the gazebo by the Witch's Hat Depot) on Thursday, May 25.
 - e. Graduation is coming up on June 10th, at which the symphony band will play.
 - f. Paradise Park flyers were handed out today. This takes place overnight from June 3 to 4.
 - g. We recently got a new student in the band program, who comes from Brighton.
 - h. The Flower Basket fundraiser went really well. We sold 127 baskets, with over \$1,100 in profit. The top-selling students will get gift cards; Mr. Smith and Mrs. Hogan will get those to give out to the kids.
 - i. A fundraiser is coming up at Chipotle in Novi on May 23rd. You have to bring in the flyer, or show it on your phone, when you dine at the restaurant that day. We will hand out flyers at the May 22 concert, in addition to emailing them to band members. Chipotle will give us 50% of the profits for this!

- III. **President's Report** – Joe Grima
 - a. Booster Board nominations – Jim and Heidi will be leaving the board, as their band students are graduating. Jay is willing to stay on in his current position of VP of Operations. Joe is most likely stepping down from his president position, after several years of involvement. Heidi nominated Karen Perttula to fill the secretary position, and she is willing to do so. Joe mentioned that we should consider the possibility of having two people share board positions, in order to split the work. This is allowed, per the bylaws. Jen Liskey mentioned that she is willing to be a co-president, if someone else is willing to share the position with her. Out-going board members will need to meet with new board members to make sure they understand what their responsibilities are and to explain the division between board and Matt/Laura responsibilities.
 - b. Voting – will not be done tonight. Since we don't have enough people nominated for all open positions yet, we will continue to take nominations throughout May. When we have enough people willing to be on next year's board, then a vote will be conducted either via email to all families or at the June mandatory band meeting.
 - c. It was discussed that we should all try to help build a bigger "family" of band parents, like forming sort of a phone tree to reach out to each other for volunteer needs, and having social events where parents can get to know other parents, too. It was suggested that next year we put together a directory of band students, parent names, and contact info that could be given to all band families, in order to make it easier to contact each other. Mr. Smith mentioned that we could ask Laura to include a line about this on all of the paperwork that parents will fill out in June.

- IV. **Music Department Coordinator's Report** - Laura Hogan (not present, but items reported by Mr. Smith)
 - a. Band Banquet will be held on June 1 at Bakers of Milford.
 - b. Memorial Day Parade – line-up starts at 8am, parade starts at 9, ceremony starts 9:30-ish and finished around 10:30. Pizza lunch will be provided at school afterward. We need someone to pull the trailer that day.
 - c. Marching Band meeting – the mandatory meeting regarding next year's marching band has been moved from June 8 to June 19 (the first day of marching band summer rehearsal).

- V. **Treasurer's Report** – Jim Hill
 - a. Update on account – April's ending balance was \$5,809.75. Adjusted for outstanding checks and pending deposits, the total is \$6,045.64. Then, taking out the amounts we are currently holding in the account for winter guard and student-earned trip money, actual cash is about \$3,320 right now. There

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will be fundraiser money coming in from the flower sale, Chipotle, and the can drive in June, so that should bring us up to around \$5,000 by the end of the year. We then will have to pay the district approximately \$1,700 for our portion of the sound system cost, and will have to purchase some more bowties for uniforms. Karen (uniform chair) reported that we may need to order a few new concert band uniforms as well.

- b. A very sizable \$250 parent donation has been made to furnish the band toolbox. Jim Hill and Tim Sanford (this year's prop-building chair) will purchase needed items to fill the toolbox. Additionally, Mr. Weber (East's robotics teacher) has offered the use of power tools in his classroom if the band needs them.
- c. The board will meet on May 8th to work on next year's proposed budget, so that it is ready to present at the June meeting.

VI. **VP of Development** – This board position is currently open. The responsibilities include helping with fundraiser coordination, making sure member-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

- a. Jay has investigated costs to repair the donated band trailer. It will require about 14 panels to re-sheet the walls. It can probably be done for around \$1,500 for the entire repair. Jay will contact a couple more places about pricing and also potential donations of materials, so this can be discussed more at the budget meeting.
- b. For next year, Jay will come up with a way to have parents indicate whether they can pull a trailer with their vehicle, so that we will have a list of people to ask when needed.

VIII. **New Business** –

- a. Band Banquet – Discussed how much to charge adults and siblings attending banquet, since band students attend for free. It was agreed that the cost for adults and additional (non-band) siblings will be \$17, and for children (age 10 and under) will be \$10. Heidi is coordinating the details with Bakers and a flyer will be sent out to families soon. Jim will get the cake. Carrie Hill might have some decorations left from last year; Karen will talk to her about helping with decorations. We will need 5 extra tables set out for awards, pictures, and the cake. Joe will bring his screen, projector, and sound system to use instead of borrowing Bakers', so that we can control where to set up.
- b. Joe would like the board to meet outside of the regular meeting to discuss details of a letter being developed to ask companies to donate money to the band (what will be included at each sponsorship level, etc.). Mr. Smith pointed out that we need to come up with additional new fundraising ideas, and that when unforeseen expenses come up, we need to think about how we will replace the money before agreeing to approve any new expenses.
- c. Senior photo – traditionally, we take a picture of all the band seniors together at the final concert or band festival, and each of them is presented with a copy of the picture in a 5x7 frame. There is some difficulty coordinating the picture this year, since one senior won't be at the concert, and one won't be at festival. Possible solutions could be to take a picture during school or to create a collage using individual pictures from previous events. Joe will order the frames from the same place as in the past, since pricing is good.

Joe motioned to close the meeting, Jim seconded the motion. Meeting adjourned at 8:10pm.

****Next Meeting: Monday, June 19 at 6:30pm in the COMMONS****

ALL PARENTS AND STUDENTS to be involved with marching band next year are required to attend!