**Hammond High School Music Boosters**

 **May 30, 2019 Meeting**

**PRESENT AT MEETING:** Jen Larsson, Hillary Bierce, Paul Ijams, Christine Dietrich, Stephen Dunlap, Lavelle Condon, Renee Cooper, Jen Ward, Malcolm Washington, Laura Henson, Charmain Mohammed, Samantha Neuman, and Cindy Good.

**OPENING:** Call to order at 7:05 p.m.

**INTRODUCTIONS**

**REVIEW MINUTES:** The minutes were read and approved. Laura Henson moved to approve the minutes; Paul Ijams seconded.

**TREASURER’S REPORT:** Activity since April 11th included finalizing totals from A Little Night Music; this event came in at $2773.72 net profit, which is ahead of the $2500 budget. Additional activity included: transferring money from student accounts used for the spring trip ($5,378.12); distribution of student scholarships (underclass $800; graduates $1250); payment for flowers for the spring concert for the seniors ($507.96); payment for last fall’s percussion instructor ($1500); payments of fees for the procurement of stamps ($11), checks, and the fall picnic reservation ($62.50). Receipts for the banquet were submitted ($403.82); the awards cost about $1000. There were no receipts to submit for the Gala baskets. Income included the chocolate refund ($420) and restaurant night money from Chick-fil-A ($101.03), Chipotle ($121.59), and Craven ($112.08). Fundraising income for the year was $13191.81, however we still have one more restaurant night to add to that total.

Leftover money from prior seniors’ student accounts that was not used will be moved back into the general Music Booster money account. Directors can ask that money in a graduated senior’s account can be moved into a younger sibling’s “account”. Money in a student account can rollover from year to year. The Music Boosters ask that underclassmen receiving a scholarship should be deposited by the end of June and submission of a receipt from the camp the money was used for.

**BAND DIRECTOR’S REPORT:** Spring concerts and graduation went great. The band sounds good now despite seniors already being gone. The Jazz Band scored higher than last year at the Chantilly Jazz Band Festival; he was pleased with their performance. Summer Band Camp for elementary and middle schools is June 24-28th. Strings camp will also be conducted this summer. Next Thursday, June 6th, is the first marching band practice for incoming 8th graders and is from 430p-630p. Thanks to Jen Larsson for all of her work over the past several years.

**ORCHESTRA DIRECTOR’S REPORT:** No report.

**CHOIR DIRECTORS REPORT:** Spring concert went really well, as well as the graduation performance. The first Chamber Choir rehearsal was today and that went well. Thanks again to Jen Larsson for all of her hard work.

**WAYS AND MEANS:** Restaurant nights: June 6th is Chick-Fil-A night.

Fall Fundraisers: Car Wash is scheduled for September 7th. Jen Larsson will supply the Exxon contact to Jen Ward.

Chocolate Sales: Samantha Neuman will lead this again in 2019-20. Sales will start on September 4th permission slip distribution and they will be due on September 11th. The chocolate will be distributed on September 12th. Money will be due on October 3rd and last grace is October 10th. There is an additional flavor available this year; it is a wafer similar to a Kit Kat. The standard order last year was 18 caramel, 6 dark and 12 each of crisp, almond, and milk. The company is shifting to a standard order of 18 caramel, 12 crisp, 12 almond, 6 milk, 6 dark, and 6 wafer. The option to order different quantities was discussed. We will order 12 caramel, 12 crisp, 12 almond, 9 milk, 6 dark, and 9 wafer. Last fall we ordered 50 extra boxes with some returns. This year she will have a smaller initial order and go back to get more boxes if needed, understanding that the wafer may not be available.

Desserts/Pies: This sale will run from October 9th to October 28th. This will be a variety of desserts, maybe not just desserts or pies as in the past. Pick up will be on November 21st.

We discussed the variety of fundraisers we do each year. There was some discussion about selling fruit again; there was reluctance to do it again because of two prior bad seasons. Other surrounding schools have stopped using this fundraiser. We have moved on to things that are more affordable per item. We have struggled selling pies in the quantities that will get us the higher return (40%). We had 79 participants selling pies last year. Another issue with pie sales is that distribution can be difficult if the seller has to store the pies for delivery. The Boosters try to provide several opportunities for students to participate in fundraisers; it is anticipated that not all students will participate in every fundraiser. Another suggestion was selling pizzas, for example Joe Corbi. It was noted that parent involvement is critical to the success of these programs. Another suggestion was making direct asks of people to volunteer. Mr. Dunlap plans to revamp the Booster volunteer list to make it position description/function based instead of title based. There was a suggestion to use a Sign Up Genius and asking everyone to sign up for one thing. It was also suggested that we be up front with the total time the job takes, i.e. Big Bear Band Lead requires 5 hours total. In addition to revamping the job descriptions, it was noted that we also need a digital copy of the By-Laws. An additional fundraiser idea discussed was selling something at the winter concert—flowers, poinsettias, etc.

 ACTION ITEM: Mr. Dunlap will revamp the Music Boosters volunteer descriptions in the Volunteer Binder

Haunted House: This will be Saturday, October 26, 2019. The last home game is on Friday, October 25th—this will be Senior Night. Students can do set up the morning of the event.

**MEMBERSHIP REPORT:** Membership is at 80. We have collected $1520 for membership and $917 in donations; the total was $2444.83. The magnets will go to Paul for next year. There are approximately 30 magnets left; we paid approximately $0.42 each. The t-shirts are in the closet between the band and choir room; there are no mediums left. We will supplement the t-shirts with a modest order of the same design. Having t-shirts and membership available for purchase at the picnic is a plus. There was discussion that the magnets look dirty after being on cars for a while and it was decided that we should redesign it. Mr. Washington will take this on. There was also a discussion about creating socks for sell. Jen Larsson will look into this. Tessa Goldscher will be the Membership Chair for 2019-20.

 ACTION ITEM: Mr. Washington will design a new magnet.

 ACTION ITEM: Jen Larsson will look into socks.

**NEW BUSINESS:** Elections of next year’s officers. The new term starts on July 1st. The proposed slate:

President: Paul Ijams

VP: Laura Henson

Treasurer: Jen Ward

Secretary/Webmaster: Hillary Bierce

Motion to elect the board as slated: vote in favor was unanimous.

Next Year’s Event Calendar: Jen Larsson will create this before the end of her term.

Marching Band Kick-Off: We would like to have the Kona Ice Truck on August 30th.

Insurance is due at the end of June for Directors and Officers. It is $614 for renewal. Jen Larsson will renew for the 4 newly elected officers. Jen Larsson will pay online and she will be reimbursed by the Music Boosters.

All president email will be directed to the Hammond Music Boosters email.

Social Media: There was some discussion about who will take over the job of posting social media. It was suggested that we look to choir and orchestra parents for volunteers. Mr. Washington will look for a volunteer.

Back-to-School Picnic: Mr. Washington would like have RSVPs for the picnic. That will be set up and posted to the website. The picnic will be 630p-900p. We will wait until closer to the event to decide if we will reserve the field. We will continue with the plan to have parents bring their own dinner and a dessert to share.

 ACTION ITEM: Jen Larsson will create the 2019-20 Boosters event calendar.

 ACTION ITEM: Hillary Bierce will contact Kona Ice to come on August 30.

 ACTION ITEM: Jen Larsson will renew the insurance for Officers and Directors.

 ACTION ITEM: Mr. Washington is going to look into a volunteer to do Social Media.

**BUDGET:** $1000 from the general fund will be moved to the restricted fund as a savings towards marching band uniforms. There is approximately $10,000 in the restricted account.The dry cleaners are still processing the uniforms from last October. There has been no reimbursement/payment made for this yet, nor indication that they are done with the cleaning. The dry cleaner historically has delivered them to the school. It was noted that the pants are starting to dry rot and the uniforms are showing their age. The expense to replace the uniforms will probably come in the next five years. It is possible to move more than $1000 to the reserve each year towards the uniforms if it looks like the uniform purchase is coming sooner rather than later.

 ACTION ITEM: Jen Larsson will check to see if there are uniform funds in reserve elsewhere.

**OLD BUSINESS:** The property taxes for the Music Boosters was filed for 2018 and 2019.

**CLOSE MEETING:** Laura Henson moved to adjourn the meeting. Paul Ijams seconded the motion. Meeting adjourned at 8:48 pm

Respectfully submitted,

Hillary Bierce

Secretary, Hammond Music Boosters