

Mission Hills High School
Instrumental Music
Board Meeting
Tuesday February 6, 2018
MHHS Band Room Office

Meeting called to order at 5:02 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Booster Board VP Melissa Alvillar, Secretary Sherry Schwab, Communications Director Robin DuBroy, Drum Line Liaison Jessica Hirmas, Color Guard Liaison Sarah Boscia, Concessions Director Jacob Angelo, Treasurer Leslie Wetherell

- Treasurer's Report:
 - Current Balance: \$14,425.32
 - Outstanding checks: \$951.69 (Speaker & SD Winds)
 - Outstanding Invoices: \$8382.26 (Dec. coaching & uniforms)
 - +Deposits: \$1839
 - Available Balance: \$6930.37
 - There is a need for more categories to log incoming funds in order to make tax preparation smoother.
 - The Charms treasury feature will be utilized for next year. Lorrie, Melissa, Leslie, and Mr. Coughlin will meet together at a later date to review Charms training videos.
 - Next year the online fees paid by the Boosters will be built into all online transactions (3% + \$.20/transaction).
- Fundraising Update:
 - Family Contribution letters will be mailed this month.
 - Total Family Contributions this year: \$40,942.60
 - Donation Drive: Melissa will contact Jesse to launch Blast Athletics again.
 - Upcoming Fundraisers:
 - See's Candy for Easter
 - Soap: Melissa will contact Joy Blessman about kicking off the soap fundraiser at the WGASC show on March 17 and follow up with an official launch for Mother's Day.
- President's Report:
 - Agenda for Feb. 8 Booster Meeting:
 - Family Contributions
 - Total raised to date
 - The need for more contributions
 - Share for what the contributions are used
 - Open Board Positions

- Event Coordinator (Consider Alice Soloff, Jennifer Peterson, Jason and/or Cami Mandell, Naila Sfeir, LeAnna (spelling) *last name*)
 - Equipment Manager - to work with Thomas Ridgaway next year (Consider Shane and Susan Ward)
- Volunteer positions for upcoming shows, including the need for First Aid volunteers. Melissa will make a slide for presentation
 - All volunteers need to wear the red Band shirt. An order will be placed for more XL and XXL shirts for volunteers.
- Spring Trip
 - Estimated student cost \$550 each. More details and tentative itinerary will be discussed.
- VAPA Advocacy
 - Mr. Tramm will place an All-Call for the Booster meeting
- The music booster Board bylaws will be updated to include the preparation of a Treasurer's summary twice per year, once at the close of the first semester to be discussed at the first Board meeting of the second semester, and the second summary prepared at the close of the second semester to be discussed at the August Board meeting.
- Parking for events:
 - WGASC: Trailers and cars in the student lot, and overflow cars in the faculty lot.
 - ADLA: Student lot top section for equipment trucks and trailers. The bottom section of the student lot will be used for a few cars. The faculty lot will be used for truck/trailer overflow. Spectator overflow will be directed to the Admin. lot.
- 501c3: Christine Swann has gathered information on 3 different companies to help the music boosters establish their own tax-exemption status. The booster organization will be renamed Cardinal Alliance Parent Organization (CAPO).
 - ACTION: At the time of this meeting the Board voted unanimously to approve the payment of \$946 payable to BizFilings for the Complete Package. Payment may be made after receipts from the WGASC on March 17 have been deposited.
- 8th Grade parent night has been changed to March 15
- Vendor list: A master list of all vendors will be created. This list will contain the vendor name, contact information, the product(s) supplied, and payment terms.
- Kettle corn: Melissa and Jessica will arrange for a kettle corn vendor for the upcoming shows and will negotiate a flat fee.
- Transportation account: Lorrie has a call in to Carol Reyes for clarification regarding what is being charged to our transportation account; waiting for a response. Drumline is paying a second transportation fee directly to Jolene in the finance office; color guard will not be paying a second transportation fee since the Guard only needs 4 buses and no equipment trucks.

- Custodian fees: Lorrie will meet with Mr. Goode on Wed. 2/7 @ 8:30 am to discuss janitorial fees for the shows.
- Director's Report:
 - Marimba should arrive within 45 days.
 - Mr. Coughlin will make a PowerPoint presentation for the Booster meeting scheduled for Thurs. 2/8. The final PowerPoint will be sent to Robin DuBroy, who will send it out in an email blast after the meeting for those parents who were unable to attend.
- Open Forum:
 - Sarah Boscia:
 - We need to provide nicer trophies for the Signature Show and needs a budget.
 - Mr. Tramm approved using the equipment repair budget for repair the Color Guard sabre.
 - There is an order for 7 more Color Guard uniforms and more shirts. Most of the money has been collected for the orders.
 - Jacob Angelo: There will be plenty of non-perishable snack foods purchased for the first show, any excess will be used for the next 3 shows.

The next Board meeting will be on Tues. March 6 @ 6 pm in the band room.

Meeting adjourned @ 6:45 pm

Minutes recorded by Sherry Schwab, Booster Board Secretary 2/6/18

"Parking for Events", "501c3", and "Transportation Account" sections revised 3/13/18, SS