

Mission Hills High School  
Instrumental Music  
Board Meeting  
Tuesday June 5, 2018  
MHHS Band Room Office

Meeting called to order at 6:08 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Booster Board VP Melissa Alvillar, Communications Director Robin DuBroy, Concessions Director Jacob Angelo, Sarah Boscia Color Guard Liaison, Joy Blessman Co-VP Fundraising, Venessa DeMatteis Uniform Manager, Alice Soloff Co-VP Events, Ed and Maya Walls Props Committee, Thomas and Toni Ridgaway Equipment Managers and Grants

- Treasurer's Report:
  - Bank balance: \$16,685.10
  - Outstanding checks: \$9176.07 (food, Rick Springler, April coaching)
  - June 2017 Coaching invoice: \$982.26 (Ben, Color Guard)
  - Upcoming invoiced to be paid: \$14,220 (May & June coaching, custodian bills)
  - Revised balance: **-\$7693.23**
    - Notes (from Lorrie Harvey):
      - Proposed new budget for Band 2018-2019 ~\$110,000
      - Fiesta Bowl (not included in budget) ~\$120,000
      - Estimated props ~\$3500
      - Potential trailer (purchase \$1500 + tires \$500 + paint \$3000, does not include registration, license, insurance, storage) ~\$5000
      - Drum Major stands ~\$607/785 (depending on style)
      - Current equipment repair unknown
      - Spirit Gear storage cart ~\$169
  - \*\*There is concern regarding Coaching bills and time cards not being turned in on time, resulting in a large amount owed by Boosters.
- Fundraising/Events
  - Spring Pops Concert
    - Profit: \$2771
    - Donation of \$400 by a dentist
    - Ludus (online reservations): \$1250
    - Consider moving to Saturday next year? This year the concert conflicted with 6th Grade Orientation
    - Suggest announcing the next band up so people stay to enjoy

- Band Banquet
  - Suggested that awards be taken out of the Banquet budget so that the people attending are not the only ones paying as the awards are for the whole band.
  - Trophy cost \$511
  - This will be discussed further at the Budget Meeting
  - Suggest having each group (Jazz Band, Concert Band, Symphonic Band, Wind Ensemble) stand to be recognized
  - Suggest labels on food items for people with dietary needs
- Early Bird Contribution Drive: Launch at Pre-Band camp and Uniform fittings
- Charms: When is the rollover to 2018-2019 scheduled?
- ROI Card Saturday: Preparation timeline? **Not discussed at this time**
- Fiesta Bowl:
  - Need tentative dates, events, timelines, etc.
  - Joy Blessman will meet with Alice Soloff and Jennifer Peterson (Co-VPs of Events) to coordinate fundraisers for Band and for Fiesta Bowl so they do not overlap or interfere with each other
- President's Report
  - Open Board positions
    - Welcome to Joy Blessman, new Co-VP of fundraising
      - **ACTION:** Nominated by Lorrie Harvey, second by Jacob Angelo, unanimous approval by all present
      - Erica Gallardo agreed to assist as temporary Co-VP until a permanent Co-VP can be determined
  - Volunteer Coordinator: Sarah Myers offered to help
  - Treasurer Support: Terry Watson offered to help set up Quickbooks so we can easily submit taxes for 501c3 and train our Treasurer. Also offered to help prepare taxes.
  - 501c3 status: BizFilings initial filing done for State; waiting on Christine Swann for next steps / update on Federal filing
  - Venessa, Uniform fittings
    - New procedure - using Marching Band enrollment appointments
    - Stations will be set up
    - Student and parent volunteers will be needed to run the stations
    - Color Guard will be added to the enrollment/fitting schedule
    - Parents **MUST** attend to learn about Charms, email list/website, and budget information
    - Time slots: 30 minutes, 10 students per slot, 20 different slots. Time slots will be available every day after Pre Band Camp, June 18-20, 4pm - 7pm, and Saturday June 23, 8am - 12pm
  - Toni, Press packet:
    - We need to connect to corporate sponsors

- Let them know that what we offer and who we are matches their company values
  - Toni Ridgaway is creating a Press Kit to use for this and contains the following:
    - Program information
    - Pitch (who we are)
    - Media (photos of performances)
    - Sample press release that we would send to news sources
    - List of partner opportunities
    - Band sticker
  - These kits can be sent out to their publicity representative with Thank You notes to the Administrative Assistant
  - We need to find out what kind of funding the company can give
  - Companies may need longer than six months to turn around the money for donations (money not received right away)
  - The format of this Press Kit will work going forward for many years
- Financial Priorities for 2018-2019 school year:
  - New proposed budget
  - Props: An email will be sent asking for parent donations of prop materials. Suggestion to increase prop budget an additional \$2000.
    - **ACTION**: Lorrie Harvey motioned to increase prop budget by \$2000, second by Joy Blessman, unanimous approval by all present.
  - Trailer:
    - **ACTION**: Sarah Boscia motioned to purchase a trailer for prop storage/transport on the contingency that the school (MHHS) needs to approve storing it on campus first. Trailer initial cost: \$1500, additional costs (new tires, paint, insurance): ~\$3500, total cost: ~\$5000. Second by Joy Blessman. Unanimous approval by all present.
  - Fiesta Bowl: Discussion about ensuring the money raised for this event is kept separate as to not affect the regular budget. If sufficient money is not raised in time for Fiesta bowl, it will be set aside for future trips.
  - Other equipment needs (new drum major stands, fixing current equipment, storage cart for Spirit Gear) - The District provided Instrument budget will be used to purchase new Drum Major Stands
  - **\*\*Suggestion**: Use SurveyMonkey to get more parent input
- Director's Report:
  - WBA Field Show
    - They like our facilities
    - Locations for warm-ups were planned out (will try to use Hollandia Park for warm-up space)
    - Spectator parking in teacher/park side

- Student lot is for performer entrance/exit
- Open Forum: nothing discussed

Meeting adjourned at 7:48 pm

Minutes recorded by Robin DuBroy

Future Meetings:

Dates for July Board meeting/budget review

Date for July Parent Mixer (Joy Blessman offered her outdoor space)

August Board meeting date?

August General Parent meeting: Wednesday August 8, 2018