

Mission Hills High School
Instrumental Music
Board Meeting
Tuesday December 4, 2018
Pizza Nova Restaurant

Meeting called to order at 5:09 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Co-VP fundraising Joy Blessman, Treasurer Leslie Wetherell, Secretary Sherry Schwab, Co-VP Events Jennifer Peterson, Co-VP Events Alice Soloff, Drumline Liaison Steve Soloff, Guest Terri Watson (501c3 advisor)

- Treasurer's Report:
 - Bank Balance: ~ \$37,300 (\$18,500 set aside for AZ trip/future trip*)
 - Available Balance: ~\$18,800
 - Outstanding checks written: -\$10,557
 - Other bills not yet due: -\$7500 (Nov. coaching bill not yet paid)
 - Outstanding deposits:
 - Revised balance: \$743

 - Annual Contributions: ~\$21,000 (approx. half of last year's contributions)
 - Potential expense: \$750 for the bus trip to Disneyland last year
 - Lorrie Harvey asked Leslie Wetherell to check if ADLA was paid last year, \$1 for the show
 - **ACTION:** Lorrie Harvey to ask Jolene in Finance for the ASB balance
 - *\$18,500 will be set aside in a savings account
- Fundraising:
 - Poinsettia Sales: Profit from sales \$1000. The general thought is that the poinsettias may have been priced too high to achieve higher sales.
 - Holiday Craft Fair:
 - Scheduled for Sunday Dec. 9, 10 am - 3 pm
 - 30 Vendors
 - 15 vendors paid the booth fee, 10 that were contacted said payment was en route, the other 5 vendors asked to pay their fee on Sunday (the day of the craft fair)
 - Profit should be \$2000-\$3000
 - Being advertised on Yelp, Craigslist, Eventbrite (Google "Merry Everything" to find information)
 - Making signs for the event on Thurs. Dec. 6
 - 20 flats of flowers have been donated to sell
 - Jazz Band will play at the event

- Unsure about whether there will be a truck selling coffee
 - More adult volunteers are needed
 - Students are also needed to help and can earn Community Service hours
 - Discount cards will also be sold. An all-call will be made telling students to return unsold discount cards or turn in money collected for sales by Dec. 17.
- Events
 - Winter Concert (2):
 - Wed. Dec. 12, 6pm: Concert Band ensembles, Redwood Hall
 - Desserts provided by Extraordinary Desserts and gourmet hot chocolate bar available after concert
 - Raffle will be held after the concert
 - Thurs. Dec. 13, 6pm: Jazz Band and Choir, Library
 - Appetizers will be available
 - Chocolate boxes will be available to purchase
 - Decorating is Holiday themed
 - Concert Theme: "The Color of Music"
 - Ticket prices: \$10 each for one concert, \$15 for both (\$3 per ticket will be used to purchase food items)
 - Sign Up Genius still needs more information for both of these concerts
 - Winter Guard Update:
 - Color Guard Liaison, Sarah Boscia absent
 - WGASC:
 - No information about the meeting yet
 - Color Guard parent meeting Tues. Dec. 11
 - Color Guard has \$2000 in the budget. These funds will be used to purchase flags and props
 - Show is scheduled for Feb. 16, 2019
 - Theme: Dreaming/Heads in the Clouds
 - We will need to provide concessions for this event
 - Indoor Percussion Update:
 - ADLA meeting: Steve and Alice Soloff will be attending
 - Drumline parent meeting Friday Dec. 14
 - Show title: "Mother Nature"
 - Floor: Last year's floor will just be painted for this year's show
 - Costumes: Ordered in November, on time, according to Mr. Coughlin. A different vendor is being used than last year. A \$250 deposit was required and has been paid (LW). Costumes are \$200 each, students can get contributions to pay for them.
 - Drumline needs money. Corporate sponsorships is one possibility, can be advertised on event show shirts. Drumline and Color Guard could have a booth at the "Merry Everything" fair to collect contributions

- Concern: The binder handed down from the previous VP of Event and Fundraising is almost completely empty of any information. Lorrie Harvey will try to contact the previous VP for assistance.
- President's Report:
 - 501c3 (Terri Watson):
 - Extension for taxes has been filed
 - Terri thoroughly reviewed the bylaws and minutes. She will provide a "cheat sheet" for information needed in minutes. Bylaws need to be changed.
 - Music program needs to form a corporation
 - Terri has been in contact with Laura Hinman in ASB and Jolene Clark in Finance
 - Tax deductible donations can be accepted into the ASB account until our 501c3 is complete. During this time checks need to be made payable to MHHS ASB Band (CAPO cannot be used until 501c3 is complete) and turned into Jolene, who can issue a W-9. Until we have our own Tax ID #, we may use the District's Tax ID #
 - Container status:
 - The Music Program would like to own the container which is currently at an elementary school. The Music Program would be responsible for moving costs. Cost is \$200/hour and will take 3-4 hours to move (totalling \$600-\$800).
 - **MOTION:** Lorrie Harvey motioned to request the use of ASB funds for container moving costs, second by Alice Soloff
 - Golf Cart and Trailer: Steven Kemp will purchase golf cart and trailer. He will be responsible for paying registration. This will be used for private transportation and no longer associated with the MHHS music program.
 - 3rd Annual Volunteer Potluck: Hosted by the Perun family. Choice of Jan. 19th or 26th; Jan. 19th is preferred by directors (they have a show on Jan. 26th)
 - Uniform Room Clean-up: Would like to schedule for January 2019. Venessa DeMatteis has already submitted a quote for uniform laundering.
- Director's Report:
 - There is no Spring 2019 trip planned
 - The Bands of America Show Calendar should be released this month for the 2019/2020 school year. Once the calendar is available the directors will decide if there is a show they would like to incorporate into a "big" trip for next school year.
- Open Forum: We need 2 volunteers to pick up the poinsettias on Sat. Dec 8 by 11 am. Probably 2 trucks/SUVs with a lot of space. Need to be delivered to the band room to store overnight (people can pick up purchased poinsettias at the Merry Everything event on Sunday)

Meeting adjourned 6:24 pm

Minutes recorded by Sherry Schwab

Next Board Meeting: Tues. Jan. 15, 2019, 5:30, MHHS Band Room