

Mission Hills High School
Instrumental Music
Board Meeting
Thursday September 13, 2018
MHHS Band Room Office

Meeting called to order at 5:35 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Co-VP fundraising Joy Blessman, Concessions Mgr. Jacob Angelo, Communications Director Robin DuBroy, Treasurer Leslie Wetherell, Secretary Sherry Schwab, Co-VP Events Alice Soloff, Color Guard Liaison Sarah Boscia, Drum Line Liaison Steve Soloff, Props Committee member Jason Mandell, Equipment Mgr. Thomas Ridgaway, Guest Terri Watson (501c3 advisor)

- Treasurer's Report:
 - Bank Balance as of 8/1/18: \$30,966.92
 - Outstanding checks written: -5456
 - Other bills not yet due: -9493.50
 - Outstanding deposits: +1670
 - Revised balance: \$17,687.42

 - Approximate annual family contributions to date: \$10,358
 - PayPal and Square charging issues: Problems have been identified using Square and PayPal for payment processing (what items purchased, student affected, individual items, fees, etc.). Work will be done to decide which processor is most cost efficient and has the best reporting features.
 - Charms update status: Leslie is having trouble updating Charms with Family Contributions because of Square and PayPal transactions.
- Fundraising/Events:
 - Fundraise Genius:
 - 288 donors so far
 - Average donation: \$56.04
 - Money raised to date: \$16, 248.50
 - 2 days left
 - Meeting with Event Coordinators
 - Wine Tastings (donated by Terri Watson): Jan, Feb, Mar
 - Game Nights: Regular rotation? Weekly? \$20 per family to participate
 - Restaurant dinner - and - a show - night
 - Cinco de Mayo
 - Myths & Legends Fall Concert October 11
 - Show by invitation and advance tickets
 - Beverages only before the show

- Flower and chocolate “grams”
 - Appetizer and autograph reception
 - Discount cards
 - 1200 cards acquired
 - Cost \$2000 (paid)
 - 473 cards sold totalling \$9460
 - Profit \$7460
 - 727 cards remain with \$14,540 profit potential
 - 2nd wave will begin Monday Sept 17, 3 cards per musician
 - Soap Fundraiser
 - Orders collected October 1-15
 - Distribution October 29
 - Poinsettia Sell
 - Orders collected Nov. 12-28
 - Distribution Nov. 9 at Holiday Craft Show
 - Holiday Craft Show (has been approved by MHHS)
 - Sunday Dec 9, 10 am - 3 pm
 - 80 craft vendors & 20 food vendors
 - Band performances
 - **MOTION:** Lorrie Harvey motioned to reimburse Joy Blessman \$30 for Myths & Legends Fall Concert invitations and tickets; second by Alice Soloff
- Events
 - Middle School Night: Friday Sept. 14. 31 pizzas need to be picked up from Costco at 5 pm (Terri Watson volunteered her husband to pick them up). MHHS students arrive 3:45 pm, middle school students arrive 4 - 4:15 pm. We are expecting over 300 students
 - Pre-Comp: Sept. 29. SMHS arriving at 4:30 pm. SMHS 267 students + MHHS 154 = 421 total musicians and color guard. Unclear how dinner for students will be handled; possibly San Diego Food Truck
 - Timeline:
 - 2:30 - 4:30 MHHS rehearsal
 - 4:30 SMHS joins MHHS to rehearse National Anthem
 - 6:00 Get into uniforms
 - 6:30 Warm-ups
 - 7:30 Performance
 - Oktoberfest: Originally scheduled for Sep. 30, changed to Sunday Oct. 14, 2-4 pm. Sarah Boscia will communicate the change to those whom she sent invitations (multiple teachers and principals).
 - Fall Concert: Discussed above in Fundraising/Events as Myths & Legends Fall Concert
- Concessions
 - Shelving: There is not enough inventory in the Uniform Room to remove that would increase space to any significant degree

- Football Booster old grill: Jacob is interested but will need to talk to the football boosters to discuss details (cost, working condition, etc.)
- President's Report
 - 501c3:
 - Parent Terri Watson is willing to help coordinate the process. The main problem with remaining part of GBEF (MHHS's umbrella booster organization) is that we are unable to secure grants for the music program.
 - First step is giving Treasurer Leslie Wetherell access to the back side of PayPal
 - Transportation:
 - Lorrie Harvey requested a finance report from Jolene in the Finance Office. Only 47/154 students have paid the transportation fee, which is used to pay for the buses and district trucks used during competitions. For Marching season, using 2 trucks costs over \$9000, 3 trucks costs \$14,502.
 - The purchase of a trailer for the music program has been discussed in previous months. Thomas Ridgaway is willing to make the purchase (\$1500) and complete the necessary renovations (\$3000) it would require to be adequate transportation; this would take approximately 3 weeks and he could be reimbursed for all costs upon completion
 - Chris Coughlin proposes spending the money for the purchase and renovation costs for the trailer. The trailer can be parked indefinitely at the bus barn. We would use the trailer and 2 trucks for this season and this would cost about the same as using 3 trucks for the year.
 - We will need an insurance rider for this (or any) trailer.
 - Second proposal: reserve 3 trucks in case trailer is not ready
 - **MOTION:** Sarah Boscia motioned to move forward with the purchase and renovation of the trailer. Thomas Ridgaway will be reimbursed once the purchase and renovations has been completed. Second by Lorrie Harvey. Majority approval by Board members present
 - Permanent Props Storage:
 - Purchase price of 10' x 30' storage container = approx. \$2000 + access = approx. \$3000. Concerns were raised regarding damage potential as well as the amount of time and money this endeavor will cause.
 - Renting a storage container would give us more flexibility in case the use of this type of unit turns out not to be a good solution.
 - Placement of a unit is still a problem, need approval from school/district officials ASAP.
 - A storage shed is preferable
 - Ladders/Podiums: On the way from district
 - Senior Night: Not discussed

- Director's Report:
 - Fiesta Bowl: Event being cancelled
 - WBA Tournament scheduled for Oct. 27: We are no longer hosting this event, it will be replaced with a different event
 - Nov. 11 Field Tournaments: We were originally scheduled to compete at Vista and Chula Vista. This has been changed to Anaheim and Vista
- Open Forum:
 - Color Guard uniforms: Students paid \$160 but this did not include shipping, tax, or extended sizes. The difference is \$226 still owed to uniform provider.
 - **MOTION**: Sarah Boscia motioned to have Boosters cover the difference of \$226, second by Lorrie Harvey
 - Twin Oaks Elementary School has asked about having a small band group perform at 4 pm. The majority consensus is that it is too late to be arranged.
 - Any information to be included in the weekly email blast needs to be sent to Robin DuBroy by Friday. Mr. Coughlin says that Mail Chimp will auto-translate the email blast.

Meeting adjourned

Minutes recorded by Sherry Schwab

Next Board Meeting: Thurs. Oct. 4 in Band Room at 5:30 pm