

Mission Hills High School
Instrumental Music
Board Meeting
Thursday November 9, 2017
MHHS Band Room Office

Meeting called to order at 5:05 pm.

Attendance: Director Michael Tramm, Booster Board President Lorrie Harvey, Secretary Sherry Schwab, Communications Director Robin DuBroy, Drum Line Liaison Jessica Hirmas, Concessions Director Jacob Angelo, Treasurer Leslie Wetherell

- Treasurer's Report
 - Current Balance: \$25,956
 - Outstanding checks (includes checks for Indoor Percussion show):
 - \$1813.72
 - Outstanding invoices: \$900 (vans for SF trip)
 - Less money earmarked for marimba purchase:
 - \$5000
 - Available Balance: \$18, 244.35
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 - **ACTION: Lorrie Harvey** to contact Jolene in Finance Office to obtain a transportation report.
 - Soon there will be coaching bills coming in.

- Fundraising/Events
 - Chili Alliance Cook-Off is all set. No raffle for this event; raffles are not allowed under 501c3 rules
 - See's Candies - Melissa Alvillar will launch on 11/13 or 11/14. Orders forms are due back from students on 11/28, product is to be delivered on 12/8 for sorting then distribute to students.
 - Restaurant Nights: Chick-fil-A on Monday 11/13
 - Spring Fundraising events: not discussed
 - Annual Contribution Statements will be mailed in November by Melissa Alvillar. Possibly consider filtering out families who have paid in full, save on postage?
 - Winter Concert: Redwood Hall has been reserved for 12/14. The concert program was not discussed. Theme: Holiday-ish
 - **ACTION: Mr. Tramm** will request that the ticket windows be unlocked and have 2 tables set out in the lobby. He will also check availability of Redwood Hall on Tues 12/12, 3-5 pm for parents to decorate
 - WGASC and ADLA shows: Do vendors need to be reserved now? Jacob Angelo suggests charging Monster Sweets a flat fee of \$500 to handle most of the concessions

- **ACTION: Jessica Hirmas** will look into reserving food vendors
 - Upcoming football games scheduled for 11/17 and 11/24. The band program is responsible for Visitor tickets and concessions. At half-time Dance will perform first, then Cheer, followed by Band (Band gets 8 min.)
- President's Report
 - Coach's unpaid earned wages:
 - Danny is currently short \$200-\$300. Whatever he has not been paid will be added on his next time card. The budget will need to be adjusted to reflect the correct pay rate.
 - JD is owed for previous wages earned totalling \$2160 and will be paid as soon as possible and once he has completed the necessary income tax paperwork
 - **MOTION:** by Lorrie Harvey to approve paying Danny and JD as soon as possible, Second by Leslie Wetherell
 - Contribution Drive at the Chili Alliance Cook-Off will begin at 6:30 and run through the end of the event, pausing during the Marching Band show.
 - Winter Concert: We are still seeking a volunteer to Chair a committee to coordinate decorations and volunteers for concessions, ticket sales, and door monitors. Robin DuBroy suggests a Selfie wall with a Holiday background and Santa, elf, and other props.
 - 2016/17 taxes: Lorrie Harvey will need to meet with Veronica Cruz (Treasurer from last school year) and Leslie Wetherell to straighten out tax information. Information is due to GBEF by the end of this calendar year.
 - E-Scrip and other solicitation of local business is still a problem due to 501c3 clerical error, and we are unable to use our tax-exempt status
 - February General Booster meeting was originally scheduled for Feb. 7th and has been changed to Feb. 8th due to a conflict with Indoor Percussion. The last General Booster meeting of the school year will be on May 9th.
 - The Band Volunteer Potluck is scheduled for Sat. Jan. 20, 2018. There are currently 84 adults who have volunteered this year. There are also several children who volunteered. The Perun family who agreed to host this event again this year need to be contacted regarding the headcount and the possibility of needing to change the location.
 - **ACTION: Lorrie Harvey** will contact the Peruns via email about this situation
 - WGASC and ADLA committee meetings beginning in Jan, Melissa Alvillar and Sarah Boscia possibly to chair - Not discussed
 - PDF flyer for GBEF Casino Night on Jan 20, 2018, to distribute to band parents. Not discussed. **NOTE:** Same night as Volunteer Potluck
 - Hospitality booth for volunteers at WGASC and ADLA shows - Not discussed

- Director's Report
 - Marimba purchase: this is still being worked on. One quote has been received for \$8200. The directors are still shopping around, confident that they can find a marimba for \$7500. Yamaha will handle the lease.
 - District playoff games: Upcoming football games scheduled for 11/17 and 11/24. The band program is responsible for Visitor tickets and concessions. At half-time Dance will perform first, then Cheer, followed by Band (Band gets 8 min.)
 - Friends and Family Night and Chili Alliance Cook-Off: Woodland Park and San Marcos Middle Schools will not be attending, Double Peak might be there. Mr. Tramm, along with Mr. Coughlin, would like an opportunity to sit down with the middle school directors to better understand how the programs can work together and support one another.
 - Flyer needs to be made for the Spring trip and information regarding deposit and payment plans
 - ACTION: Mr. Tramm to make up flyer and get to Robin for email blast
 - Fiesta Bowl: The Fiesta Bowl trip will be discussed at the Feb. General Booster meeting. The trip is at the end of December 2018 in Phoenix. This trip requires that ALL Marching Band members attend. This is a self-funded activity; students are responsible for paying their way and are encouraged to participate in fundraising.
 - Pre-Festival details: Scheduled for Feb. 20, 21, and 23. Performances will begin around 4:30 or 5:00. Each Concert Band from the middle and high schools in the San Marcos district performs. The students will need a room to put their instrument cases (Library or theater room?). There is no need for Hospitality. There will need to be door monitors. This is a good opportunity for Concessions.
 - De-pluming: Mr. Tramm will discuss with the students when and where they would like to have this; there are a few options available. If it is done at the Vista tournament, the Boosters would like to provide food and refreshments for the students (suggestions: Subway sandwiches, pizza)

Meeting adjourned at 6:15 pm

Next Booster Board meeting scheduled Dec. 12 at 5 pm.

Minutes recorded by Secretary, Sherry Schwab