

Mission Hills High School
Instrumental Music
Board Meeting
Tuesday March 13, 2018
MHHS Band Room Office

Meeting called to order at 6:03 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, Uniforms Venessa DeMatteis, Guest Alice Soloff

- Treasurer's Report:
 - Bank balance: \$13,489.17
 - Outstanding checks: -7572.75
 - Unpaid coaching bill - Jan -2248.70
 - Spring trip \$ set aside -1700.00
 - Available balance \$1967.72
 - Concession \$ to be dep. +969.00
 - Subtotal \$2936.72
 - Additional expenses to be paid:
 - Trophies -517
 - Concessions -300-400
 - New balance \$2019.72-\$2119.72
 - *Per Booster bylaws, we must maintain enough money in the bank to cover one month's coaching bill, approximately \$3500
- Fundraising:
 - See's Candies: Profit of \$1190. Jessica Hirmas will help Melissa to sort the product on Monday March 19
 - Soap: Joy Blessman cannot sell at the upcoming Winter Guard and Indoor Percussion shows. Possibility for volunteers to sell the product for Joy at the March 31 and April 7 shows
 - Restaurant Nights: This is an event we need to get back on track
 - Jazz Band at Pizza Nova now planned for Tues April 24, 2018
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- Show Update:
 - Pop-up tents will be used for Check-in, First-Aid, Concessions, and Spectators.
 - Check-in: Students will not be given shirts, instead they will be given stickers to wear. Adult volunteers may borrow "Loaner" shirts.

- Ticket Booth: still need help covering the 2nd shift. Credit cards will be accepted for ticket sales, but will not be advertised.
- First-Aid: a wheelchair can be found in the Trainer's Room
- Hospitality: Coaches and staff will receive meal vouchers. For the judges there will be bagels (Panera) and coffee (Starbucks) for breakfast, Chick-Fil-A sandwiches for lunch (also for March 31 show), dinner has not been confirmed yet.
- Parking: Ok
- Awards: Taken care of
- Rain plan: The Dance Room has been reserved on March 17, 8 am- 12 pm. Solos will be done on the main floor. The current ending time is 8:30 pm. Also requesting 6 more pop-up tents. We will ask the custodian about towels and mops, and will place student volunteers on floor clean-up.
- ADLA: According to Melissa, things are fine. The schedule will not be available until 2 weeks prior to the show date. Semi-finals are the following day so DL students should only work a short morning shift.
- SD Winds: The show is scheduled 8am - 12pm. Performers should plan on attending 7:30 am - 12:30 pm. There will be four bands performing, three of which are from MHHS. We will need someone to watch the door. Concessions will be light; considering coffee, water, and donuts.
- Custodial rates: Lorrie met with Mr. Goode to discuss the amount we are required to pay for custodial services. Mr. Goode assured her that the rate we are charged is correct, there is no difference in rate between school activities and outside activities. The fee includes benefits and possible overtime.
- President's Report
 - 8th Grade Night: Scheduled for Thursday, March 15, outside; however, the event will be moved inside if it rains. Volunteers needed to cover 4:30 - 8:30 pm. Venessa DeMatteis will have 2 Marching Band members dressed in uniform and Sarah Boscia will have 2 Color Guard members dressed in uniform for the event. Alice will sit with Lorrie at the table in the gym 5:15-5:45 pm. There will be a band social event held in the band room 8:00-8:30 pm. Jacob will prepare a table with snacks in the band room at 7:30 pm. All available Board members should be present wearing their red band shirts. Unable to attend are: Sarah Boscia, Venessa DeMatteis, Sherry Schwab, and Jessica Hirmas.
 - Upcoming events & planning:
 - Spring Pops concert: Venessa DeMatteis is currently taking charge of this event. Ticket prices are as follows:
 - \$5 Lawn seating
 - \$8 Table seating
 - \$40 Whole table purchase

ACTION: Motion by Lorrie Harvey for Venessa DeMatteis to Chair the committee for the Pops concert, second by Jessica Hirmas. Unanimous approval by all in attendance

- End of Year Banquet: Tentatively scheduled for Sunday June 10 (later rescheduled to Sunday June 3). Jacob and Melissa will work together on this event.
 - Friends & Family Night for Indoor Percussion and Winter Guard: Josh Hall and Ben Contreras will help run this event.
 - Email has been sent trying to consolidate vendor information for all uniform and spirit gear items.
 - 501c3: The next committee meeting needs to be scheduled. Tentative date is Thurs March 22. The Board has already voted to move forward and file after the first Winter Guard show on March 17, at which time funds will be available to begin this process. A new Mission Statement for the by-laws will be needed (suggested 20 words or less). A few more volunteers would be appreciated.
 - Updating of the by-laws is still in process and might have to be adjusted for the 501c3 filing. This will be addressed at the next 501c3 meeting and will then be presented to the Board.
 - Open Board position: VP of Events; key role position Volunteer Coordinator.
 - Director's Report:
 - Spring Trip: still waiting for some students' payments
 - Fiesta Bowl Trip: The cost of the trip does not include admission to the football game. Cost does include the parade, some meals, and hotel (not transportation). Approx. \$560 per student (no transportation). A charter bus will cost approx. \$32,400. Trip + charter bus expense would bring the total per student to approx \$750. Prizes for the parade and field tournament are as follows:
 - 1st: \$6000
 - 2nd: \$3000
 - 3rd: \$1000
- ACTION:** Motion by Sarah Boscia to plan the trip, second by Jacob Angelo. Unanimous approval by all present.
- Next year's Marching Band season: not discussed at length
 - Open Forum:
 - The need for a Field Trip Coordinator was discussed and, in general, was thought to be a good idea.

Meeting adjourned at 8:02 pm

Next Board meeting Tues. April 10, 2018 6 pm in Band room.

Meeting minutes recorded by Secretary, Sherry Schwab