

# Jacobs High School MUSIC BOOSTERS

General Meeting Minutes - November 9, 2021, 6:30 pm, Zoom

Attendance:

Linda Blackman, President Amy Robinson, Treasurer Jennifer Parker, Choir Director Terry Foster, Orchestra Director Anthony Gnutek, Band Director	Emma Placzkowski, Administration Lisa Devona, Choir co-VP Dawn Quast, Choir co-VP Laura McMahon, Craft Fair Co-chair Janet May, 50/50 Chair
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I. Call to Order

II. Approval of Agenda

- Motion by Dawn Quast
- Lisa Devona seconded the motion

III. President's Report - Linda Blackman

A. Vice-President and VP Orchestra are open positions

B. Fundraising

- 50/50 raffles are done except for Pops concert
- Boon Supply ongoing - made 604.36
- Cash box at concerts
  - Jazz \$108
  - Choir \$313.50
  - Band \$303.10
  - Orchestra \$273
- Madrigals are coming up
- Poinsettia sales at the winter concerts;
- Allegiance Color Guard concessions February 5 - drinks only
- Pops concert - see notes below.

C. Spirit Wear - slogans and timeline - Jennifer Parker has a logo at BSN that is in the process of getting approval from the school. Her slogan is approved. She prefers to have the BSN shop be not just for choir. Terry Foster is also working through logo approval. They can let Linda know when the work with BSN is all settled. Terry asked if they can just go on the website and order what they want. Linda explained that with BSN because of our small production numbers, a music only shop needs to run for a limited amount of time. For us to have items available continuously, we will need to partner with Athletic Boosters. Terry suggested that we could order our own production run and have the items produced in advance and then and sell the items at events. Linda pointed out that there is a financial risk associated with investing in inventory that would

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have to be managed and sold to make any money off of it. There was a discussion that the spirit flags have taken 11 years to sell. Running a shop for a limited period of time each year provides the opportunity to have spirit wear with a fundraising markup, and be done with it once it is distributed.

D. Concert Attire Update - 27 students are still missing original items and 8 are waiting on exchange items. Cousins plans to ship more on Thursday. All of the vests have arrived and will be shipping soon.

E. Donated attire items - Dawn Quast and Lisa Devona have offered to inventory the donated concert attire items in the Madrigals closet. We have students who have been sized by Cousins but not received their clothing. If we can execute a vote to give the donated concert attire items in the closet to the Music Dept, they can distribute those to students whose attire has not yet arrived. Linda made a motion to put this to a vote. Amy Robinson seconded the motion.

Lisa Devona wanted to clarify that this should not include the sizing set of girls items (one in each size) that Boosters purchased as try-on garments. Jennifer Parker suggested that if the sizing set could be put into a garment bag and kept separate, those items will not be given out. Dawn Quast and Lisa Devona will inventory the closet and put aside the sizing set.

The donated items in the closet can be used for students to shop the closet at the beginning of the year, and if the directors want to collect money for the used garments, that is up to them, and Boosters will not be on campus and in the middle of that process. Students who find something in the closet this year can return for a refund anything that has tags on and is unworn.

Linda clarified that the vote does not include the sizing set, but only attire that families donate back to the Music Department. The vote was five yays, zero nays. The motion carried and the donated attire in the Madrigals closet will be inventoried and given to the Music Department for the directors to distribute as they wish.

#### IV. Treasurer's Report - Amy Robinson

Amy walked through the Statement of Activity and Financial Position. Total assets are currently \$60,710. Amy has marked \$12,759 that has been collected for concert attire as those funds will all go to pay for the attire that was ordered and the banking fees. Amy brought up that we need to do some long term financial planning. She emphasized that the organization should be providing some benefit to the music department and suggested the directors come up with ideas for how the Boosters funds can benefit the teaching environment.

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### V. Director Reports

A. Terry Foster - On 12/15 the practice room door frames will be measured and the school will receive a quote on what all of the doors will cost.

B. Anthony Gnutek - Marching Band is done for the season. He does not feel that parents measuring students for concert attire is a good idea. He appreciates the band parent volunteers who help with everything. Marching Band needs yard line markers and a portable power source. He also thanked us for the efforts on the Craft Fair. For Pep Band, he is waiting on information regarding how many students he can have in a band at one time.

C. Jennifer Parker - thanked Dawn Quast for suggesting the donation box for the Jazz Concert. Musical auditions, Madrigals, the winter concert, and the musical are all coming up.

### VI. VP Reports - no VP reports.

### VII. Chairperson Reports

A. Pops - no fundraising has begun. If the event will again be three separate concerts at the same time with the only fundraising space in the hallway, Linda suggested that this event be admissions, concession which is probably only drinks this year, and 3-4 raffle baskets all drawn at the same time, 50/50, and no auctions. Other fundraising ideas are a take home bake sale, which could be a problem because it is food, flowers or vouchers for something where only the vouchers would be purchased at the event, with less physical goods to bring in. There would only be one coordinated break in the three concerts.

There was a discussion involving how much money Pops has raised in the past, the expectations for this year, and if these expectations will be the future of the event. This concert is not part of the directors' contracts. They would like to see it bring in \$6000-\$7000.

Linda brought up that the format of the concert was changed from one large event in the gym to three separate events at the same time, and that many of the auction items from the 2020 Pops probably never worked out for people, such as the theater tickets, prom tickets, parking permits, etc. Nobody asked for a refund although a refund would have been given if asked.

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There was a discussion about how we can get parents to participate in fundraising for Pops and Boosters in general. There was a conclusion that the directors will send out an email appeal to parents, and that at the winter concerts, there will be a table set up to sign up volunteers.

B. Craft Fair - Laura McMahon or Lisa Turvey were not present at the time and the numbers for costs were not available. The net cash for booth rentals was \$3143. Admissions and drinks-only concessions earned \$2274. The 50/50 raffle made \$205 and the flag sales made \$155. After subtractions, the Craft Fair funds raised should be in the neighborhood of \$5000. The crafters were complementary all day. We were fortunate to be able to have the craft fair at all this year, and with the fewer number of booths available and no food concessions this amount is pretty good.

#### VIII. Questions

A. Amy Robinson asked how recently the spending plan was updated. Linda explained that the budget is not a spending plan but has an approved amount for categories and we can spend up to that amount in those categories, but the directors have to ask for funds to spend on specific things. Terry Foster said they need to work with the school to cover what Boosters can pay for and what has to be left for the school to pay for. He went over a list of things that the school has been asked for in the past, but most of the time these things are not covered. Anthony Gnutek plans to ask Boosters to cover some things and see what he can get through. Linda explained that if they ask for funds that go beyond what is approved for a category, there is a process to get more spending approved.

B. Laura McMahon joined the meeting. The Craft Fair costs were \$360 for tape, \$38 for concessions to pay the Athletic Boosters, and she never received an estimate for custodian fees and does not have that invoice yet. Laura said that the directors need to find another volunteer to take over the Craft Fair for next year and Laura will be available as an advisor.

#### IX. Adjournment

- Motion to adjourn made by Dawn Quast
- Lisa Devona seconded the motion
- There is no meeting in December.