

HDJ Music Boosters General Meeting 3  
November 15, 2022  
Meeting Minutes

Attendees:

Dawn Bauman, VP Band Linda Blackman, President Tom Blackman Chad Bobik, Music Educator (guitar) Lisa Devona, VP Choir Arlene Dubiel, Vice-President Anthony Gnutek, Director of Bands	Laura McMahon, Craft Fair Chairperson Katie O'Brien, Administration Jennifer Parker, Director of Choirs Erin Reinhart Laura Thiesse Jackie Wysong, Treasurer
---	---

I. Call to Order – 6:32 P.M.

II. Approval of Agenda

- Motion to approve by Arlene Dubiel, seconded by Dawn Bauman

III. President's Report - Linda Blackman

- IRS 990 is due 12/15/22, IL 990 is due by 1/15/23. Jackie, Arlene and Linda will work together to get these completed and submitted.
- Upcoming concert and other event dates are requested so they can be included on the Music Boosters website
- Communications
  - Music Boosters does not have a way to communicate with large numbers of music program parents, as the contact list cannot be provided by the school, so the only way for Boosters to reach all of the parents is through the directors. A Google form was suggested by Anthony Gnutek. Music Boosters has tried various methods in past years to have their own contact list, but always ended up with only a small list of active parents, and no real way to reach a wider number of parents.
  - Communications between Music Boosters and the directors are in need of improvement. In both directions, these could be improved with emails that are clear, concise and specific, with time allowed for responses and appropriate action. When Boosters needs for the directors to arrange for student volunteers, we need to communicate how many, where, when and for how long in a concise email. When the directors need for the Music Boosters to provide help with something, or manage it, we need an email with all of the specifics that we are

being asked to be responsible for, allowing enough time for us to make these arrangements. When parent volunteers are needed by the directors, even if they will be organized by the Boosters, those communications will need to be sent out by the directors, as the Music Boosters do not have a way to do this.

- As specific events are being planned, it would also be a good idea to have dedicated meetings or written updates just for that specific event, to make sure that needs from both sides are clear, and that everything is covered.
- It was also discussed that directors usually send and respond to emails during the day when they have their planning periods, and that Boosters volunteers may not be available to read, respond to or act on requests during the day.

#### IV. Treasurer's Report - Jackie Wysong

- The statements of Financial Activity and Financial Position are provided, as well as a report of Financial Activity by Class.
- The summary of income from the Craft Fair is still being finalized.
- The summary of income from hosting the ILMEA festival is also still being finalized.
- The 50/50 raffles have provided \$2066 to date for this year.
- Music Boosters is assisting with banking for a cheesecake fundraiser for the students going on the trip to Florida, and \$0.50 of each cheesecake sold will come to Music Boosters. This income should help offset the travel costs for the accompanist, which are being covered by Music Boosters.

#### V. New Business discussed

- The licensed Zoom account will be canceled as we do not need it anymore.
- Lisa Devona offered to create an Instagram account for the Music Boosters. This will help students stay informed about Boosters activities and fundraisers.
- Music Spirit Wear - Lisa Devona will speak with the Athletic Boosters to see about using a different vendor that may be easier for us to work with.
- Pops - this will continue to be held in the Commons/Auditorium/Gym with Band, Choir and Orchestra students performing at the same time in multiple rooms. The raffles did not cause a problems with the Choir performances last year so we can keep the raffles at the back of the Commons. The directors will work on planning the timing of performances.
- Poinsettias - Lisa Devona has arranged to purchase 75 plants to sell again. They will sell as many as possible at the Madrigal events, and any left over will be sold at the winter concerts.

- Linda, Jackie and Arlene have requested that the directors provide the categories they would like to see on the Music Boosters budget for next year, so that work on that budget can begin now.

## VI. Director Reports

Chad Bobik

- The guitar program is developing, and will eventually have some budget requests.

Anthony Gnutek - Band

- Anthony thanked the Music Boosters for the Craft Fair work and the ILMEA support. The Jazz Band performance was a positive addition to the Craft Fair. He received positive feedback at both the Craft Fair (from crafters) and the ILMEA Festival (from participating directors). People commented that our school's student volunteers were efficient, polite and organized, and that the yellow shirts made it easy to find help.
- Marching Band is done for this year. He has started listening to music for next year because getting copyrights worked out requires a long lead time. HDJ took 1st place at the LincolnWay competition and overall had a very successful season. ISU was a great experience, but they have to compete against much larger marching bands there. He was working with a budget around \$10,290 and so far has spent \$9874 with a few receipts still outstanding. Overall Marching Band appears to be in the black financially for this year.
- Pep Band planning has started, and the Jazz band has some upcoming activities including Dickens in Dundee.
- There was a short discussion of Tag Day donations and budget requests for next year. These will need to be submitted via email with plenty of time for the organization to work with them, and also that some donations parents have emailed about have not actually reached our account yet.

#### Jennifer Parker - Choir

- Jennifer thanked Lisa Devona on the smooth operation of the Cheesecake fundraiser for the students going on the Florida trip
- Thanked the Music Boosters for covering the commission that was approved at the last meeting. The piece is wonderful and the choir students will be performing it twice, and they will be the first group to ever perform this piece.
- Madrigals are on 12/9 and 12/10 at 6 pm. Tickets will be \$30. Ticketing will be virtual and will either be handled by the school, or by Jennifer Parker. There will be a three course meal prepared by Aramark. At this time there does not appear to be a need for many volunteers, but there may be some servers needed. If the dinner tickets all sell out, there may be an offering of standing room spots with no dinner for a lower price.
- There will also be a student performance of the music on 12/8 at 4 pm. There will be a \$5 admission that will include a water and a bag of Skinny Pop. This will be in the Commons and the audience will sit in rows.
- Plans for the Musical are developing positively, but the date is not ready to be announced yet
- The results for the ILMEA All State auditions should be available soon.

#### Terry Foster - Orchestra

- Terry was not able to attend, but sent a thank you for the work on the Craft Fair and the ILMEA festival

#### VII. VP Reports

##### Dawn Bauman - Band

- Middle School Band Night was held with combined performances for Veteran's Day, and pizza for the kids which they really enjoyed.
- Dawn asked if Jacobs will be hosting the Allegiance Winter Guard again with the opportunity to sell concessions. Anthony Gnutek will provide information on this. Dawn has detailed notes from last year. Jersey Mike's may not be an option this year due to their price increases. It was mentioned that we should consider our risk on certain food items.

#### Lisa Devona - Choir

- We earned \$218.10 from Nothing Bundt Cakes sold at the ILMEA Festival and the owner had to leave earlier than she wanted to for personal reasons. We took in \$383 at the Concessions area, and do not have our invoice from Athletic Boosters yet. Most concessions were sold to adults, not students, and there really was not much opportunity to sell concessions at this event.
- Madrigals will probably need some costumes and decor.
- Fundraising efforts for the Florida trip are going well. It was discussed that not all parents are receiving information about fundraising, as it has only been given to the students, and not all of the students are informing their parents.

#### VP report for Orchestra

- This is an open position, so there is no report. However, Arlene Dubiel volunteered to ask about communications with parents regarding the fundraisers for the trip.

#### VIII. Chairperson Reports

##### Craft Fair - Laura McMahon

- The final numbers for the Craft Fair regarding earnings are still being put together, and will be available by the next meeting.
- The Music Boosters and directors are grateful to Laura McMahon for her years of work on managing the Craft Fair and getting it to such a smooth process and consistently profitable event
- Athletic Boosters took the lead on the concessions this year and their help is very much appreciated. We had extra sandwiches and should probably examine the amount to order for next year, and consider the cost risk of specific food items. The final numbers for the Craft Fair are still being totaled and will be available before the next meeting.
- We have a team of volunteers who observed the setup this year, and will lead the event next year.
- We will likely raise both admissions and booth prices for next year
- For next year, we discussed keeping the space around each booth, but reducing it from 6' to 4' to fit more booths in
- According to Administration, we do not have to follow any specific spacing guidelines anymore. We can make our own table layout and submit it for approval.
- Having both front and back unloading/loading locations was very helpful
- We had fewer student volunteers this year, but more adult volunteers and it worked well

IX. Questions /Discussion - no additional topics

X. Adjournment – 7:49 P.M.

- The motion to adjourn was made by Lisa Devona, and seconded by Arlene Dubiel.
- The next meeting will be on January 10, 2023.