



# Music Booster Meeting notes 10/8/2024 6:30 pm



**Attendees:** Arlene Dubiel, Chad Bobik, Anthony Gnutek, Terry Foster, Rachel Reger, Reid Bloomfield, Amy Moran, Lisa Devona, Jen Winters, Keith Kornatoski, Amy Dempsey, Mini Varghese, Jill Bradley.

President called meeting to order and reviewed minutes from the 9/10/2024 meeting.

- VP Devona motioned to approve the minutes.
- VP Moran seconded.
- Motion carried and minutes were approved.

**President’s Report:** Arlene Dubiel

Concert attire order was completed with 88 orders done. Some parents missed the deadline and had to contact Cousins to order directly. President indicated that this process could be coordinated by someone else, if they would like, but process needs to start in August.

Concert dates are posted on the Music Booster’s website. Reid Bloomfield has agreed to assist to keep the website up-to-date and improve the web presence.

**Treasurer’s Report:** Keith Kornatoski and Jennifer Winters

September Financials – Update. Anyone who would like a copy can email the treasurers. Net increase of \$1,208.94

SEPTEMBER 2024 BALANCES		
	Beginning	71417.41
	Ending	72626.35
	Net Increase	<b>1,208.94</b>
<b>CREDITS(+)</b>		
	Deposits	1,239.00
	Pre-Authorized ACH Credits	1,599.78
	Misc (truck deposit return)	100
	Subtotal CREDITS	2,938.78
<b>DEBITS(-)</b>		
	Dreamhost	17.99
	ULINE	538.32
	Home Depot	87.74
	Home Depot	346.65
	Home Depot	2.8
	Enterprise	181.99
	Enterprise	1
	Enterprise	193.49
	Enterprise	1
	Subtotal ATM/POS	1370.98
	D300 EXhibition Bank	110
	Fuel Expense	55.98
	Fees	7.35
	Fuel expense	30.98
	Fuel expense	59.16
	Subtotal MISC	263.47
	PreAuthorized ACH Debit	95.39
	Subtotal PREAUTH	95.39
	Subtotal DEBITS	1729.84
<b>RECONCILIATION</b>	CREDITS less DEBITS	<b>1,208.94</b>

September purchases include truck rentals, ATM POS Transactions, Uline tape for craft fair, misc charges. Service charge \$7 every month, still need to log in to site and review what that is along with pre Auth debit of \$95.39. Madrigal costumes cleared in October, truck from last weekend cleared in October, ISU truck transportation will be in October, estimated around \$900.

**Orchestra Director:** Terry Foster

- Clinicians came in today for symphonic and chamber orchestras. Also worked with Jazz band
- 10/17 first concert.
- LA trip is on – Choir and Orchestra going. Chaperones and participants are locked in.
- Directors will be scheduling a meeting with Matt Bennett to review door situation.
- May need to add equipment to new stage for orchestral purposes. Choir uses amplification so set up should be fine for them, but band and orchestra typically do not, so modifications may need to be made.

**Band Director:** Anthony Gnutek

- Last 2 ½ weeks of marching band season. ISU approaching and two football games. There may possibly be playoff games in which the marching band will perform.
- 10/22 Band concert.
- 10/24 Jazz concert (Jazz Band and Jazz Choir) at FCC in Crystal Lake.
- 11/12 Wind Concert at Westfield
- 12/11 Holiday Concert
- If anyone knows someone who does coffee table, Gnutek interested in seeing if it's something that can be done for Jazz events.
- Need to pay the guard person for a purchase, but awaiting the invoice submission. Gnutek has a few personal purchases as well, but wants to make sure all the other items get handled first.

**Choir Director:** Jennifer Parker (not present)

- Lyric Opera trip on Nov 21<sup>st</sup>. The performance is Marriage of Figaro.
- Choir concert 10/10

**Guitar Director:** Chad Bobik

- 11/21 – 1<sup>st</sup> concert.
- Securing a quote for a drum set, which will be shared with choir.
- Electric guitar ensemble is going well and will be included in first concert.

**Orchestra VP:** Jenni Clark-Moran (not present, no update)

**Band VP:** Amy Moran

- D300 marching band exhibition raised a “boat load” of food for the food pantry, along with \$402.
- Exhibition shirts are almost sold out. Only have around 20 left in size small. If we host again and want to do shirts, will need to order more and in larger size. Generated \$225 from the shirt sales.
- 50/50 raffles, last two earned \$214 each (same amount for both games).
- The Enterprise where we were renting trucks is going out of business. Will be talking to Penske to rent trucks. May need to leave truck overnight at school if being dropped off. Gnutek and Foster indicated it would probably be okay to have the truck parked overnight at the school (Fridays into Saturday).
- Money box for 50/50 raffle is falling apart. Requesting funds to replace. Estimate \$20-30 to get something better that will hold up. President approved the purchase and directed to submit receipt to treasurer for reimbursement after purchase is made.
- Coffee Fundraiser guy would like to work with us to do fundraiser. He also has holiday brochure items (popcorn etc.). Doesn't do direct product sales, just standard ordering from the catalog fundraising. We did a while ago and can review again after marching band season is over. VP Devona mentioned fundraisers currently in process for CA trip. VP Moran agreed we don't want to overlap on fundraisers, so we won't commit to Coffee guy yet.
- VP Moran reminded that VP's for guitar and orchestra (Jill and Jennie) will need to be outside auditorium for their respective concerns with cash collection box.

**Choir VP:** Lisa Devona

- Fundraisers lined up for CA trip – Holiday catalog in November with deliveries in December. Butter Braids in February and working on another possibly for March.
- 10/10 – Choir concert
- Madrigal costume fittings were today. Everyone looks great!
- 12/6 and 12/7 – Madrigal dinner. Will be at school again. Easier to coordinate, so don't have to transport everything to another venue.
- President Dubiel asked about poinsettias and if VP Devona will be organizing that again. Devona indicated she can arrange them for the set dressing and then sales afterwards. She will coordinate that.

**Guitar VP:** Jill Bradley

- 11/21 – Guitar concert. Happy to sit with the cash box.

**Craft Fair Chairs:** Amy Dempsey and Mini Varghese

- 11/2 is craft fair. 82 booths reserved. Still need volunteers and can accept vendors. President Dubiel indicated that there were 95 last year and should be space for at least 100 vendors, if need be.
- Director Foster indicated he needs a list of how many students are needed and the shifts that need to be filled for Friday and Saturday so that he can work with students to arrange sign-ups (Tri-m for service hours). Chairs Dempsey and Varghese agreed to put together the list and send to Director Foster. Foster also recommended using sign up genius for the parent volunteer assignments needed and then the directors can send out to their email lists to generate volunteers for the event.
- President Dubiel stated that students can do the gaffer's tape to outline the booths. They also help put up signs for advertising the event. Advertising done off Randall Road up to two weeks before the event.
- Need to locate all the signs for advertising and see if they are in okay condition. Director Bobik indicated that with all the comings and goings on the stage construction, they could have been moved.
- Gnutek asked for a flyer to continue to get sign-ups for participants as well as to send to parents to make them aware of the event. Requested it be sent as a PNG or JPEG file versus a PDF, to make it easier for sharing and social media. President Dubiel asked for all Directors to help get the word out. Discussion about getting the flyers out in other places (nearby retailers that allow postings) to help advertise. Can also be sent out to JHS Facebook page.
- Dempsey and Varghese confirmed "Nothing Bundt Cakes" will come in for craft fair \$7 per cake, 15% goes to school.
- Need to reach out to other schools to see if they have rolling cards that they can borrow. We don't have enough for all the set up.
- Secretary Reger asked if there was a way for interested attendees to purchase the tickets in advance and have a separate line for those who purchased and those who need to purchase on-site. VP Bradley also brought up issues with cash payments and if there was a way to take electronic payments. The group discussed Zelle as an option (which treasurers and president will review in booster account) as well as four-square and other methods. VP Bradley indicated she would do some digging on options to see what could be set up separately and not go through school (unlike go-fan, which could get comingled with other groups). Gnutek provide names of Michelle Sonagria and Jason Ziols as possible contacts.

**Reminders:**

- 11/19 – Next meeting. Timing pushed back due to Election Day and Westfield/DHS concert.

President Dubiel asked if there were any other questions, comments, or items to address. There were none. President closed meeting at 7:27 pm.