



Parkland Music Boosters Executive Board Meeting

Minutes – October 20, 2022 at 7:05PM

Attendees: Wendy Wright, Karen Phillips, Tina Lee, Cynthia Lee, Michelle Hare, Mary Stock, Vicki Ferrence Ray, Lori Piltz, Voula Papageorgiou, Kevin Boger, Connie Baxter, Steven Lee

Meeting Called to Order: Wendy Wright

Approval of Last Executive Board Meeting Minutes (Sep. 15):

Minutes need to be edited that there was no official vote for the website. The website discussion will be continued in this meeting. *Motion to approve minutes by Vicki. Seconded by Mary. Approved.*

Treasurer's Report

- Income since last meeting: \$18964.73 (total)
 - \$16933.13 in concessions (Games: 9/16, 9/28-Garter Bowl, 9/30-Homecoming, 10/7)
 - \$909.00 in donations (includes a \$500 donation from a Chorus parent)
 - \$356.60 in membership dues
 - \$706.00 in Orchestra spirit wear sales (Note that this will be paid out later to vendor)
- Expenses since last meeting: \$7574.83 (total)
 - \$7425.11 in concessions (Note that this does not include the Coke bill)
 - \$62.04 in Square fees for membership
 - \$60.87 in other Square fees
 - \$26.81 in Square fees for the spirit wear sale
- Net Income is \$11389.90. Checking balance is \$32567.83; savings balance is \$1387.28.
- *Motion to approve financial report by Michelle. Seconded by Mary. Approved.*

Directors' Updates

- Mr. Lerew is happy with show although it fell apart last week due to lack of practice time because of the weather. The new jazz band members were named after virtual auditions.
- Mrs. Lagan put together a Washington, D.C. trip, 2023 for the audition musical groups: Vera Voce, Chorale, Strolling Strings, Jazz Band. It has been approved by the board and will be the weekend of April 28-30, 2023.
- Mrs Lagan is currently holding rehearsals for PMEA auditions on Oct. 24. Chorale photos were done today.
- Strolling strings has started performances and were at Country Meadows today.

OLD BUSINESS

- **Fanfare and Tribute Update:**
 - Update by Karen: the books will be delivered next Wednesday (Oct. 26). The plan is to distribute them on Thursday, Oct 27 at the band rehearsal.
 - Response to substantial delays:
 - At the very least, there should be an explanation and apology over the delay.
 - Mr. Lerew, Mrs. Figueroa, and Mrs. Baxter have all received emails asking about Fanfare and Tribute status.
 - There was discussion over whether to refund payments, how much of a credit/refund should be given, and whether to give an outright refund or credit for next year's Fanfare and Tribute.

- *Motion by Voula to provide a full refund to class of 2022 for their copies of Fanfare and Tribute and to provide delivery. Current students will receive a \$5 credit towards next year's book. Seconded by Lori. Approved.*
 - All of orders were done through Square; refund can be processed through Square.
 - Wendy/Karen will purchase removable stickers for names to pass out ~100 books next Thursday during practice.
- **Spirit Wear Review and Update:**
 - Spirit wear was distributed Oct. 6 and everyone got their order with some picking up at concessions on Oct. 7.
 - Sydney will probably run another spirit sale because students and parents have seen the new gear. Sydney is checking to see if this can be done in time for December holidays.
- **Events:**
 - Open House (Sep. 22): The membership forms with the QR code passed out by the music teachers worked well. There was a follow up email and more parents joined.
 - Collegiate Marching Band Festival (Sep. 25): The drinks sale was cancelled because of weather.
 - Garter Bowl (Sep. 28): Concessions sales went well; it was busy for the crowd size.
 - Homecoming Game (Sep. 30)
 - Middle School Band Night (Oct. 7):
 - Summer Fastenberg took the lead to organize this event. She put together a packet and has shared it on Google Drive.
 - The SMS director commented that the eighth graders had a lot of down time; it would be good to have more parents in the future to keep an eye on them.
 - Allentown Halloween Parade (Oct. 9): The parade was cancelled and will not be happening in the future. PHS declined to participate in the replacement event which was playing on the sidewalk during a walking Halloween parade.
- **Website Enhancements: Steven Lee (continued discussion from last meeting)**
 - Steven has transferred the current website information to a single page (rather than multiple pages) to decrease load time.
 - Calendars:
 - The Charms calendar is mainly used by band. Mrs. Baxter includes chorus and orchestra information since many students are in the different groups.
 - Orchestra and Chorus have their own calendars.
 - The goal is to merge the three calendars into one for the booster website.
 - Photographs:
 - All of the pictures that Steven has taken are in the Gallery section.
 - The goal is to increase traffic on website by including photographs.
 - Steven can link the photos to SmugMug for parents to buy.
 - There was a discussion whether the Gallery would compete with Fanfare and Tribute. The conclusion was that parents want pictures of their kids, but the kids want pictures with their friends which Fanfare and Tribute provides.
 - Steven proposed that a portion of the photo sales would go to the Boosters. **Discussion of payment for pictures is tabled to a later meeting.**
 - Steven would like to integrate a BUY button to connect to the Square store.
 - *Motion by Vicki to accept the recommendations and enhancements for the booster website and for Steven Lee to implement them on the website except for the paid pictures. This includes the migration to replace the current content. Seconded by Karen. Approved.*
 - Target Nov. 1 for new website, and an email notification will be needed to point parents to the new site after the migration.
- **Clothing Drive - April 22, 2023 (date finalized/chair?)**
 - Wendy will let Mr. Anonia know that date.

- Cynthia will reserve the date with A&E Clothing.
- Tentative hours will be 9:00AM-12:00PM drop off, and 12-1:00PM pickup.

NEW BUSINESS

- **PMEA Chorus Auditions: October 24, 2022, Mary Stock (coordinator)**
 - Mary and Mrs. Lagan are using Sign-Up Genius for request volunteers and donations.
 - Vera Voce and Chorale parents have been notified.
 - Still looking for parent volunteers for the snack stand, and still need baked goods donations.
 - Mary will need a cash box. Tina will bring the box on Monday 24th. (\$200-\$250)
 - Note that the stand should include tea/lemon. There are hot water/coffee urns, and Kevin has tea bags, coffee, sugar, creamer.
- **Semi Formal:**
 - The new chair is Lori Schiffert.
 - Wendy has tried to contact Katy Mangold but has not received any response regarding the Muhlenberg College venue.
 - Wendy will try to contact Muhlenberg directly.
 - Mary will check her contacts to see who has responsibility at Muhlenberg: JoAnn Rooney for Conference Services and Events.
 - Tina will check previous years' payments to check amount and to whom they were made.
 - In past years, the event has been the Sunday evening of MLK weekend (Jan. 15, 2023).
 - Feedback from students is that they liked having different rooms for activities (dancing, socializing, gaming).
- **Senior Night: October 21, 2022**
 - Senior appreciation signs were ordered (47 seniors).
 - Mrs. Baxter worked with Mr. Anonia on where the signs can be displayed.
 - Signs can go either on the fence around the field in front of the concessions stand or on the taller fence next to the concessions stand. Preference is for the former so that students can see the signs as they walk to Feed the Band.
 - Signs can only go up after 4:30PM, after the football and cheer signs have been placed.
 - Signs will be taken down later and held for a future event.
 - Cost for signs is approximately \$564.
 - Mrs Baxter recommends that this new expense be categorized under senior recognition expenses. She has spent \$225 for corsages.
 - *Motion by Michelle to go over budget to buy signs for senior recognition for this year. Seconded by Voula. Approved.*
 - **Discussion to add senior recognition signs as an annual expense to the budget and whether this will include Chorus and Orchestra going forward is tabled for the February meeting.**
- **Other Upcoming Events**
 - King Frost Parade (Oct. 29): Need snacks (chips and cookies), water. Students pack dinner.
 - Tri-M Induction (Nov. 2 at 7pm in Auditorium): Wendy will contact Mrs. Figueroa to see what she needs (cookies, lemonade, water?).
 - ● Philadelphia Thanksgiving Day Parade: Nov. 24
 - Report time will be approximately 5:00AM.
 - Students will need to pack a snack/light breakfast. Mrs. Baxter will request water donations.
 - PMEA Band/Orchestra Auditions: Dec. 3, 8:30am-2pm
 - Concessions will be 8:00AM-5:00PM and should include light breakfast food in the morning and switch to lunch.
 - Mrs Baxter will take care of the director breakfast and lunch.

- An orchestra parent is needed to help coordinate. Mrs. Baxter will ask Mr. Mishler to suggest parents for volunteering.
- FOTA: Tara Sistrunk is confirmed to chair this event.

Additional Items

- Candy bags for Halloween: The band officers are organizing this.
- Concessions icemaker:
 - Mr. Anonia received permission to install an ice maker to concessions.
 - It has very difficult to get enough ice for events.
 - **Discussion of the icemaker cost and timeline is tabled for a future meeting.**

Next meeting: November 17, 2022 (General Meeting)

Motion by Mary to adjourn. Seconded by Tina. Approved.

Meeting Adjourned.

Note:

On October 17, there was a motion by Wendy through email to purchase senior recognition banners for Senior Night (Oct. 21). Affirmative votes from Michelle, Mary, Voula, Lori, Tina, Vicki.

Summary of Items Tabled during October 20 Meeting

- **Website photos:** Discussion of payment for pictures is tabled to a later meeting.
- **Senior Recognition Signs:** Discussion to add senior recognition signs as an annual expense to the budget and whether this will include Chorus and Orchestra going forward is tabled for the February meeting.
- **Icemaker:** Discussion of the icemaker cost and timeline is tabled for a future meeting.