



Parkland Music Boosters Executive Board Meeting

Minutes – December 15, 2022 at 7:03 PM

Attendees: Wendy Wright, Karen Phillips, Tina Lee, Cynthia Lee, Mary Stock, Vicki Ferrence Ray, Lori Piltz, Voula Papageorgiou,

Meeting Called to Order: Wendy Wright

Approval of Last Executive Board Meeting Minutes (Oct. 20):

Motion to approve minutes Tina. Seconded by Mary. Approved.

Treasurer's Report

- Income since last meeting: \$1,965.12 (total)
 - Concession: \$947.80 (PMEA District Audition on 12/3/2022)
 - Donations: \$18.00 (Ornament sale)
 - Amazon Smiles Rebate: \$72.32
 - Other Fundraisers: \$897.00 (Ornament sale: Chorus concert only)
 - Membership Dues: \$30.00
- Expenses since last meeting: \$4,499.89 (total)
 - Chorus: \$1,040.00 (Musician, facility for concert, program printing)
 - Food: \$1,752.67 (PMEA Audition, King Frost Parade, Pretzels for October games)
 - TIA: \$350.00 (PMEA District Meeting on 10/10/2022)
 - Senior Recognition: \$564.00 (Senior posters)
 - Square Fees: \$1.48 (membership)
 - Square Fees: \$16.74 (PMEA concession and ornament sale)
 - Orchestra Expense: \$775.00 (Spirit wear pay out of monies collected)
- Net Income is -\$2,534.77. Checking balance is \$32,803.93; savings balance is \$1,387.37.
- *Motion to approve financial report by Karen. Seconded by Voula. Approved.*

Directors' Updates: No directors were present to give an update.

OLD BUSINESS

- **PMEA Band/Orchestra Auditions**
 - Concessions went well. There was a lunch rush. Sales slowed down by 3:15PM, and clean-up/pack-up started.
 - Suggestions for next year:
 - Create checklist of items to move from the concession stand.
 - Request number of students auditioning to estimate and track food needed.
 - Food: Did not run out of anything
 - Crockpot hot food amounts were good (mac n cheese, taco meat, pulled pork).
 - Two pizzas from Red Tomato were leftover.
 - A lot of pretzels were leftover: 100 were ordered; about half were sold.
 - Only 1 bag of chips and 1/3 can of cheese were used for nachos. It may not be worth moving the equipment next year.
 - There was a significant number of leftover cheeseburgers/hamburgers and hot dogs. For next year, consider selling one or the other but not both.
 - Brownies were more popular than cookies. (Most of the leftover cookies were store-bought; homemade brownies/cookies sold first.)
 - Candy sales went well.

- **Christmas Ornaments Fundraiser**
 - The Heintzelmans are donating the materials and labor for this round of sales.
 - 155 ornaments sold so far for a profit of \$1240.00
 - Chorus: 92 (over 2 concerts)
 - Orchestra: 37 (1 concert)
 - Band: 26 (concert will be Dec. 20)
 - Mrs. Lagan was good about publicizing the ornaments; more were sold the second night.
 - Suggestion to sell leftover ornaments at FOTA or use them in a raffle basket.
- **Thanksgiving Day Parade - November 24, 2022**
 - Teachers were happy that the band was showcased for at least a minute on television.
- **2023 PMEA District 10 Elementary Band and Strings Festival**
 - Friday, 1/13/2023; snow dates: Fridays, 1/20/2023 or 1/27/2023
 - Karen will be organizing ticket sales at the door.

NEW BUSINESS

- **Website**
 - For now, pictures on the website will remain downloadable.
 - Publicizing the new website:
 - Suggestions to publicize through email, PHS Parent Newsletter, district links.
 - Wendy will go through web site to put together a description of new features to send to Karen.
- **Semi-Formal: Saturday, Jan 14, 2023 at Muhlenberg College**
 - Wendy has been helping Lori Schiffert who is going to see the venue.
 - Guests: Approved by Mr. Anonia, but they must be Parkland students.
 - Tickets and attendance:
 - Square site now has a link for semiformal tickets and attendance information.
 - Food costs have increased to \$25 (music student ticket price). Boosters will cover venue, music, additional costs.
 - Guest tickets are \$30.
 - Wendy will send out the Square link for everyone to check. (Suggestion to add "standard texting rates apply".)
 - RSVP/ticket purchase deadline:
 - Roughly two weeks before event date: Jan. 4, 2023
 - Students will be back in school on Jan 3 and should get a last reminder.
 - Expenses:
 - Semi-Formal budget: \$4750.00
 - Deposits required: \$2500.00 for food and \$300 for event space rental.
 - Last year's semi-formal included a photo booth: *Motion to pay for a photo booth (~\$600) for the semi-formal made by Tina. Seconded by Voula. Approved.*
 - Wendy will communicate budget numbers/expenses to Lori.
 - Lori can decide based on the budget if she wants to have door prizes/favors.
 - Wendy/Lori to contact Mrs. Baxter about table centerpieces: last year's or the ones used for the PMEA directors' lunch.
 - ~300 students are expected to attend. Wendy/Lori to contact Mrs. Baxter whether volunteers are needed to help that night.
 - Booking Muhlenberg for 2024 Semi-Formal: discussion tabled until next meeting.
- **Other Upcoming Events**
 - Band Winter Concert - December 20, 2022, 7:00PM

Additional Items

- Winterizing the concession stand: Discussion tabled until next meeting to ask Kevin if anything needs to be done.

Next meeting: January 19, 2023 (Executive Meeting); February 16, 2022 (General Meeting)

Motion to adjourn by Lori. Seconded by Karen. Approved.

Meeting Adjourned.

Summary of Items Tabled for Later Discussion

- **Band picnic:** Discussion and organization tabled until spring for next year's band camp. (Sep. 15)
- **Website photos:** Discussion of payment for pictures is tabled to a later meeting. (Oct. 20)
- **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. (Oct. 20)
- **Icemaker:** Discussion of the icemaker cost and timeline is tabled for a future meeting. (Oct. 20)
- **2024 Semi-Formal:** Discussion to book Muhlenberg venue tabled for January meeting. (Dec. 15)
- **Concession Stand:** Discussion tabled for January meeting on whether anything needs to be done to winterize the concession stand. (Dec. 15)