



Parkland Music Boosters Executive Board Meeting

Minutes – January 19, 2023 at 7:02 PM

Attendees: Wendy Wright, Karen Phillips, Tina Lee, Cynthia Lee, Michelle Hare, Vicki Ferrence Ray, Lori Piltz,, Kevin Boger, Jason Lerew, Tina Montone

Meeting Called to Order: Wendy Wright

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

Motion to approve minutes by Lori. Seconded by Tina Lee. Approved.

Treasurer's Report

- Income since last meeting: \$8,828.00 (total)
 - Concession: \$1,500.00 (Start-up register change back to the bank from Aug.)
 - Fundraisers: \$853.00 (Ornament sale: \$341 Orchestra and \$512 Band)
 - Music Dept Semi-Formal: \$6,475.00 (Tickets)
- Expenses since last meeting: \$8,757.63 (total)
 - Semi-Formal: \$7,639.63 (\$6630.00 Food, \$300 location, \$250 DJ, \$459.63 decor/favors)
 - Office Supplies: \$30.96 (Check order from Costco)
 - Postage: \$75.85 (\$9 for 15 stamps, \$66.85 Fanfare Tribute postage)
 - Square Fees: \$261.19 (Ornament sale and semi-formal tickets)
 - Orchestra: \$750.00 (3 Orchestra Guest Artists)
- Net Income is \$70.37. Checking balance is \$32,920.75; savings balance is \$1,387.55.
- Semi-Formal: No invoice received yet from photo booth operator. Location cost may only be for deposit, and total needs to be checked. Of the outstanding checks, Sodexho was the vendor for catering at Muhlenberg.
- *Motion to approve financial report by Kevin. Seconded by Michelle. Approved.*

Directors' Updates:

- Mr. Lerew: The winter concert went well, and the band is transitioned to full concert band. Jazz band has been playing at basketball games which will go into February. Playoff games are not on the schedule but will be at the PPL Center. Indoor Color Guard/Percussion competitions will be starting soon. This is PMEA season: 12 members qualified for District Band. This was the second highest number for all the schools in the district, and several were 9th and 10th graders. District Band will be at Nazareth this year. Three band members qualified for District Orchestra, and two students qualified for District Jazz Ensemble.
- Mrs. Figueroa: Pit orchestra rehearsals for the spring musical have started.

OLD BUSINESS

- **Christmas Ornaments Fundraiser:**
 - A total of 228 ornaments were sold for \$1824.
 - Breakdown of ornaments sold: 91 band, 41 orchestra, 96 chorus.
 - Next year: Publicize sale better and perhaps make fewer orchestra ornaments.
- **2023 PMEA District 10 Elementary Band and Strings Festival, Friday, Jan. 13, 2023**
 - Ticket sales were underestimated; initial estimate was ~500 assuming four family members attending per student. Actual number of attendees was closer to 1000. Because of the low estimate, tickets had to be reused.
 - Mr. Syslo sent a thank-you for the help from the Boosters.

- The request for dinner volunteers was last minute but should be added to the total volunteers the next time, although Parkland will not be hosting for another four years.
- **Semi-Formal: Saturday, Jan. 14, 2023 at Muhlenberg College**
 - Wendy helped Lori Schiffert organize this event.
 - About 260 tickets were sold. Eight adults were in attendance. Twenty-five to thirty were non-music students, and many freshmen attended. Band and chorus students were the majority of attendees.
 - The food was good; the space was good; the students had fun.
 - *Motion by Vicki to reserve the Muhlenberg space for the semi-formal next year for Jan. 13, 2024, and to pay the deposit if needed (~\$300). Seconded by Karen. Approved. Wendy will check if a deposit needs to be paid, but this will be part of next year's budget.*
 - Notes for next year:
 - Check-in process needed to be streamlined or more volunteers are needed. Students were backed-up to register for the raffle. Check-in lasted until 6:30PM, and food was only available until 7:00PM.
 - Not all students bused their plates. Perhaps include a sign/reminder on the table.
 - 70+ gift cards were donated by parents as door prizes. Several students did not claim their prizes; perhaps raffle winners need to be present to win.
 - Group photos were taken by Steven Lee. *Motion by Michelle to allow Steven to print 5x7 pictures to sell for \$10 to help fund the semiformal. Seconded by Lori. Approved.*
 - Note that Steven recreated the PHS Band logo as a vector file that can be used for various booster purposes.

NEW BUSINESS

- **Senior Recognition Night: Chorus and Orchestra (Tina Montone)**
 - Prepare photo posters of seniors to hang during the spring concert (similar to band).
 - Mrs. Lagan has ~10 Vera Voce seniors and 40-50 in Concert Choir. Need to contact Mr. Mishler to determine the number of Orchestra seniors.
 - Mrs. Lagan is contacting Mr. Mishler to coordinate with him.
 - Location (should be high traffic):
 - Mr. Anonia is concerned that the Chorus concert coincides with the start of FOTA, and the lobby will be in use. He suggests using the auditorium.
 - Tina hopes to get together with Mr. Anonia to determine a good location.
 - Tina will need the poster size to figure out how they will fit. Note that space may be limited, so posters may be smaller than those printed for the band.
 - Senior photos:
 - Mittman is unlikely to allow senior picture use.
 - It would be best to get someone to take pictures of all the students.
 - Will need to coordinate what students wear with Mrs. Lagan and Mr. Mishler.
 - Students in multiple music groups could use multiple logos on the posters.
- **Clothing Drive: April 22, 2023**
 - The Clothing Drive binder suggests advertising the drive using the following:
 - Spring Musical ad:
 - Last year, Boosters paid for a half-page ad in the program.
 - In the past, Boosters have purchased a quarter page clothing drive ad and a "Best of Luck" quarter page sponsorship.
 - *Motion by Karen to sponsor the PHS Spring Musical by placing a "Best of Luck Cast/Crew" promotion and a Clothing Drive ad in the program as either a half page or two quarters, whichever is more cost effective. Seconded by Tina Lee. Approved.*
 - Parkland Press ad: Cost for an ad is probably not worth the coverage.
 - Yard signs: Cost for the yard signs is probably not worth it.
 - Further publicity will be done for free: District social media (Linktree), Booster social media, Parkland Newsletter, PHS Parent Newsletter, 5 Things for the Week Ahead.
- **Scholarship:** \$1000 is awarded to a senior in each of the three music groups.

- Need to send email to interested membership to find volunteer to coordinate.
- If no one volunteers, send email to parents of three music groups.
- **FOTA: May 20, 2023 (Tara Sistrunk has volunteered to chair)**
 - Main project is organizing the food stand.
 - Volunteers needed for the day of event and the day before to move items from the concession stand.
- **TiA Regional Championship: April 1, 2023**
 - Indoor Percussion, Indoor Color Guard, Dance, Cheer, Twirl regional competition.
 - Connie Baxter is organizing with Theresa Adams.
 - Many volunteers needed: concessions, parking, tickets, equipment/group guides, etc.
 - Indoor Percussion will be performing at another competition that day and will return for exhibition performance. Percussion parents will not be available to help.

Next meeting: February 16, 2023 (General Meeting)

Motion to adjourn by Michelle. Seconded by Tina Lee. Approved.

Meeting Adjourned.

List 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)
- **Concession Stand:** Discussion tabled for January meeting on whether anything needs to be done to winterize the concession stand. (Dec. 15)