



Parkland Music Boosters Executive Board Meeting

Minutes – June 22, 2023, at 7:08 PM

Attendees: Wendy Wright, Karen Phillips, Tina Lee, Cynthia Lee, Michelle Hare, Lori Piltz, Voula Papageorgiou, Kevin Boger, Jason Lerew, Connie Baxter

Meeting Called to Order: Wendy Wright at 7:08pm. *Motion by Voula. Seconded by Lori.*

Approval of Last Executive Board Meeting's Minutes (April 20): *Motion to approve by Karen. Seconded by Voula. Approved.*

Treasurer's Report:

- Income since last meeting: \$2943.40 (total)
 - Concessions: \$1683.60 (FOTA)
 - Amazon Smiles Rebate: \$59.80
 - Fanfare & Tribute: \$1050.00 (Sales, senior ad)
 - Misc.: \$150.00 (Voided check)
- Expenses since last meeting: \$4939.01 (total)
 - Concessions: \$880.35 (FOTA)
 - Misc. (Senior posters: chorus, orchestra): \$1005.00
 - Postage: \$8.19
 - Square Fees: \$45.47
 - Scholarships: \$3000.00
- Net Income: -\$1995.61; Checking balance: \$22,029.50; Savings balance: \$1388.41.
- Year-end net income: \$7838.37
- *Motion to Approve Treasurer's Report by Lori. Seconded by Karen. Approved.*

Director Updates

- **Mr. Lerew:** Good turn out for first two weeks of freshman training and music rehearsals. The freshman class is larger than expected. The student total is currently at 197 (band, color guard, honor guard), but this will change over the summer. Color guard has 38 participants, with 6 being 8th graders. Color guard held a spring clinic in May which helped with recruiting.

OLD BUSINESS

- **Scholarship Winners:**
 - Band: Carly Sachse
 - Orchestra: Daud Tariq
 - Chorus: Sejal Wellington
- **FOTA:**
 - Food sold out early, especially burgers and pizza. Tara had to order more pizza.
 - Note that the weather was good, so it was busier.
 - Other concession stands sold out as well.
- **Fanfare and Tribute: Karen**
 - 90% of the book is done. Wendy is working on the cover and the ads.
 - Still needed: letter from Mr. Lerew, Mr. Figueroa's head shot, and a last call for sales. Karen will send the email last call to Mrs. Baxter for her to send to students/parents.
 - Karen needs the final sales numbers before contacting the printer to get a date for final proofs/revisions for Mrs. Baxter, Mrs. Figueroa.

- Karen requested that membership (Voula) look for a photographer and graphic designer.
- Suggestion for a point person for Chorus and Orchestra (for photos and other events).

NEW BUSINESS

- **Conflict of Interest Document:** Mrs. Baxter will have this ready for the new board to sign at the next meeting.
- **Dates for 2023/2024:** Establish meeting dates (general and executive); get dates from directors on any things already confirmed; review 2023-2024 Calendar to identify various events, Boosters' responsibilities for each event, volunteers needed and communications to be sent per event. This will be discussed at the next meeting.
- **Spirit wear:**
 - Discuss options, start planning so that items can be delivered by first football game.
 - Sydney Sherrier has agreed to do this again.
 - Lead time is about two weeks.
 - Promote spirit wear during Freshman Training and Music Rehearsals
 - Tentative deadline for ordering is Aug. 14 (start of band camp).
 - Wendy to check with Sydney that Aug. 14 will work.
 - Goal is to run another spirit wear sale for Christmas orders.
- **Uniform fittings:**
 - Dates: 7/31 2-7PM; 8/1 2-7PM; 8/9 3-8PM; 8/10 3-8PM; 8/11 2-7PM; 8/12 2-6PM.
 - Wendy, Voula, Karen plan to attend fittings. Voula will bring cookies.
- **Confirmed Events:**
 - **DCI Event (Aug. 4 and 5):** Need volunteers for ushers and to staff the drinks booth.
 - **Collegiate Festival of Bands (Oct. 1)**
 - **Tournament of Indoor Show: April 27, 2024** (confirmed with Mr. Anonia)
 - Region 2 Championship
 - Budget will need to be amended to add TIA expense/income to be approved for general meeting in August. Tina will update the budget using previous year's numbers.
 - Theresa Adams will be chairing the event.
 - **Concession Stand Clean-up: Aug. 19, 8AM-12PM, 6-8 volunteers needed.** Note that Jill Sperry thinks she still has a set of keys to the stand.
- **Band Camp: Aug. 14-25**
 - Voula has been planning with Mrs. Baxter to organize dinner for Band Camp during 3-9PM practice days.
 - Aug. 14: Hoagie night sponsored by senior (35) parents.
 - Aug. 16: Pasta night sponsored by junior (31) parents.
 - Aug. 17: Mac-n-cheese/chicken nugget night by sophomore (53) parents.
 - Aug. 21: Taco night sponsored by freshman (60) parents.
 - Dinner will be 5:15-5:45PM and the cafeteria has been confirmed from 4:30-6:00PM for dinner and preparation.
 - Celebrate the Marching Band Picnic: Aug. 18
 - Picnic will be either at PHS or at OMS/stadium, not at a park to avoid transportation issues. Preference is for OMS/stadium with concession stand.
 - Student Competition to Design Band T-Shirts: target distribution Band Picnic (Voula)
 - T-shirt design will be on the front; sponsors printed on the back,
 - Physical Graffi-tee's on Tilghman St. will print t-shirts at cost.
 - 3 colors; \$7 per shirt and an additional \$1 for larger sizes.
 - \$75 set up cost will be waived; 2-3 week turnaround.
 - They will allow additional print runs so we can sell shirts during concessions as well as Preview Night.
 - Contest logistics:
 - Contest will begin next week until mid-July.
 - Voula is contributing a \$50 gift card for the winner.

- Submissions will be to Mrs. Baxter; she will remove names for judging by the directors.
 - Mrs. Baxter will request students input their t-shirt sizes into Charms to estimate numbers to submit an order by July 31.
 - T-shirt Theme: Earth Wind and Fire (Show songs are “Let’s Groove Tonight” and “In the Stone”).
 - T-shirt color: heather gray; designs must include title “Parkland Marching Band 2023 Show”.
- Sponsors: Main sponsor will be Physical Graffi-tee’s
 - Platinum, Gold, Silver, Bronze levels: Voula is targeting \$1400-\$1500 total sponsorship to cover the cost of t-shirts for the band.
 - Voula will talk to Physical Graffi-tee’s about the number of sponsor logos that can fit on the back.
 - Voula and Wendy will be reaching out to businesses for sponsorship: Red Tomato, Fast Signs, etc. If businesses decline, then approach parents with businesses.
 - Note: It is a surprise for the students that the t-shirts will be free.
- **Manuals/SOPs:** Committee/Event/Project Manuals or SOPs due
 - Wendy will change permissions to allow folder access and add individual folders.
 - Wendy and Mrs. Baxter plan to review the SOP’s.
- **Committees for next year:**
 - Identify committees, confirm chairs, solicit chairs for those items without one.
 - Use “Team Leader/Teams” rather than committees and chairs.
- **Membership:**
 - How to get more membership from Chorus and Orchestra?
 - Can some fun event be organized for Orchestra/Chorus?
 - Wendy to talk to Lagan/Mishler about possibilities.
 - Wendy/Voula/Karen will be available during uniform fittings.
 - *Motion to increase membership dues to \$20 and to continue offering a token magnet gift for as long as supplies last by Voula. Seconded by Karen. Approved.*
 - Voula will send membership email to Wendy/Karen for approval to start recruiting new members.
- **Volunteers:** need one person in charge of providing emails to Mrs. Baxter for volunteers so there is consistency.
 - Wendy can type emails in Charms to send to Mrs. Baxter/Mr. Lerew.
 - For the time being, all booster emails will be sent to Wendy to input and then Mrs. Baxter can edit to send to parents.
- **By-laws, tax exemption:** Wendy will review.
- **Additional Items:**
 - Calendar: Karen will start a calendar for others to update for the next meeting.
 - Suggestion to start a weekly email for band/boosters similar to Five Things for the Week Ahead.

Next meeting: July 19, 2023 7:00PM

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

Meeting Adjourned.

List of Items Tabled for Later Discussion

- **Website photos:** Discussion of payment for pictures is tabled to a later meeting. (Oct. 20)
- **Conflict of Interest Document:** Tabled for July meeting (Jun. 22).
- **Dates for 2023/2024:** Calendar of events and meeting dates tabled for July (Jun 22).