



## Parkland Music Boosters Executive Board Meeting

Minutes – August 8, 2023, at 7:13 PM

**Attendees:** Wendy Wright, Karen Phillips, Cynthia Lee, Tina Lee, Brigitte Pruzinsky, Lori Piltz, Voula Papageorgiou, Kevin Boger, Connie Baxter

**Meeting Called to Order:** Wendy Wright at 7:13 pm.

**Approval of Last Executive Board Meeting Minutes (July 19):** *Motion to approve by Karen. Seconded by Lori. Approved.*

### Treasurer's Report:

- Income since last meeting: \$5755.00 (total)
  - Concessions: \$5200.00 (DCI sales)
  - Membership: \$555.00 (Dues + Donations)
- Expenses since last meeting: \$2006.98 (total)
  - Coca-Cola/Drinks: \$373.76 (DCI)Coke (1200 due to Coke for drinks)
  - Food/Candy: \$1446.68 (DCI)
  - Concessions Equipment: \$173.03 (Sink, wasp spray)
  - Trailer: \$7.00 (Tag/Registration)
  - Square Fees: \$6.51 (DCI)
- Net Income: \$3748.02; Checking balance: \$25,804.88 Savings balance: \$1388.76.
- Note transactions occurring after June meeting, before the end of the fiscal year:
  - Fanfare & Tribute: \$60.00
  - Square Fees: -\$2.64
- The Boosters tax form was filed.
- *Motion to Approve Treasurer's Report by Kevin. Seconded by Voula. Approved.*

### Director Updates

- **Mr. Lerew:** Final drill numbers for the halftime show are being determined. No photos will be done during band camp because of Color Guard uniforms shortage; they are being ordered. Rehearsal on that Thursday is still 12-9:00PM. Color Guard uniforms are expected the second week of September; photos will be taken on Saturday, Sep. 23 (before the game).

**Note:** Relevant documents discussed in meeting are located at:

<https://drive.google.com/drive/folders/1rpH2wwpAFsE2fqWZsj9-30j1oGLiFSr-?usp=sharing>

### OLD BUSINESS

- **Booster Meeting Dates (3rd Tuesday of the month)**
  - August 22, 2023 (General)
  - September 19, 2023 (Executive)
  - October 17, 2023 (Executive)
  - November 21, 2023 (General)
  - December 19 (Executive) is the Winter Band concert date. Move to December 12, 2023
  - January 16, 2024 (Executive)
  - February 20, 2024 (General)
  - March 19, 2024 (Executive)
  - April 16, 2024 (Executive)
  - May 21, 2024 (General)

- June 18, 2024 (Executive)
- *Motion to approve the 2023/2024 meeting dates by Tina. Seconded by Karen. Approved.*
- **DCI Eastern Classic: Aug. 4 & 5**
  - Overall, Kevin estimated that he spent about \$1500 and grossed about \$5200.
  - Friday, gross sales were \$1200+. Saturday was warmer and more crowded. Because vendors inside the stadium ran out of water, sales were very good.
  - Volunteers:
    - Concessions had seven people running two stands, but it would have been nice to have a couple of more volunteers.
    - More usher volunteers were needed. Some volunteers did not show up.
    - Next year, start recruiting volunteers during one of the practices, and send message through Schoology.
  - There are leftover sodas, candy for concessions. The ice machine worked well.
- **Collegiate Festival of Bands (Oct. 1):** Drinks concessions only; target 9-10 volunteers.
- **Spiritwear:** Sale closes on Aug 11.
  - Goal is to have distribution by the second game (Sep. 1, away game, no school).
  - Sydney would like some one to pick up spirit wear this year. Last year, Sydney sorted and bagged the items.
  - Three volunteers are needed for distribution after the Thursday rehearsal (Aug. 31). Back-up distribution will be at the next football game. (Pick-up in the band room for away games; pick up at the concessions stand for home games.)
- **Concessions Stand Clean up: Aug. 19**
  - Tammy Hall is signed up. Others expected: Voula, Theresa Adams, Steven Lee.
  - Karen has a list of things to do and will send it to Kevin.
  - Kevin will also come up with a list ahead of time.
  - Wendy will send out another email asking for more volunteers.
- **Membership:** Enrollment events
  - Uniform fittings: Wendy can do Sat night, and all other slots are filled.
  - Band parent meeting on Aug. 14 will be at the end of rehearsal (7:45-9:00PM).
    - Set up at 7:15 in auditorium with paper forms and Square.
    - Mrs. Baxter will make sure to reference Boosters during the meeting.
  - Parent Preview Night on Aug. 24: Set up a table at the OMS side entrance.
  - Open House
    - Directors can hand out membership forms and show the QR code.
    - 200 applications and 50 information sheets will be needed.
  - Consider setting up a table at the Orchestra and Chorus concerts.
- **Band Camp: Aug. 14-25**
  - Class dinners: Feeding 200 students/teachers; mealtime: 5:15-6:00PM in the cafeteria; food needs to be in cafeteria at 4:30PM. (\*Changes to dates/food were made after meeting, before minutes released)
    - Aug. 14 (senior parents, hoagies) \*Changed to Aug. 21
      - Need 200 bags of chips. (Convert to variety pack boxes.)
      - Source hoagies from one store (Wegmans); parents will order/pay.
      - 14 trays salad: 4 potato salad, 10 pasta salad (each feeds 15)
    - Aug. 16 (junior parents, pasta) \*Changed to Aug. 14
      - 12 half pans of no meat baked ziti. (\*Changed to 20 for sign-up.)
      - 3 half pans of baked alfredo sauce pasta. (\*Changed to 6.)
      - 4 half pans of meatballs in red sauce. (\*Changed to 5.)
      - Red Tomato salads. (Changed to 12 bags of salad, 6 bottles dressing.)
    - Aug. 17 (sophomore parents, mac & cheese/chicken nuggets)
      - 12 half foil pans of macaroni & cheese.
      - Salad: Red Tomato does Italian and house salad.
      - Weis does chicken nugget platters; most kids eat 3 chicken tenders

- Aug. 21 (freshmen parents, tacos): Planning will be done next week. \*Changed to Aug. 16.
    - Boosters provide water, lemonade in coolers, cups, plates, napkins, case of Sterno. Check with Kevin to see if he has extras in concessions.
    - Sign-up needs to be created and emailed for volunteers and food.
  - Band Picnic: Aug 18 (stadium or PHS)
    - Connie sent list to Wendy to create SUG list for all parent provided food.
    - Boosters may have to provide hot dogs/hamburgers.
- **T-shirt contest:** 6 designs received.
  - Mrs. Fig and Lerew unanimously agreed on a submission, and the winner will be revealed when the t-shirts are distributed.
  - Ordered 225 t-shirts for \$1597.00
  - *Motion to sell additional shirts (YL-XL for \$10, 2XL for \$12, 3XL for 13) to others by pre-order via Square by Voula. Seconded by Lori. Approved*
    - Sales will open Monday, Aug. 21 and close Friday, Aug. 25.
    - T-shirt pick-up will be at the next home game: Sep. 15.
  - Sponsors: \$1525 so far
    - Includes Philly Pretzel, Zeswitz, Kidney Care Specialists, Burger King, Long's Ecowater Systems, Penn State, Red Tomato, FASTSIGNS, Advanced Dental Concepts, Coca Cola, Sam's Club, BJ's Wholesale Club, Weis Markets.
    - Suggestion to hang a 4'x8' sign on the concessions stand for sponsorship. Get Fast Signs to print sponsor sign. Post sponsors on social media as well.
- **Fanfare and Tribute:**
  - Wendy will send the PDF to LCTI to print a proof.
  - Wendy will pick up proof for review.
- **Manuals/SOPs:** No update.
- **Tax exemption:** No update

## NEW BUSINESS

- **Conflict of Interest Document:** Tabled until the next meeting.
- **General Meeting:**
  - Introduction of board members.
  - Election of 9th Grade Representative.
  - Information on Booster activities and joining.
  - Lori will pick up tray of cookies. Voula will get two cases of small waters.
- **First Home Game (Aug. 25):** Mrs. Baxter has detailed information on concessions and will distribute.
- **Fundraisers:** Mrs. Baxter will send contact info of Linda Johnson to Wendy.
- **Events for Kids:** Wendy contacted Shankweiler's as a possibility.
- **Clothing Drive:** Wendy will email Nicole McGalla for date of Community Resource Fair.
- **PMEA Chorus Auditions (Oct. 23):** Concessions usually run by Chorus parents.
- **Calendar:** Wendy started a list of events in each month. No Google calendar done.
- *Motion to buy pro version of Sign-Up Genius by Voula. Seconded by Bridgitte. Approved.*

**Next meeting:** General meeting on Tuesday, Aug. 22 at 8:00PM. (Timed for band camp pick-up.)

*Motion to adjourn by Karen. Seconded by Tina. Approved.*

**Meeting Adjourned.**

## List of Items Tabled for Later Discussion

- **Website photos:** Payment for pictures is tabled to a later meeting. (Oct. 20, 2022)
- **Conflict of Interest Document:** Tabled for September meeting (Aug. 8, 2023).