



## Parkland Music Boosters Executive Board Meeting

Minutes – October 24, 2023, at 7:03 PM

**Attendees:** Wendy Wright, Karen Phillips, Cynthia Lee, Tina Lee, Vicki Ferrence Ray, Lori Piltz, Iris Epstein, Voula Papageorgiou, Kevin Boger, Jason Lerew, Dave Heintzelmen, Kathy Milander.

**Meeting Called to Order:** Wendy Wright at 7:03PM.

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

### Treasurer's Report:

- Income since last meeting: \$18,387.07 (total)
  - Concessions Income: \$16,886.86 (Games on 9/29, 10/11, 10/13; Collegiate Band Festival; PMEA Chorus auditions)
  - Donations: \$127.21 (Games and membership)
  - Fundraiser Income: \$1,100.00 (DCI ushers for 2022 and 2023; Collegiate Band Festival sanitation)
  - T-Shirts Purchases: \$33.00 (T-shirt sales during games)
  - Membership Dues: \$60.00
  - Miscellaneous Income: \$180.00 (Collegiate Marching Band Tickets purchase)
- Expenses since last meeting: \$7,360.66 (total)
  - Concessions: \$5,646.32 (\$346.44-drinks, \$5035.88-food), \$264-pizza)
  - Equipment: \$673.40 (\$473.50-Concessions, \$199.90-Front ensemble equipment repair)
  - T-Shirts: \$87.00 (T-shirt vendor)
  - TIA Expense: \$375.00 (TIA host contract registration fee)
  - Middle School Band Night: \$208.09 (Food)
  - Miscellaneous: \$315.00 (Collegiate Marching Band Tickets purchase)
  - Office Expense \$55.85 (Square fees)
- Net Income: \$11,026.41; Checking balance: \$43,461.43; Savings balance: \$1,389.10.
- *Motion to Approve Treasurer's Report by Vicki. Seconded by Karen . Approved.*

### Director Updates:

- **Mr. Lerew:** The band is in the twilight of marching season. The kids have a good attitude and are playing well. This week is the last Thursday night rehearsal. The band is transitioning to concert band. Jazz band rehearsals start next week and basketball starts in December. PMEA Band and Orchestra Auditions will be Dec. 2.
- **Chorus:** According to Mrs. Lagan, 700+ students went through PMEA Chorus auditions. The boys attended a festival at Penn State, and one of the chorus groups was invited to Harrisburg to sing at the capitol.

### OLD BUSINESS

- **Collegiate Band Festival:** Event was fun and went well. Organizers were happy for us to do the trash, and they will likely ask us to do it again.
- **PMEA In-Service Breakfast at PHS (Oct. 9):** Karen and Wendy bought pastries and coffee. Reimbursement will be through PMEA.
- **8th Grade Band Night/Homecoming (Oct. 13):** Everything went well. Karen doubled the food quantities for Feed the Band, but it was not enough and kids were waiting. Increase amounts for next year.

- **Concessions for PMEA Chorus Auditions (Oct. 23): Kathy Milander**
  - Concessions went well; items sold out. Note that quantities had been reduced from last year because food was leftover.
  - Taco meat, pizza amounts were right. Both sold out as well as pulled pork.
  - Another crockpot of mac and cheese should be added for next year.
  - Pretzels sold out despite having a lot of leftovers last year. They probably sold out because concessions ran out of other food.
  - Fruit: Grapes sold out early; bananas did not sell; students were buying lemons. Only one small bag of apples was sold.
  - One large box of chips was left over.
- **Spiritwear:** Everything should have been distributed.
- **Fanfare & Tribute:**
  - Proof has been printed.
  - Karen, Wendy, Mrs. Baxter, Mrs. Figueroa will look at it to check for names and stretched photos.

## NEW BUSINESS

- **Christmas Ornament Sales: Dave Heintzelman**
  - Dave presented the new ornament designs and this year will allow personalization (one line, limited characters on the back) with preorder.
  - Materials cost is \$1.50/ornament, and suggested selling price is \$10 for a plain ornament and \$12 for a personalized ornament.
  - Suggest that Dave invoice Boosters for materials and time.
  - *Motion by Vicki to approve the ornament design as presented by Dave and to sell them for \$10 for the plain ornament and \$12 for a personalized (one name on the back). Pick up will be at the concert and plain ornaments will be sold at the concert. Seconded by Iris. Approved.*
  - Dave is happy to continue making these ornaments even though Kaida is graduating.
  - Wendy will create a Google form for ordering. Suggested deadline for orders is Nov. 22.
- **Matching Gift:** Air Products has a matching gift program which a donor used. Tina signed up and got the matching gift.
- **Concessions:** The stand is cleaned out. Kevin and Voula will stock soda on Wednesday. Thursday evening will be set up for Friday.
- **DCI 2024:**
  - Kevin has been asked if we want to participate again next year.
  - We do want to do this, but finding volunteers for ushers and concessions has been a problem because this takes place at the beginning of August before band camp.
  - Suggest sending the volunteer signup along with the uniform fitting signup and recruiting band alumni.
  - Kevin will find out if we will be asked to do trash pick up for this event.
- **Tri-M Induction (Nov. 1):** Karen will get drinks, cups, napkins, Wendy will get cookies.
- **Senior Night (Oct. 27):**
  - Schedule: Football and cheer senior recognition will be at 6:30PM, then Emmaus will play their show. At half-time, band seniors will be recognized. The halftime show will be performed after the game.
  - Signs: Wendy got pictures of the two seniors who did not have photos taken. Tina will pick up the posters from FastSigns. Vicki can help put up the signs. Wendy will get zip ties. Last year, there were 46 seniors, but this year there are 31.
- **King Frost Parade (Oct. 28):**
  - Snacks for each student (165 this year): 2 bags of chips, 1 bag cookies, bottle of water.
  - Karen will get the cookies; Iris will pick up Sun Chips. Use the hydration water supply.
- **Extra concessions soda:** See what is left after PMEA band/orchestra auditions and possibly offer to sell to parents to reduce the amount of expired soda after the football season ends..
- **Booster Fundraiser:** My Boy's Baking (tins of biscotti or cookies)

- Each tin costs \$15 and the suggested retail price is \$22.
- Kathy Milander suggests picking 4 flavors to sell/take orders and targeting the holidays.
- Suggestion was made to sell this as pre-orders only with pick-up at the concert. Dates will need to be determined.
- Kathy will check to see if Chorus is doing this as a Disney fundraiser. If there is a conflict, the Boosters will either not do this fundraiser or sell a complementary item. (If Chorus sells biscotti, Boosters will sell cookies for example.)
- **Upcoming Events:**
  - PMEA District Band and Orchestra Auditions: Dec. 2, 2023
  - Chorus Concert (9th and 10th Grades): Dec. 6, 2023
  - Chorus Concert (11th and 12th Grades): Dec. 7, 2023
  - Orchestra Concert: Dec. 13, 2023
  - Band Concert: Dec. 19, 2023
  - Music Semi-Formal: Jan. 13, 2024
  - Clothing Drive: Mar. 16, 2024

**Next meeting:** General meeting on Tuesday, Nov. 21, 2023 at 7:00PM.

*Motion to adjourn by Lori . Seconded by Voula. 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 future meeting (Aug. 8, 2023).
- **SOP/Manuals:** Tabled for future meeting (Aug. 8, 2023).
- **Fundraiser:** Basket Bingo tabled for future meeting (Sep. 19, 2023).