



## Parkland Music Boosters Executive Board Meeting

Minutes – March 12, 2024, at 7:07 PM

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

**Meeting Called to Order:** Wendy Wright at 7:07 PM

**Approval of Last Executive Meeting Minutes (Jan. 16):** *Motion to approve by Lori. Seconded by Karen. Approved.*

### **Treasurer's Report:**

- Income since last meeting: \$300.00 (total)
  - Donations: \$20.00
  - Band Memory Book: \$260.00
  - Membership Dues: \$20.00
- Expenses since last meeting: \$3946.20 (total)
  - Band Memory Book: \$2258.31 (Printing: \$700.00; refunds: \$1490; mailing: \$28.31)
  - Office Expense: \$11.14 (Square fees)
  - Hospitality Expense: \$1676.75 (PMEA directors' luncheon)
- Net Expense: \$3646.20; Checking balance: \$41921.30; Savings balance: \$1389.68.
- *Motion to Approve Treasurer's Report by Lori. Seconded by Karen. Approved.*

### **Director Updates:**

- **Mr. Lerew:**
  - Concert/Symphonic Bands are preparing for the spring concert (May 1). They will perform at the PMEA assessment at Exeter Township High School on May 3. This is an adjudicated, rated event which includes sight reading music.
  - Jazz Band is preparing for their spring performances, including FOTA. They will play with the Allentown Band at Springhouse on April 21 at 3:00PM.
  - Allentown's Side by Side Concert is on April 28 at Allentown Symphony Hall. Eight or nine students were accepted to play with the Allentown Band.
  - Indoor Percussion and Color Guard are in full swing with competitions.

### **OLD BUSINESS**

- **Clothing Drive: Mar. 16 9:00AM-12:30PM** (Cynthia)
  - Weather forecast for Saturday looks good to hold the drive outside.
  - Volunteer sign-up appears to have enough people to load the truck. Mrs. Figueroa encouraged Tri-M students to volunteer and a number did so.
  - The clothing pick-up by A&E has been confirmed.
  - The Community Resource Fair is happening at the same time, but they will be in the cafeteria area. Clothing Drive signs will be used to guide traffic to the band room area.
  - Although the Community Resource Fair has so far not directly advertised the clothing drive, next year's clothing drive should still coincide with the Fair to keep the association.
  - Wendy reported that Nicole McGalla will include the clothing drive as a Five Things for the Week Ahead item. A final reminder was sent out to all music department families through the directors. Mr. Lerew also sent the announcement to Mr. Anonia to go out on the music department social media.

- **Fanfare & Tribute 2022/2023:**
  - Tina refunded all but 5 people for the books and senior ads. The last five were contacted and all have responded. One last book needs to be sent pending a current address.
  - *Motion made by Karen to make full refunds for all of the 2022/2023 Fanfare & Tribute books and senior ads purchased (refunding all costs for all grade levels). Seconded by Voula. Approved.*
- **Scholarships:** (Sarah Wascura, update from Wendy)
  - Everything has been prepared and the Google form has been sent to Mrs. Baxter who needs to make a copy of the form so that the students can access it.
  - The current timeline is for the scholarship announcement to go out by March 15. April 8 will be the deadline to submit the essays. Sarah will be anonymizing the essays to send to the teacher panel by April 12. Scholarship award decisions are scheduled to be done by April 29.
- **TIA Regional: April 27** (Theresa Adams, Connie Baxter)
  - Theresa Adams is coordinating along with Mrs. Baxter. Tara Sistrunk is also helping.
  - Everything is moving forward, and they will request help (volunteers, donations) when it is needed.

## NEW BUSINESS

- **Fanfare & Tribute 2023/2024:**
  - Steven Lee has laid out much of the new issue using a new platform.
  - Book sales and senior ad sales have started. Purchases can be made on the Square website, and Steven is adding it to the Booster website.
    - Senior ads are due April 2.
    - Book sales end May 1 to coincide with the Band Concert for a last push in sales.
  - The schedule is to have most of the proofing done by May 1, add in the concert pictures and have all proofing done by May 6. The hope is to have it printed and handed out by the third week of May.
- **Spring Musical Ad:**
  - For the past couple of years, the Boosters have taken out an ad in the Spring Musical program to advertise the clothing drive and to support the musical. This year, the clothing drive is occurring before the spring musical, so an ad is not needed, but it would be good to support the musical.
  - *Motion made by Cynthia to purchase a full page ad in the Spring Musical program with a half page to promote the Boosters and a half page to congratulate the students. Seconded by Tina. Approved.*
  - Wendy will put together the ad based on last year's ad and contact Megan Halbert about getting it into the program.
  - Note that next year, this item should be presented in the February meeting.
- **FOTA: May 18**
  - Food: Hamburgers, pulled pork, pizza. Last year, the weather was good and food sales were good because a lot of stands ran out of food.
  - Wendy will email the FOTA organizer to see if any of the stands are not planning to be there and if those food items can be sold at the Boosters stand.
  - Mr. Lerew will find out if there is an instrument petting zoo this year.
- **Additional Items:**
  - **Senior Recognition Posters:** (Vicki)
    - Tina Montone organized this last year if there are questions.
    - Vicki will contact Mrs. Lagan, Mr. Mishler to get the list of seniors for orchestra and chorus. Wendy has a list of band seniors from the fall senior night.
    - With the list of seniors, Vicki can contact Destiny Beck (Par Key teacher) to get the senior photos. Note that band members in chorus and orchestra also get new posters to match the other posters.
    - Goal is to have the photos/posters sent to the printer by mid-April.

- Cynthia volunteered to help put up the posters for the concerts.
- **DCI:** August
  - Kevin was contacted by DCI about running a drinks concession again. Note that this grossed ~\$5000 last year because it was hot and other stands ran out of drinks.
  - Consensus is that the Boosters should support this to promote the band and as a fundraising activity.
  - Ushers will also be needed for the event. Suggestion made to recruit not only current band members but also past members. Note that last year, some volunteers did not show up, so responsibility needs to be emphasized with students.
  - Suggestion to send a "Save the Date" email at the end of the school year and continue to send reminder emails through the summer. Coordinate efforts with summer music/marching practice sessions.
  - Note: consider adding a DCI coordinator to summer band camp committee (below).
- **Executive Board Nominating Committee:**
  - Mr. Lerew recommended that the nominating committee for next year's officers should be set up now for the elections in May.
  - Tina volunteered to head the committee. Voula volunteered to help.
- **Band Camp:**
  - **Feed the Band Dinners:** Tina will verify that Iris Epstein is interested in coordinating.
  - **T-Shirt:**
    - Someone is needed to coordinate the contest and find sponsors.
    - Wendy and Voula can help with this effort.
    - Note from Voula that supermarket sponsors should be saved for hydration donations rather than using them for the t-shirt.
  - **Picnic:**
    - Mr. Lerew will discuss having the picnic with Mrs. Figueroa.
    - Having the picnic makes for a long day with the morning practice and the football game at night. Note that the last time the picnic was held was five years ago, so most students are not aware that this was part of band camp..
    - A possible substitution is to have a free dinner during Feed the Band at the game as was done last year.
  - **Committee:** Suggest forming a Summer Band Camp Committee that will include Feed the Band Dinners, T-shirt, picnic (and possibly DCI).
- **Gator:** Kevin would like to replace the seats on the Gator using the money earned from trash collection during the Collegiate Band Festival. Estimated cost is \$300.
- **Fundraising:** Kevin suggested partnering with Red Robin for a Dine and Donate for a 20% cut. PJ Whelihan's has also been used in the past but it is a 10% donation.
- **Website:**
  - Wendy renewed the website name/registration for another 3 years.
  - Wendy will talk to Steven about making folders available for SOP/manuals.
- **Upcoming Events:**
  - Clothing Drive (Community Resource Fair) - March 16, 2024
  - District String Jam Concert - March 19, 2024, 7:00PM
  - PHS Spring Musical - April 10 to April 14, 2024, various times
  - Spring Band Concert - May 1, 2024, 7:00PM (Senior Citizen Dinner)
  - Spring Orchestra Concert - May 8, 2024, 7:00PM (Senior Citizen Dinner)
  - Spring Chorus Concert - May 16, 2024, 6:30PM and 8:00PM
  - FOTA - May 16 to May 18, 2024, various times
  - PHS Senior Concerto Concert - May 28, 2024, 7:00PM
  - Visual and Performing Arts Awards - May 29, 2024, 7:00PM
  - PHS Senior Cabaret - May 30, 2024, 7:00PM

**Next meeting:** Executive membership meeting on Tuesday, Apr. 16, 2024 at 7:00PM.  
 General membership meeting on Tuesday, May 21, 2024

*Motion to adjourn by Tina. Seconded by Kevin. 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).