Vicksburg Band Boosters, Inc.

Minutes of the Board of Directors

December 11, 2013

The Board of Directors of the Vicksburg Band Boosters, Inc. convened at approximately 6:56 PM at Vicksburg High School. Present were Tabitha Farnham, President; Kelly Soekarmoen, Vice President & Fund Raiser Coordinator; Karen Couk, Secretary; Craig Rolfe, Member at Large; Ben Rosier, HS Band Director; Ravenna Myers, Assistant Band Director; Patty Stoll, MS Band Director; and Cindy Cross, Parent Liaison. Absent was Noreen Garrido, Treasurer; and Kim Warner, Middle School Liaison.

**I. Approval of Minutes from the September 12, 2013 and October 10, 2013 meetings.** Kelly Soekarmoen motioned that the minutes be approved. Patty Stoll seconded the motion. Motion approved.

**II. Approval of Financials** - The Treasurer's report was presented by Ben Rosier. As of November 27, 2013 VBBI had a bank balance of $50,479.36. Ben Rosier presented the Profit and Loss report for January-November 2013. This report contains an itemized list of the income and expenses of the VBBI. Noreen has set up categories based on the VBBI budget in QuickBooks which allows us to more accurately track income and expenses. The spontaneous gift on the Profit and Loss Report was the money a 50/50 raffle winner gave back to the band. This report shows that merchandise was over $8,000 but not all of this amount is profit. The Walk-a-thon made a little over $5,000. The VBBI Funds Reimbursement category is expenses that VBBI pay and Ben then gets reimbursed from the school.

Ben presented the Budget vs. Actuals report. The VBBI net income from Jan-Nov. is $20,851.27. This report shows the budgeted amount vs. the actual amount spent. The Band-a-thon earned about $3,400 less than budgeted and the Walk-a-thon earned almost $4,000 less than budgeted. The losses were offset by the increase in the merchandise and Friends of Band categories.

Patty Stoll motioned that the Treasurer's Report be approved. Ravenna Myers seconded the motion. Motion approved.

**III. Reports**

A. Fund Raiser Coordinator - Kelly Soekarmoen

After the Band-a-thon Kelly went back over the event and generated a list of things that need to be done for the event to be successful. She also took lots of pictures. Kelly thinks two meetings are needed to plan for the Band-a-thon. We discussed posters for the Band-a-thon. Kelly thinks that 125 posters is a good number. Posters should be ordered 4 weeks before the event as it takes 3-10 days to have them printed. The posters should be hung 3 weeks before the event. Kelly was not able to hang as many posters as before as some businesses have been bought out by corporations and they can't put the posters up. The pledge forms will continue to have a sentence about a receipt will be provided if requested but we will not put a box on the form for requesting a receipt. We have 2 deferred pledges from the Band-a-thon. This will add $1,000 to our total. We earned over $14,000 with about 50% of the students participating.

Kelly is going to try and create more community support for the Walk-a-thon. She tried to contact parents about the Walk-a-thon so they could meet in November but was not able to do it. Kelly asked Tabitha to be the coordinator for this event. Kelly is looking for ideas on how to get more community involvement. Some ideas she is currently looking at: having food vendors, having the band march around town and pick up people around town, support from the elementary schools, making the event like a carnival. We will keep the Walk-a-Thon on a Sunday afternoon.

Have we asked the Vicksburg Foundation for a grant for uniforms? Kelly will check for the best time to do it. We should also approach the Rotary Club for help. We should remind the Rotary Club that more and more HS students are in the pit band and chorus for show boat.

Margit Chiu needs volunteers for the lock in. Kelly asked if all was well with web site. We are having some problems with Paypal. People who are having issues need to contact Paypal. Only 1 or 2 people have had problems with Paypal the rest have not. We would like to try and sell tickets for Jazz Night Out at MS Holiday Concert. We should also have someone selling merchandise at this concert.

Merchandise will be sold at the Christmas concerts and the Jazz Night Out. Kelly needs to have Noreen take inventory. We are running out of some sizes. We are getting requests for general band hoodies. Do want to see if we can sell hoodies at the HS concert? Can we get them in time for concert?

Ben Rosier motioned that we purchased a minimum order of generic sweatshirts with printing only on the front as soon as possible and to sell said sweatshirts for $25.00. Patty Stoll seconded the motion. Motioned approved. Kelly Soekarmoen will work on getting the order done.

B. Middle School Report - Patty Stoll

Kim Warner will get parents to help chaperone. She put the MS practice record on website. The 7th grade band is not going to festival this year as the event they have attended the last couple of years has been cancelled.

C. HS Parent Liaison - Cindy Cross

Jazz Night Out - Cindy thinks we are all ready, we just need to sell tickets. Cindy has sold 4 four person tables. $150 gets 4 tickets, $300 gets 8 tickets. It is hoped that selling tickets this way would get people to come who would not normally come. Ben moves to buy 75 posters for Jazz Night Out not to exceed $75. Tabitha seconded the motion. Motioned approved. We will need help to distribute posters. Kelly said it works best if 1 person does the distributing with help from 1 other individual. Ryan Donlan is the MC for Jazz Night Out. The Silent auction has a few items. The committee is going to businesses for auction items. One thought is to buy something and then auction it for more. Another idea is a wine tasting tour. Cindy will send a list of people they have contacted for donated items. Tabitha is working on raffle baskets. She will have students put the baskets together. A thought is to give prizes to the section with the best looking basket and the most tickets in the box. Tabitha will contact Airway Lanes to see if they will donate something. The committee has decided on appetizers, they will be light, served from 6-7. Maybe we could find a restaurant to provide a dinner special. Students will have pizza, $3.00 each. The committee is meeting again on Monday. We have a piece of music written for the event. We will ask the caterer about bringing bags of pretzels, party mix, nuts, mints. Will we have beverages all night? Cindy needs to communicate with the committee that it is ok to spend money. We are aiming for 9 baskets and 16 silent auction items. Ben thinks we should go for more.

D. High School Band Director - Ben Rosier

Uniform purchase - Ben Rosier asked board to pay $20,000 towards the cost of uniforms, with the cost not to exceed $70,000. He asked the district to pay for entire cost with the boosters to pay back their share by end of 2014-15 school year. Ben will order the uniforms by Jan. 1, 2014. We are not ordering 200 uniforms. We only need 154 at a time so can fit into 180 uniforms.

Trip Assistance - We have 154 students going on trip. We have about 40 students who need assistance based on the suggested payment schedule. Ben has 13 students who have not paid for the 2013 band camp. We talked about how to help students with the trip. Do we give grants to students in need or to all students or both? If we gave all students $250 off it would cost VBBI $36,250, $200 off would cost $29,000. We need to pay something on the uniforms by end of 2013-14 school year to show good faith.

New Budget - Exec Committee needs to have a budget meeting. Ben has a proposed budget. Ben sent an e-mail with the proposed budget. Much is the same as last year. We need a $1,000 grant for MS instrument repair. It would also be nice to throw in 1 large instrument for the MS.

We discussed how do we present what VBBI is doing to parents. We need to plan and be prepared for what happens between Ben's parent meetings. Coordinators that need volunteers should be at Ben's parents meetings.

Winter Drum Line - Winter Drum Line is like an indoor Legends. There are only 3 other Winter Drum Lines on this side of the state. There are currently 25 students participating. They we be in 3 competitions: 1 in Jenison and 2 on the other side of the state. Ben Rosier moved to purchase Winter Drum Line Uniforms not to exceed $400. Craig Rolfe seconded the motion. Motion approved.

Online motions for the Winter Drum Line mat and the concert uniform needs were approved.

Craig Rolfe - We will need to file a form with the IRS other than the form we filed last year. It may be a 990 form that needs to be filed.

Dates for 2014 Meetings: we will meet Wed. Jan 15th at 6:45. Tabitha will send reminder.

Tabitha Farnham motioned that we adjourn, Kelly Soekarmoen seconded the motion. Meeting adjourned at 9:40 PM.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Karen Couk, Secretary