Vicksburg Band Boosters, Inc.

Minutes of the Board of Directors

September 12, 2013

The Board of Directors of Vicksburg Band Boosters, Inc. convened at approximately 6:51pm at Vicksburg High School. Present were Kelly Soekarmoen, Vice President; Ben Rosier, High School Band director; Cindy Cross, Parent Liaison; Ravenna Myers, Assistant Band Director; Craig Rolfe, Member-at-Large; Karen Couk, Secretary; Kim Warner, Middle School Liaison. Absent was Melissa Stiles, President and Noreen Garrido, Treasurer. Non board members in attendance Margit Chiu, Information Officer; Dave Westman, Transportation Coordinator; and Angie Vreeman, Uniform Coordinator.

The meeting was called to order at 6:51pm by Ben Rosier.

I. Approval of the Minutes from the July 11, 2013 meeting. One revision is needed. Many should be Mandy. Kelly Soekarmoen motioned that the minutes be approved. Cindy Cross seconded the motion. Motion approved.

II. Approval of Financials - The Treasurer's report was presented by Ravenna Myers. Ravenna distributed a copy of the new 50/50 collection directions, the 50/50 log sheets and signs, and a sample letter for the 50/50 winner. Noreen has not had the opportunity to count the tickets sold at the Sept. 6, 2013 game. Noreen also created a form to track the sale of merchandise. Noreen would like a design for VBBI letterhead and envelopes. The importance of keeping a merchandise log was stressed. Any money collected from the sale of merchandise or 50/50 raffles needs to be placed in the safe and Noreen notified of the money.

We need to define the responsibilities for those who will help the Treasurer. Margit helped Noreen with taking inventory of our merchandise.

The Sept. 6, 2013 50/50 money was donated back to VBBI and deposit separately from the 50/50 earnings. A total of $825 was collected and $412.50 was donated back to the Band Boosters. Ben recommended we give the 50/50 donor a Joy t-shirt.

The bank balance as of 8/30/2013 was $32,656.11.

Cindy Cross motioned that we accept the treasurer's report. Ben Rosier seconded the motion. Motion carried.

III. Reports

A. Fund Raiser Coordinator Report - Kelly Soekarmoen

Kelly has sent 88 letters to Friends of the Band (FOB). Kelly has found replacements for those businesses no longer in business. Kelly made some changes to the letter including sponsorship levels. We discussed the idea of having ranges for sponsorships. How do we handle when a sponsor says they will donate x if we buy y? They will get a thank you but not something for running program. We will give a thank you gift if someone gives cash. If we worded the sponsorships as 300+, 600+, etc. would people understand that we mean 300-599? In the past matches at the Band-a-thon have been missed with thank you notes. Kelly is working to make sure that does not happen this year. Matches at Band-a-thon are not part of the FOB program. We discussed how to acknowledge matches at the Band-a-thon. We decided on a separate spot on programs for those who match at fund raisers.

Names on trailers - Charlie Chambers is putting donor names on the trailers at no charge to us. The time table to change the names has not determined at this time. Ben would like have the names that we currently have on the trailers by Sept .28 (Otsego Invitational). Ben would also like the Joy logo on trailer before the Otsego competition. We would like to have "Big Red Machine" on back of the trailers with names of our shows.

Next year we will put in the FOB letter that to get the maximum advertising benefit we need donations by the 1st Friday after Labor Day. Next year we need to have the FOB discussion done in July so the letters can go out sooner.

Band-a-thon - What can we do to improve on or add for next year? Should it be at Middle School or High School? The Middle School seemed more intimate. Ben will have one of the screens down and some of the lights off at the High School. We will have the Band-a-Thon at the High School. We will need gift cards for those kids who raise certain amounts. What amounts receive gift cards depends on the number of gift cards donated. We discussed selling food at the Band-a-Thon. Vendors selling food make a profit and also get an advertising opportunity. Health codes may prevent non- vendors from selling food. If we decide to send out a message that we need vendors, the message needs to go out by e-mail, facebook, and twitter.

B. Information Officer - Margit Chiu

Margit put a message on the website for more chaperones. Margit will also to check what people have volunteered to help with. Margit needs to get a form to seniors for the Senior Spotlight section. Margit would like to get more Middle School information from Patty Stoll. Roger and Cheri Allen have some shirts that they want to sell but the shirts would not be good PR and would hurt the relationships Ben has worked hard on.

C. Vice President - Kelly Soekarmoen

The volunteer positions need to be updated on the website.

D. Middle School Report - Kim Warner

Kim has met informally with Patty Stoll. We need to get the middle school hand book on the website. Patty would also like a printable practice sheet and uniform polo order form placed on the website.

E. Transportation - Dave Westman

VBBI has donated the trailers to the school. The trailers need repairs and the school has no money. Dave is working to get some type of deal so we can get new tires. Dave will make some covers for tires that will help protect them from the elements. Angie, Kelly, and Dave will check on tire prices.

Ben Rosier motioned that we appropriate funds to make repairs to trailers not to exceed $100. Repairs are to be done by Sept. 28th, 2013. This does not include tires. Kelly Soekarmoen seconded the motion. Motion approved. Dave has made repairs to the pit trailers. The flat bed trailer needs some boards. Dave Westman needs to give Ravenna Myers a list of trailer needs. Dave will talk to Bob Collins about looking at flat bed trailer.

F. Uniform Coordinator - Angie Vreeman

We were able to fit everyone. We only have 5 small buckets left. We need more hangers. We could probably also use bigger hangers for the rain coats. We may be 1 plume short for everyone to have one.

G. Volunteer Coordinator - Margit Chiu

Margit is trying to get more chaperones for the Otsego competition. Margit also needs more 50/50 helpers.

H. President - Melissa Stiles

Melissa has submitted her resignation letter 9/11/13. Tabitha Farnham came to tonight’s meeting as a potential candidate for president.

We are moving in the right direction on a lot of things. We are doing better recognizing donors. Ben appreciates having an assistant and is glad to be able to delegate things to Ravenna.

IV. Old Business

 A. Jazz Dinner Dance - Looking at changing the location from a Vicksburg event to bigger event. The cost for renting the Air Zoo is $750. If we are calling the event a Jazz Dinner Dance then we need food. If don't have the number in attendance the event will cost us a lot.

Cindy has been talking to the Radisson catering. She has looked at different options based on the number in attendance. The cost includes tables, chairs, linens, etc. Kelly Soekarmoen motioned that we approve $5000 for start up costs for the January Jazz event. Ben Rosier seconded the motion. Motion approved. Ben would prefer to get away from a dinner event. The event will be held at the Air Zoo.

B. Last minute purchases - Ben has to plan about 1 month ahead to get funds from his school account.

C. Merchandising is going well. At the Sept. 6, 2013 game we did not have merchandise out until the band was going on field. We need to have our merchandise out sooner. Hill's Pharmacy donated a display case. Ben bought light bulbs for case. Noreen Garrido is doing a good job of keeping track of our inventory.

D. Uniforms - Ben Rosier talked to Charlie Glaes & Steve Goss. They said yes to buying new uniforms. Ben needs 3 quotes for uniforms to take to the school board. We are hoping that the school district will pay for a percentage of the cost of the uniforms. Little parts have a lot to do with the final cost of the uniform. We are going to keep the piano keyboard sash and the V on the back. The uniforms will be a modern twist on what we have. There is resale to current buckets and maybe uniforms. Kelly would like example for the Band-a-thon.

E. Orlando Trip - The trip is a go. The first down payment for students was last Friday. Not many students made the payment. Dustin Morris is going to bring choir students. There are about 26 students that are in choir only.

F. The Corporation report is due Oct. 1, 2013. The report needs a president and vice president listed. Ben Rosier motioned that we accept Tabitha Farnham as president. Craig Rolfe seconded the motion. Motion approved.

Kelly Soekarmoen is willing to continue fulfilling the Vice President position for now. Craig will fill out the Corporation report with Tabitha Farnham as President and Kelly Soekarmoen as Vice President.

Ravenna Myers motioned that we adjourn. Kelly Soekarmoen seconded the motion. Meeting adjourned at 9:30 P.M.

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