**Dunlap High School Music & Theater Boosters Meeting**

**Minutes for August 08, 2017**

**Attendance:**

Board Members present included:

Officers: Brian Jensen, Ken Erdman, Leah Crosman, Michelle Gross;

Committee Chairs: Suzi Finkenbine, Brenda McFadden, Charles Webber, Mandy Bennett, Tim Roberts, Tonya Fant

Director’s in attendance: Jen Reece

Others in attendance: None

**Call to Order:** The regular monthly meeting was called to order by President Brian Jensen at 7:03 pm in the DHS Town Hall.

**Secretary’s Report:** Michelle presented the meeting minutes from May. No corrections or updates were commented. Tonya Fant motioned to approve and was seconded by Mandy Bennett.

**Treasurer’s Report:**

Beginning Balance $6,641.09

Receipts 17.67

Disbursements (88.36)

Ending Balance $6,570.40

Leah commented that the fiscal year end is 6/30 and all the information was sent to the auditors for review. From a budget perspective the Boosters ended up at a positive $457 with ~107 left in the trip account. In process are checks/donations in the Boosters mail box and a check from Kroger for $455. Changes to registration are impacting overall donations to date.

**Vice President Report:**

Ken commented that a meeting was held with the Vice President, President, & Treasurer to pull the budget together for the new year.

**President Report:**

Brian reviewed the proposed goals for the Boosters for 2017-2018 year.

* The fundraising goal is to work towards saving ~$4k for chaperone costs. The cost is dependent on the trip activities and connectivity with the Fundraising Chair is needed to ensure in synch with planning activities.
* Continued discussion on how to best utilize fundraising to benefit the individuals saving for trip years and to have funds available for general use (legal & allowed; manageable for students).
* Suggestion was brought up to have the students fill out a request for funds which the board then approves. Similar to the Parent’s Club. Further investigation is needed.
* Communicate to administration that the Music/Theater (M&T) Department will have Butterbraids as one of the fundraisers. Last year it was used by both M&T as well as Softball team.
* Envision updates to the by-laws to add details surrounding financial guidelines.
* Reminder to provide the Boosters new tax id when making purchases rather than the DHS one which has historically been used. Leah will go to the stores the Boosters frequent to have the tax id on file.
* Will look to find a template that the board members can use to document their position & duties to add clarity and understanding when seeking to fill positions in the future.

Brian also reminded the group of the year end process to create a slate of officers in April for voting in May.

**Director’s &/or Liaison’s Reports:**

Band (Suzi Finkenbine): Suzi shared that (1) the Varsity & Cadet camps were held and went well, (2) there is marching band rehearsal every Tuesday, (3) kickoff will be at the August 18th Fall Sports night with the 6 p.m. time slot, (4) August 26th is the fall retreat but no help is needed at this time, (5) First home game is September 1st followed by a competition on September 9th and an invitational on September 30th and (6) band yard signs are available and orchestra is on-line.

Orchestra (Brenda McFadden): Brenda shared that the calendar is still being finalized but will be out this week.

Theater (Charles Webber): Charles commented that the fall play (“Up the Down Staircase”) is at the end of September. The cast list has been published and rehearsal are taking place. Set construction starts next week.

Choir (Jen Reece): Jen commented that (1) the trip was a success and no issues were had during with the students, she sent a report to Bob Rodgers on “likes/dislikes, (2) 145 kids registered in one of the chorus programs, and (3) first concert is scheduled for October 12th at 1:45 and 7 p.m.

Public Relations (Tim Roberts): Tim mentioned that (1) he working on getting familiar with all the tools, (2) updating the International Thespian Chapter page on the website including the cast lists, (3) setting up the Volunteer Spot for individuals to sign up to volunteer at the various Band functions, and (4) providing the Treasurer with a list of events that a cash box will be needed.

Fundraising(Tonya Fant): Tonya mentioned that (1) she spoke to the school secretary about the Boosters Donation form and was informed that the information was sent out one and would not be sent out again, therefore, we need to have the Directors email it out to the parents as a reminder to ensure donations come in, (2) Tim will post on the webpage and on Facebook, (3) restaurants are lined up through December 6 weeks apart, and (4) looking at alternatives for non-trip years and whether we should participate in Bergner’s books during “off” years as they want us to return for a table but we need to have people interested and dates set now. Alternatively we could sell them individually without having a table at the store.

Special Events (Linda Smith); No information was shared.

**New Business/Unfinished Business:**

1. 2017-18 Budget - Brian initiated the discussion
	1. No JazzFest for current year, therefore, the income & expense associated are zero.
	2. Reduction in dues & donations, impacted by new registration process
	3. Removed ice cream social
	4. SIU competition expense as the band will be travelling down there the night before so likely charter buses will not be used
	5. Replaced the expense of Drum Major camp with having someone come to Band camp to teach them.

Charles Webber made a motion to adjourn the meeting and Mandy Bennett seconded. The meeting was adjourned by President Brian Jensen at 8:58 pm.

Respectfully Submitted,

Michelle Gross

Secretary, 2016-2017