



**Parkland Music Booster
General Membership Meeting
Minutes - Sept. 17, 2024**

Attendees: Lori Piltz, Tina Lee, Vicki Ferrence Ray, Voula Papageorgiou, Kevin Boger, Iris Epstein, Connie Baxter, Kathryn Kravitz, Kate Straw, Jason Lerew, Rick Whitmire

Meeting Called to Order: Lori Piltz at 7:21 PM

Approval of Last Executive Meeting Minutes (July 10): *Motion to approve by Rick Whitmire. Seconded by Vicki Ferrence Ray. Approved.*

Treasurer's Report:

- Income since last meeting: \$8,777.00 (Total)
 - Concessions (Parent preview night and Game 8/23/24): \$5717.00
 - Donations: \$500.00
 - Band Camp Meals Donations: \$625.00
 - T-Shirts Sponsorship: \$750.00
 - T-Shirts Purchase: \$135.00
 - Membership Dues Income: \$1050.00
- Expenses since last meeting: \$8,825.92 (Total)
 - Chorus (Susquehanna Univ. Festival Registration): \$150.00
 - Band Camp Expense: \$2265.71
 - Food Expense (Concessions): \$2311.79
 - Pizza (Game on 8/23/24): \$275.00
 - Concession Equipment(Door gasket, Grill Brush, Coffee Maker & Dispenser): \$235.78
 - T-Shirts Sponsorship: \$1641.00
 - Other Fundraiser (Booster Shirts): \$328.00
 - Other Hospitality(Previous year semi-formal balance): \$704.90
 - Band Meals: \$600.23
 - Bond Expense: \$187.00
 - Office Supplies (Name tag holder, laminate sheets, paper)): \$62.65
 - Square Fees: \$64.36
- Net Profit: (\$48.92); Checking balance: \$40,185.08; Savings balance: \$1389.75.

Motion to Approve Treasurer's Report by Rick Whitmire. Seconded by Kate Straw. Approved.

Directors Updates:

- Mr. Lerew: Students are settling into the new school year and getting into routine. The student leadership team has done a great job of stepping up to assist the newer kids. This week we are getting back to just Thursday night rehearsals and also working on getting some technical equipment updated. Concert band will start in a few weeks and the students will be assigned to submit a recording for seating. Winter concert is going to be on January 21st. Jazz band will start in late October. Friday we will be having a special guest, Norwegian trumpeter Tine Thing Helseth. We are cultivating a nice relationship with Allentown Orchestra, and we are looking forward to co hosting the PMEA District 10 orchestra festival in January. Rehearsal will be here at the school and the performance will be at the Symphony Hall. Mrs Baxter will be in touch about transportation for students and more details. Allentown band is performing an original John Sousa concert at the Symphony Hall on 10/13 3pm.
- Mrs. Baxter: Thank you to all that helped with uniform fittings. Everything went well and only had to fix 22 uniforms. There was a very good turnout for dry cleaning in the first round and it worked out well doing this after the game.

OLD BUSINESS

- **Band Camp (What went well, what could we do differently):**
 - Either a separate chairperson or co chair for the show t-shirt contest was suggested. Also to start the contest earlier.
 - Feed the Band meal selections
 - Will need to have stations preset up with 2 griddles each to bring a solution to the electrical problems we had during “breakfast for dinner”
 - Will not need as many salads (including potato, pasta, etc) The kids did not eat much of those.
 - Will need to have more taco meat on Fiesta meal day.
- **DCI (Do we want to provide ushers next year?):**
 - Yes, because otherwise we would lose concessions.
 - Notifications will be sent out earlier to allow people time to sign up.
- **Spiritwear update:**
 - Band: Should receive sometime this week
 - Chorus and Orchestra (9/10-9/27): Vicki is running a store for chorus and orchestra.
 - Boosters: Waiting for quote & minimum order is 24, 8 hoodies, 8 blankets, 8 beanie hats.
 - Recruited 1 chorus 2 orchestra parents to help out with Spirit Wear and Spring Senior posters
- **Membership:**
 - Magnets:
 - We owe 59 for Band, 4 Chorus, 1 Orchestra.
 - There is a setup fee for each because all 3 logos are different.
 - \$399 total, \$1.59 each for 250 magnets.
 - Need to get a logo from the chorus and orchestra. Vicki will help with logos.
 - Proposal to order 50 magnets for chorus and 50 for orchestra, \$122 +\$29 setup fee for each
 - *Motion to approve by Rick, seconded by Vicki*
 - Memberships sold during the campaign: 3 gray, 8 black, 33 red.
 - Membership info will be saved on the new Google Workspace.
 - All the membership forms in Word and Adobe have been scanned
 - There will be a consolidated Excel spreadsheet with all the members listed.
 - There will be a checklist at concession for Booster Bucks to track who redeemed theirs.
 - Coupons (Booster Bucks) have been signed and distributed
- **Concessions:**
 - Tabled this discussion for next meeting
- **Google Workspace:**
 - Everybody except Kathryn received training
 - Steven and Kathryn scheduled time for individual training
 - Steven will work on getting Ms Baxter and Mr Lerew access
- **Website:**
 - Current website, will be directed to the new webpage
 - Now includes pictures of board, directors, and sponsor logos with links to their websites.

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- Need an email for potential sponsors to reach out to sign up for sponsorship.
 - Will change t-shirt sponsor to just sponsor for email.
- Meeting dates are now connected to a calendar and will auto update after each meeting.
- Minutes will show after each meeting once they are submitted.
- Will be able to show the whole calendar and can search the calendar for specific dates/events.
- Galleries - people will have an option to download with a photographer logo or purchase to get the image without the logo.
- Added store- Will be able to purchase membership, booster shirts, band show shirts, semi formal tickets and more.
- Will brainstorm ideas for verbiage & photos on the contact us tab.
- Website includes social media links & Tina will post a link to the new site on social media.
- **Semi Formal:**
 - Date is January 11, 2025. Tentative time 5:30PM-9:30PM; will be able to confirm this time once Lori Shiffer confirms with the caterer.
 - Tina contacted the DJ and he is booked already. But suggested a business partner that will do the same price as last year. Photo booth will be the same price as last year too.
 - Lori is working on a theme and a save the date flier to post at home games.
- **Feed the Band:** Thursday, 9/12 for an away game.
 - *Motion to approve by Tina Lee and seconded by Kate Straw. Approved.*
- **Platform Truck:** Approval requested to purchase a flatbed dolly for equipment.
 - *Motion to approve by Rick Whitmire and seconded by Voula Papageorgiou. Approved.*

NEW BUSINESS

- **9th Grade Band Rep:**
 - Ms. Baxter will look into procedures, looking to vote at the November meeting.
- **Standard Operating Procedures (SOP):**
 - New Event Worksheet – putting event info into one spot, next year will have all the info of what we used/needed and can pass on to future board/boosters.
- **Thanksgiving Day Parade:**
 - Iris will work on getting quotes and creating sign ups if there is enough interest in a family bus to attend the parade.
 - Sign up and pay within 48 hours.
 - Iris will send out sign up genius tomorrow for interest.
- **Volunteers/Sign-Up Genius:**
 - Increased number of people needed for equipment to eight.
 - Water drop off for home games will change to the HS, prior to evening rehearsal.
 - Food drop off will change to a table behind the concession stand.
 - 1 person doing setup will be posted at the table to make sure everything is delivered.
- **Garter Bowl (10/1):**
 - Need 10 volunteers plus a griller. Limited menu is set up. Tina will print and laminate.
- **8th Grade Band Night/Homecoming (10/4):**
 - New sign up genius sent over to 8th grade band directors. Menus and schedule are set.
 - Concessions donations – Drink + popcorn for former Homecoming Court.
 - *Motion to approve by Rick Whitmire and seconded by Kate Straw. Approved.*

- **Collegiate Band Festival (10/6):**
 - Need 5 people for each shift. 10-2pm, 2-6pm. Need 10 volunteers total.
- **PMEA Inservice?** Not going to happen.
- **Senior Recognition:**
 - Posters, Senior Night event (10/18).
 - Mr. Lerew sent photos and names to Vicki.
 - Balloon towers for photos - Mrs. Baxter will respond to football email stating we won't be able to participate.
 - After the meeting (9/19), Mrs. Baxter contacted Lori with approval for Booster participation.
 - *Motion to approve by Vicki Ferrence Ray and seconded by Kate Straw.*
Approved.
 - Treats for senior parents - Table to next meeting.
- **PMEA Chorus Auditions – Concessions (10/21):**
 - Jessica Russell will lead (a chorus parent), Tina will be there to assist. Sign up genius will go out soon.
- **Holiday Ornaments:**
 - Do we want to do them again this year? Yes, Lori will start planning and update closer to the time frame.
- **Fundraising Chair:**
 - Iris & Amy Flsher are going to look into more fundraising.
 - Shoe drive: Maybe in November, Iris will set up and update.
 - Dine & Donate: Jack's Slice will donate 20% total sales to the booster. Planned for Thanksgiving weekend. Iris will update a flier.
 - Car wash gift cards: Typically the kids get 50% of sales. Discussed saving this fundraiser for a trip year.
 - Will need to research mattress sale fundraiser options.
- **Concession stand assignments:**
 - Kevin: Will oversee ordering and preparation.
 - Iris: Assist with preparation and purchasing concession items.
 - Voula: Make sure the stand runs smoothly between cashiers, runners, and food prep.
 - Lori: Make sure all booster areas run smoothly, from the front of concessions to feed the band.

Upcoming Events:

- Garter Bowl: October 1st
- 8 th Grade Band Night/Homecoming: October 4th
- Collegiate Band Festival: October 6th , 11:00 AM – 6:00 PM
- Senior Recognition: October 18th
- PMEA Chorus Auditions: October 21st
- King Frost Parade: October 26th
- Tri-M Music Honor Society Inductions: October 30th
- Next meeting: October 3rd 2024, 7:15 PM in the band room

Motion to adjourn by Tina Lee. Seconded by Voula Papageorgiou.

Meeting adjourned 9:17pm