



**Parkland Music Booster
Executive Board Meeting
Minutes – December 5, 2024**

Attendees: Voula Papageorgiou, Connie Baxter, Tina Lee, Kate Straw, Valerie Durbin, Iris Epstein.

Meeting Called to Order at 7:27PM

Approval of Last Executive Board Meeting Minutes (10/3/2024)

Tina Lee motioned to approve. Seconded by Valerie Durbin. Approved.

Treasurer's Report

- **Income since last meeting: \$1454.00 (Total)**
 - Other Fundraisers Income (Holiday Ornaments): \$614.00
 - T-Shirts Sponsorship (St. Luke's): \$250.00
 - Membership Dues Income: \$200.00
 - Misc. Income (Collegiate tickets): \$315.00
- **Expenses since last meeting: \$1738.94 (Total)**
 - Clinics & Choreography Expense (Commission for chorale composition): \$500.00
 - Front Ensemble Instructor (Stan Griffis): \$1,200.00
- **Net Profit : -\$284.94; Checking balance \$55,207.49; Savings balance \$1389.76**

Motion to Approve Treasurer's Report by Kate Straw. Seconded by Iris Epstein. Approved.

Directors' Updates - Mrs. Baxter

We have been very busy preparing for the PMEA Band Auditions that are on Saturday. Directors will be here late tomorrow putting together those folders and last minute preparations. We still need an overnight nurse for January to stay at the hotel with students. Everyone was very happy with the outcome of the Thanksgiving Day Parade. It was very nice to hear all the parents cheering us on when we walked by the stands. We received more air time, TV & Newspaper press than we ever have before. Thank you to everyone that made the event a success.

****NOTE**** Moving January 2nd Booster meeting to January 9th @ 7:15 PM

Will not be able to have a meeting on the 9th due to the Orchestra Festival.

OLD BUSINESS

- **Review of events**
 - **Thanksgiving Day Parade – Family bus**
 - We had 57 people booked, 2 had to cancel. \$2240 total collected, after bus cost and \$100 tip for our driver, we spent about \$481 on food for passengers. There was a surplus of \$100 total, nobody wanted their funds returned so it will be used as a donation to Music Booster.
 - **Dine and Donate – Jack's Slice (11/27-12/1)**
 - This went very well going through the whole holiday weekend.
 - Over \$1000 in sales, 15% of sales came to \$170 and Jack's is throwing in an extra \$50 donation for a total of \$220.
- **PMEA Band/Orchestra Auditions – (Rick) Concessions (12/7)**
 - We still have positions that need filled to help with this event.
 - Another reminder will be sent for volunteers to sign up and hopefully some people can stay on to help with clean up.
- **Holiday Ornaments**
 - As of right now around \$700 in sales with some transactions still pending.
 - Final sales will close Saturday night.
- **Chorus/Orchestra Concerts**
 - Sell ornaments and magnets:
 - We still need volunteers for this and another reminder for sign up went over today.
 - Promote Semi-Formal and clothing drive:
 - Tina will make sure to get Semi-Formal flyers printed.
 - Kate will make sure to get Clothing Drive flyers printed.

- Mrs. Baxter will hang some flyers around the school.
- **Music Department Semi-Formal (1/11/2025)**
 - Email with flyer/gift card SignUp Genius sent to directors for distribution
 - Lori Schiffert has been having some trouble getting answers from Muhlenberg on the finalized catering menu and on signing the contract.
 - Discussed considering a new venue since the communication from Muhlenberg has been consistently poor. Some venue ideas that came up were ArtsQuest and DeSales.
 - Discussed possibly changing the Semi-Formal date for future years back to the original MLK weekend. It was only changed when we switched to Muhlenberg because they do not have that date available.
 - Lori will add to the February Agenda for the General Membership Meeting to discuss venue ideas. Will also add to the January meeting reminder email for everyone to bring 2 venue ideas that can hold up to 300 people.
- **Fundraisers**
 - **My Boy's Baking** (December) – Start date?
 - Fundraiser information was distributed on 12/5 and it closes on Monday 12/9.
 - Discussed possibility of doing this fundraiser again in the springtime.
 - Discussed an earlier start date for next year to give people more time to place orders.
 - **Broadway Car Wash gift cards** (January/February) – Start date?
 - Will most likely start in February or March. Tabled full discussion for a later meeting.
 - **Clothing Drive** (March)
 - Date is confirmed with A&E
 - Sent Nicole Magalla email with all the information and PDF of the flyer. Still waiting on her response to confirm where she will be able to list.

- Flyer was submitted on the School District website for approval.
 - Flyer is already posted on the Community Events page of the District website.
- **Medical Emergency Protocol** – Did Mrs. Baxter find anything?
 - Mrs. Baxter will have more information in January

NEW BUSINESS

- **Spirit Wear** – Chorus wants to run another sale in Jan/Feb. Need chairperson
 - Is Vicki going to chair this again or do we need someone else to run this sale?
 - Need to sell tickets to Orchestra Festival in January and directors request to run sales through Music Booster Square account.
 - To make the sale a wash, Square fees will be included in the ticket sales price and a check will be written to PMEA.
 - Mrs. Baxter would just need a list of people that made purchases so she can print and distribute the tickets.

Upcoming Events

- PMEA District Orchestra Auditions: December 7th
- Choirs Winter Concert #1 (Beginning Chorus, Mixed Chorus, Chorale): December 11th
- Choirs Winter Concert #2 (Vera Voce, Concert Choir, Chorale): December 12th
- Chorale Winter Concert (Neffs UCC): December 15th
- Winter Orchestra Concert: December 19th
- Chorale Featured Performances at ASO Holiday Pops (Miller Symphony Hall): December 21st (two concerts)
- Music Department Semi-Formal (Muhlenberg College): January 11th
- Band Winter Concert: January 21st

Next meeting: January 9, 2025, 7:15 PM (Executive Board).

Discussed this won't be possible due to the Orchestra Festival. Maybe we can do it on January 16th? Voula will post on Band to propose a new date.

Motion to adjourn meeting made by Tina Lee, Valerie Durbin seconded.

Meeting Adjourned 8:20PM