



Parkland Music Boosters Executive Board Meeting

Agenda – January 14, 2025

Meeting Called to Order at 7:12pm

Present: Lori Piltz, Iris Epstein, Kathryn Kravitz, Vicki Ferrence Ray, Ricky Whitmire, Kevin Boger, Connie Baxter, Tina Lee, Voula Papageorgiou, Jason Lerew

Approval of Last Executive Board Meeting Minutes (12/5/2024)

First: Ricky

Second: Tina

Vote: Unanimously approved

Treasurer's Report

First: Ricky

Second: Voula

Vote: Unanimously approved

Directors' Updates

Band concert dress rehearsal is Thursday night, and concert is next week on Tuesday.

OLD BUSINESS

1. Review of events

- a. **PMEA District Band & Orchestra Auditions – Concessions (12/7)**
(Rick) – See budget for revenue and expenses. Too many hamburgers, cheeseburgers, and hot dogs; pizza was just right (one order), too many drinks and too many lemons, could have done half of the order for pretzels, mac & cheese and pulled pork sold out; had enough volunteers, need to know in advance how many kids are going to be there and times for auditions. Bottles of water moved, no soda. **Ricky needs to complete the Event Planner Sheet. Lori will send out the event planner sheet to everyone.**
- b. **Holiday Ornaments – (Kathryn)**
Had enough volunteers, went pretty well, see budget for revenue and expenses. Only need two people per shift at concerts for ornament distribution and sales. Need to set up early before auditorium doors open. Issue of band distribution if the band concert is not in December. **Will sell non-customized ornaments at band concert in January. Kathryn to send final numbers for ornaments to Lori and Tina.**

c. **My Boy's Baking** (December)

We made \$357 on this fundraiser – sold 51 tins. Need to start this sale much earlier next year and would need to be done with the whole music department (Band, chorus, and orchestra).

d. **Music Department Semi-Formal** (1/11/2025)

285 tickets sold, we had more orchestra and chorus students this year which is great. The students loved the semi-formal. Theme (Glow) and decorations were great. The flash mob organized the week before may have helped boost sales. We exceeded budget this year but were unaware the event chair didn't have a spending budget for decorations/favors. This will need to be provided next year (cost per student was suggested). Even though tickets were on sale for a month, there were many sold after the closing date.

Issues with communicating with Muhlenberg College. Unresponsive to communications. Ricky mentioned 2 potential contacts at Muhlenberg College going forward and he will get those contacts for us.

Other Venue Options:

- Twin Lakes might be an option for another venue. Tina got a pricing estimate for 1/18/2026.
- Sheperd's Hill Golf Club – have a teenage menu
- The Renaissance downtown by the PPL Center
- Americus Hotel downtown – have a large ballroom
- Hotel across from Promenade Shops – Homewood Suites by Hilton
- Hotel on Route 100 – Delta One
- Kenesthis Isreal – across of Muhlenberg (no pork)
- Lehigh Country Club

Tina Lee and Lori Schiffert to do the research on the options.

e. **PMEA District Orchestra** (1/11/2025)

Went very well. Iris did a great job! 106 students from 7 different counties. Very long days for Connie Baxter and Jason Lerew. Well received. Used Hampton Inn and Suites in Bethlehem which worked out well. Thank you to the booster volunteers who helped. 14 Parkland students moving onto Regionals. Menu was well received (Iris made all the food).

We did send the email out late for volunteers but we did get enough volunteers. We will not need to host District Orchestra next year.

2. Fundraisers

a. **Broadway Car Wash gift cards** (February/March) – Iris and Tina to do together in February. Need to create a flyer. Cards in \$10 increments only.

b. **Clothing Drive** (March) – No updates.

c. **Any Plans for Spring?** – Iris would like to do a dine and donate. Feb 13-17 for the long weekend at Jack's Slice.

3. **Spirit Wear** – Chorus sale in Jan/Feb. – Vicki will handle with Mrs. Lagan.
4. **Medical Emergency Protocol** – Mrs. Baxter – Tabled until next meeting.
5. **Money from Band Spirit Wear Sale** – Mrs. Baxter – Tabled until next meeting.

NEW BUSINESS

1. **Indoor Marching Ensemble** – Canceled for the current school year.
2. **Clean Up at Stadium Concession Stand**
Need to schedule a time to tidy and organize when it gets a little warmer (maybe March) – Kevin and Lori to schedule.
3. **Communication Delays** – Vicki
We need to make sure we are getting all communications through CutTime out in a timely manner. Please get all communications that need to go in CutTime to Mrs. Baxter and Mr. Lerew at least 48 hours in advance of when it needs to be sent. They can also schedule reminders, so send reminder language/dates too.
4. **Spring Musical Booster Ad**
Will do a Congratulations ad – who is handling this?
5. **Senior Posters** – please add to next agenda (Vicki)
6. **Fanfare and Tribute** – Update
Steven is getting started.
7. **TIA Planning** – Mrs. Baxter (4/26)
Ricky and Kathryn volunteered to help Mrs. Baxter (they will run spirit table); Voula volunteered to help with concessions. They will do a separate meeting on this. Connie is out of town for the event; Sydney will be on-site to handle any problems.
8. **Music Department Scholarships** – Confirm chair – Mrs. Baxter to find out who chaired the event last year.
9. **FOTA** – Concessions (5/17) - Iris and team to handle.

Upcoming Events

- Band Winter Concert: January 21st, 7:00PM
- Mid-Winter Chorus Concert: February 25th, 7:00PM
- Clothing Drive: March 15th, 9:00AM - 12:00PM
- Spring Musical: April 2nd - 6th, Various times
- TIA Championships: April 26th, TBD
- Spring Band Concert: April 29th, 7:00PM
- Spring Orchestra Concert: May 7th, 7:00PM
- Spring Chorus Concerts: May 15th, 6:30PM & 8:00PM
- Festival of the Arts (FOTA): May 15th - 17th, Various times
- Senior Concerto Concert: May 27th, 7:30PM

- Visual & Performing Arts Awards: May 28th, 7:00PM
- PHS Senior Cabaret: May 29th, 7:00PM
- DCI Eastern Classic: August 1st & 2nd, TBD
- Band Camp Starts: August 11th

Next meeting: February 6, 2025, 7:15 PM (General Membership)
March 6, 2025, 7:15 PM (Executive Board)

Meeting Adjourned at 8:40pm

First: Ricky

Second: Iris

Vote: Unanimously approved