



Parkland Music Boosters Executive Board Meeting

Minutes - October 28, 2025

Attendance: Vicki Ferrence Ray, Kathryn Kravitz, Valerie Durbin, Christie Polito, Rick Whitmire, Iris Epstein, Voula Papageorgiou, Kate Straw, Tina Lee, Kevin Boger, Connie Baxter, Jason Lerew.

Meeting Called to Order - Vicki Ferrence Ray at 7:21PM

Approval of Last General Meeting Minutes (9/24/2025)

Motion to approve by Tina Lee and seconded by Rick Whitmire. Unanimously Approved.

Treasurer's Report

- Tina reviewed changes since the last meeting on page 3.
- Some uncashed checks to follow up on and Tina will take care of these as well.

Motion to approve by Kate Straw and seconded by Valerie Durbin. Unanimously Approved.

Director's Report

- Mr. Lerew - Hard to believe we are entering the end of the marching season and how fast it goes. Quarter finals with football. Second seed out of 8 teams which means we get home field advantage for the first two games. No more rehearsals for the band, Colorguard will go down to just 1 a week. The King Frost parade was a success and the spectators really enjoyed our band. We are transitioning into the concert band season and will work on seating arrangements. The concert will move to being back before the holidays. Jazz band starting in December. Indoor Guard had their interest meeting and looking to resurrect our indoor percussion program. Hopefully we can get moving parts together to build a consistent staff that can direct this program.
- Mrs. Baxter & Tina Lee- Reviewed notes from a meeting with a potential CPA to assist us with tax filing. There were some suggestions on updating our processes since we have grown so much in recent years. The CPA we met with (Melissa) charges \$1300 to assist with tax preparation. We were able to find another CPA (Robert Blizzard) at a significantly lower cost (\$350-\$500). Tina wrote to Melissa and advised we would not be using her services and she will be paid the \$225 fee she charged for the meeting. Action items:
 - Tina will do research on the Money Minder software and review at our next meeting.
 - Tina will update our information on the state website for the annual report.
 - Tina will follow up with Robert to make sure our tax filing is complete.
 - Anybody that donates \$250 or more per year is to be provided a receipt.

Motion to approve paying an accountant to do our tax filing, not to exceed \$500 by Vicki Ferrence Ray and seconded Voula Papageorgiou. Unanimously approved.

Old Business

- Thank you! – We have done a lot within the last month. 2 parades, district chorus, football games, spirit wear, collegiate festival, etc. Thanks for all of your hard work.
- Conflict of Interest Forms – Vicki passed around form for all to sign

- Concession Stand Maintenance – They have been there doing the maintenance but they have made a mess. Thanks to all that came out last week and cleaned up before the football game. No more holes in the ceiling and spackling is done and painting TBD.
- Iris and ServSafe Certification and Liability Coverage – We are going to move forward with this because we are doing so much food service. \$179 for the certification and exam which was already voted on and approved in June. The delay in moving forward was because we were waiting on an official word from the school district if they agree this is something we should have on file. Whoever takes over after Iris will have to do it and then it is good for 5 years. Liability coverage, we have nothing as of now. Just an example of a worst case scenario, we are sued for food poisoning. Although unlikely this would shut down the booster organization. We will do research and look into the cost of a small policy to see if the price makes sense just to have peace of mind with this type of protection.
- Spirit Wear for Chorus and Orchestra
 - Expecting delivery this week. Waiting for confirmation.
- Holiday Ornaments - Kathryn spoke to Dave and he is interested in doing ornaments again but possibly something different. Concern last year was around the back & forth on the design of the ornaments.
- Water at games - Each kid will be provided a bottle of water so sign ups need to reflect enough donations for this. Will add parent volunteers to hand out after the pre game show.

New Business

- Tri-M Induction Ceremony Reception 10/29 - Vicki and Voula will host this.
- Band Trip - Discussion
 - USBands Class A Championships (Fundraiser) 11/8-9. Waiting to hear back if they are providing name tags and shirts. Tina will make name tags if not & if no shirts then just wear something Parkland.
 - Luggage and Instrument Shipping – Boosters will try to cover these fees, depending on how many students are going on the trip (how much luggage etc). Will know more after the registration deadline.
 - *Motion to approve covering this expense not to exceed \$20000 by Vicki Ferrence Ray. Seconded by Rick Whitmire Unanimously approved.*
 - Fundraising Calendar – Passed around calendar for raffle tickets and discussed suggestions.
 - Fundraising Proposals
 - Iris will get email out to parents and students about the fundraising plans.
 - Running 2 next month Calendar Raffle and Biscotti.
 - Other ideas, gift card bingo in the spring, basket raffles, car wash gift cards for January or February 50%. Lottery game, if your number hits you get \$50, sat or sunday \$100 as an example, looking into running this or traditional calendar, folder with 200 tickets # on each date, that is the amount of money you win. Both based on PA lottery number drawings.
 - Boosters will hold onto funds for individual students until closer to the trip in case of fundraising overages. Student account balances will have to be emailed to each student.
 - *Motion to approve by Rick Whitmire for an additional \$3155 for prizes, seconded by Kate. Unanimously approved.*
 - Email from Gina Cook – Everybody reviewed and Mr. Lerew is going to respond.
 - Communications - Payment plan & deposit timeline and registration need to be clear. Right now there are 3 different communications that went out to parents that all say something different.
- Purchases to be made this year – Table for later meeting but Kevin will order the popcorn machine
- District Band and Orchestra Auditions Concessions – 12/6 Voula & Rick will take the lead.
- Semi-Formal January 10, 2026 - 6pm-10pm
 - Contract was signed in May and they will send an invoice for deposit soon.
 - Stacie Cuda is going to shadow to take over planning this event for next year.
- Indoor Color Guard and Percussion Season
 - Let us know if anything is needed from the boosters
 - TIA Home Show - 4/18 - Rick & Kathryn will lead again this year.
- Community Resource Fair/ Clothing Drive – 3/14
 - Kate will lead again and Valerie will shadow to take over next year.

Working Items

1. Key Dates and Communications Calendar

Upcoming Key Dates:

- Play Off Game #1 vs. Stroudsburg – 10/31
- Play Off Game #2 – 11/7 – TBD
- Play Off Game #3 – 11/14 - TBD
- USBands Class A Championships - 11/8-9
- Choir Concert – 12/4
- District Band and Orchestra Auditions – 12/6
- Orchestra Concert – 12/11
- Chorale Concert – 12/14
- Band Concert – 12/18
- Semi-Formal January 10, 2026 - 6pm-10pm
- Choir Concert – 2/24
- Community Resource Fair/ Clothing Drive – 3/14
- TIA Home Show - 4/18
- FOTA - 5/16
- Band Trip – 5/23-28

Next meetings:

11/18 (4th Tuesday is week of Thanksgiving) – General Meeting

12/16 (4th Tuesday is week of Christmas)

1/27

2/25 – Moving to Wednesday because the Choir concert is 2/24

3/24

4/28

Need budget meeting

5/26 - General Meeting? Same night as Senior Orchestra Concerto Concert and during Band Trip

6/23