

Band Booster Meeting Minutes

October 16, 2018

Attendees: Laura Jane Tay, Jennifer Cardwell, Jennifer Fitzgerald, Yolanda Shafer, Kimberly Buchanan, Ann Oom, Melissa Thomas, Joe Thomas, Matt Nibbelink, Teresa Ramirez

Meeting Called to order at 7:04 by Laura Jane Tay.

Matt Nibbelink and Teresa Ramirez are both running for Northview School Board Trustees. Each presented regarding their reasons for running and their objectives and goals for NVPS.

Minutes from September meeting reviewed. Motion to approve by Laura Jane Tay, seconded by Jennifer Cardwell.

Treasurer's Report: presented by Jennifer Cardwell. Thus far we have spent \$6,730 more than we have raised, however, this is typical as it's marching season and we will be in the black soon. Question raised about receipts waiting for reimbursement- Laura and Jennifer Cardwell will take care of these. If people spend money out of pocket, there is a form to fill out for reimbursement. Jennifer Cardwell and the new website/FB person will figure out how to get the form accessible online. We need to make a decision about the money left in the auction fund and where it should be moved to. Current thought is the General Fund.

Motion to approve the Treasurer's report by Laura Jane Tay, seconded by Ann Oom.

Director's Report: from Greg Wells, presented by Laura Jane Tay.

Thanks parents for everything! It's been an incredible year already!!! Couldn't do it without all of your help!!!! Marching Band is going great! Thanks again to the army of parents helping in all aspects! Props are in, flags are in, cat paw/head going in this weekend! After the weekend it has become much more apparent that what I've seen coming in the marching 'art form' is really starting to catch us... basically, the 'art form' of marching band has been moving into the band being much more expressive in movement -think leaning more towards color guard playing instruments. Nearly all the judges basically said we are marching too vertical the entire time and when we are not, we're still about 5-10 years behind in visuals... I'm paraphrasing :) Anyway, those skills I don't have. I've asked some additional people to come help the next three Monday nights to add in some of the elements... This is probably going to be a future position on

a season long staff next year. - things to think of for the future. I think I can get creative with summer help too, to help find the funds in what we're currently doing... Spectator bus is currently a go. \$10 deposits are due next Monday, Oct 22nd. Once we have the deposits in, we can further determine the final cost and/or the validity of the bus.

Doughnut social this year is going to happen with Byron Center. Byron Center parents and a couple of ours are in contact with each other and making that happen. BC likes total focus and control before they compete, so they requested going after the awards. We live 15 minutes for RHS, so I agreed to go later that night at 10:30.

Reeths-Puffer info is on the calendar and hopefully by now sent to parents if all goes to plan.

McDonald's on Plainfield is having a Grand Re-Opening on Oct 23rd. They've asked our marching band to participate and play some things and drumline play a few cadences. They will be paying us \$500. This is going to offset the extra staffing for MB the next three Monday nights. Details were sent on an email as well as on the calendar - kids get meal tickets, too!

Vet's concert details are going well. Denny Gillem reached me today and has agreed to speak at the NHS Vet's program. I got on line at his web site and his credentials are amazing. Check it out frontlinesoffreedom.com.

Kent City is hoping to share the parking lot with us again. We will not be arriving quite as early this year, so it should work out easier. TENTATIVELY we are looking at getting to the lot around 6:00 to eat, and watch the end of Flight IV at 7pm before coming back out to get ready. Usually the parents in the past have shown up to the lot two hours early, which puts them at 4pm. Kent City awards are at 4:15 or so...puts a bit of overlap. I'd like to defray the cost of the lot if possible.

All State Auditions are Thursday at Zeeland Middle School. I don't have times for that yet.

Guard photos were taken last week and are in already besides the pins. Those come from Virginia. Parents already know they'll be in a couple days later.

Again, thank you all so much!!!!

Noted that Mr. Wells will give the Cat Pack tickets at Ford Field after checking in upon arrival.

Middle School Director's Report: from Joyce Antel, presented by Laura Jane Tay .Money will be deposited to cover the All-State registration fees that were paid for using the Booster Card.

Our cookie dough kick-off starts on Monday, October 22. Orders are due on Nov 2. Delivery Dec 6. I already have 2 moms to count \$ and tally the orders online. Julie Duffy and Heather Halligan. We still need to get parents line dup to help with the sorting and distribution. 4-6 people should do it!

Committee Reports:

Cat Pack: Presented by Yolanda Shafer. Jack Shafer says it's going fine. Joe and Melissa will be taking over Cat Pack from Jack next year. Many thanks to them! They will be shadowing the rest of this year. We need 14 people at each competition. About 9 people sign up and only about 12 have been helping. Many volunteers show up at the last minute, which is a bit nerve wracking. Noted that there needs to be a discussion regarding how the Cat Pack and Props teams want to work together.

Props: from Jennie Muson, presented by Laura Jane Tay. Going well, working on coordination with Cat Pack. Need more people to sign up to help.

Sewing: presented by Yolanda Shafer. All flags were done by Belding competition. Flag cost was \$928.27. There are nine guard and three flags each, so it is an unusual year. No new practice flags were made, they were just made last year. May would ideally like to have 24 guard members, thus next year will likely cost more. Will be changing committee name to "Flag Making Committee" to sound less intimidating for non-sewers to join. Remind Laura of this in April! Sewing through band camp this year worked very well and will have same plan next year. May said it was no problem to get the designs by band camp. Becky will do flags next year but will need a shadow. Her position is a skilled position, and so far no one has shown interest in taking over. So everyone should keep their eyes open for someone! Committee has a nice end of season party!

Conversation about getting more volunteers: although we try to keep the volunteer meeting in April short, perhaps we need to consider having a longer meeting in April with more committee details so people know what each committee actually does. Will need committee chairs or someone with good knowledge of each committee to present. Perhaps a recruitment video? More discussion regarding recruiting elementary or

middle school parent volunteers. Perhaps getting more information regarding what Marching Band and Boosters do.

Scrip: from Robyn Bailey, presented by Laura Jane Tay. More gift cards have been ordered but have had no volunteers sign up.

Texas Hold 'Em: presented by Laura Jane Tay. Audit is finished. The new location is not computerized. The Lerond Family donated a laptop and is having a new battery installed. Tammy Schmidt donated a printer. There is wifi at the new location.

Lego Mania: presented by Ann Oom, from Michele Wells: Report on last year: we had over 500 people in attendance and \$3000 in revenue. We'd like to duplicate almost everything we did last year with only a few minor changes. We're expecting an even larger turn out for this third year.

1. The 2019 LEGO mania dates are: **Saturday, March 2 from 5-8 pm**. Rain date is Sunday March 3
2. We have the following roles filled or needing to be filled:
 - a. Food - Laura Jane Tay and Ann Oom
 - b. Decorations - Lisa Harlow
 - c. Speed Building - vacant with Michele Wells
 - d. Creation Competition - vacant**
 - e. Exhibition & Teacher/Staff Challenge - vacant**
 - f. Raffle - Kristin Miles
 - g. Sales table - Jennifer
 - h. Volunteer coordinator - Yolanda Shafer
 - i. Set up/Tear down - vacant**
 - j. Medals - Jim
 - k. Marketing / Advertising - Martie
 - l. LEGO set purchaser - Martie and Michele
3. Brainstorming:
 - a. We need more small ticket items to sell. Jennifer had several ideas and we will consider them and decide on them at our next meeting.
 - b. We need to find a way to promote the teacher/staff challenge better. This is straight profit and takes very little time on our part.
 - c. On the night of the event we need to have volunteers park on the back side of the building. We'll need to ask that those doors be unlocked. We might want to include in the advertising that there is a lot in the back and the front.

- d. We need to put some kind of signage or balloons or something outside the doors so people know they're at the right place.
- e. We will need more volunteers to count up the judging sheets on Saturday afternoon.
- f. We'd like to find more sponsors for the event. Things they could sponsor would be: the Creation Competition, Speed Building Competition (this would pay for medals), Raffle (pay for sets?), Teacher/Staff Challenge (donate gift cards), Decorations, etc. Some possible ideas to look into: Air Time, Dance Dimensions, Hearts In Motion, Dentists (Herremans Ortho), Aerials Gym (if it goes under new management), Piano Cottage, other music studios (Jordan Waller - Michele's friend), chiropractic offices, Veterinarians (Dr Innis), Glow-in-the-dark Mini Golf, etc. We will continue to think of potential sponsors.
- g. We should contact MLive or a news channel and let them know about our event. Cadence, GR Press, etc.

4. To Do:

- a. Michele - contact Jim to see if he still wants to do medals/trophies
- b. Michele - contact the folks who signed up to volunteer and see who is still wanting to be on the committee and who just wants to help the day of
- c. **We can all be thinking about sponsors and small (or not so small) items to sell.**
- d. Michele - submit gaming application
- e. Michele - notify Tami Hartley and judges of this year's date
- f. **We will plan to meet at Michele's house for the following dates:**
 - i. **Monday, November 5, 7pm**
 - ii. **Monday, December 3, 7pm**
 - iii. **Wednesday, January 9, 7pm**
 - iv. **Wednesday, February 6, 7pm**
 - v. **More meetings will be scheduled** as we get closer to the date of the event

Patron Drive: present by Laura Jane Tay. Not much has changed. In the past, we have used the Plainfield Township Business Guide to determine which businesses to solicit. This year Laura walked Plainfield and wrote down viable-looking businesses and their open hours for solicitation. Thinking we should try one more year with same format as

last year; however, phone calls last year yielded almost nothing. Discussed doing the drive right after school instead of Saturday and whether or not we'd have enough parents to drive. Teresa Ramirez will email Laura a networking site. Heather will need to determine what next year will look like for Patron Drive.

Coffee Sales: November 17 and December 1 are craft and coffee sale dates in addition to concerts. Will need to order more coffee and pick up before first sale and get volunteers. Decided to do coffee tins for the holiday season and then not after that. Jennifer Fitzgerald will order a new chip reader for Square, \$29. Discussed having a Band iPad or track phone; a device that is not connected to someone's personal phone. Ann will check on iPad prices. Discussion regarding taking Square for all/many band related events, the fees involved, and the possibility of passing that fee to the customer.

Raffle: presented by Laura Jane Tay. Last year raised around \$7000. Will run as last year.

Old Business: presented by Laura Jane Tay.

Ornaments have been ordered. 100 each of Band themed and general Northview.

Ford Field tickets should be here this week or next.

Thanks to Ann, Chantil, and Simpsons for Homecoming pizza dinner!

Instruments tags going home to 5th graders this week with parent letter. Will need to reorder next year if Heather wants to continue; thus far, it's not brought in the parent involvement we had hoped.

We will need volunteers for Highlands craft show (ornaments and coffee sales).

Highlands PTC agreed to exchange a table for help with set up and clean up, about 4 or 5 people total. Will need volunteers Friday, Nov 16th for set up in the evening, and Saturday, Nov 17th, 9 am -2 pm selling - 2 people per shift, and then for clean up afterwards. Mrs. Antel sent out an email to Highlands families and Laura will send out an email.

New Business: presented by Laura Jane Tay.

Kristi Kodos is doing Ford Field food; this year is sub sandwiches. Would have needed a generator to do BBQ.

Grand Rapids Marathon clean up is this Sunday, Oct 21. Had some volunteers cancel, but should be OK.

Looking for help decorating the band room for Stare Finals on Thursday, Nov 1 after school. Teresa Ramirez suggested 7 & 8 graders Honor Society needs service hours,

perhaps they could help with oversight by NVHS Honor Society? Contact Mrs. Vogel. Band Propeties would also be a good volunteers. Laura will send emails.

Laura has spent many hours on the phone with lawyers and researching bylaws and 5013c's. Current understanding is that we do not need to reapply for a new EIN. IRS believes we are a corporation as it is marked on our tax forms; we are a 5013c certified. We had not applied for a new VIN, so that is good. Laura would like to consult a lawyer regarding our bylaws; as they stand, there are things that need to be addressed. We also still need to have amendment for the use of Texas Hold 'Em account. Anthony Pearson from Rhoades McKee says we need to apply for Charitable Solicitation License with MI Attorney General (which we have not done), update documents, review bylaws, and membership. Laura has gotten estimates and Rhoades McKee legal fees were the best offer and are in three phases, (only two of which we will need to pursue at this time as we are not reapplying for 5013c): 1) updating documents, reviewing bylaws and making any changes needed ,making sure we are in compliance with 5013c requirements, looking at our membership, approval of Texas Hold 'Em account - \$595 plus any filing fees required to be made to State of MI. 2) \$745 for charitable solicitation license with MI Attorney General, for a total of \$1340. Rhoades McKee are giving us a 15% discount.

Motion made by Yolanda Shafer to approve up to \$1500 expenditure to hire Anthony Pearson of Rhoades McKee as legal council for the tasks of 1) updating documents, reviewing bylaws and making any changes needed ,making sure we are in compliance with 5013c requirements, looking at our membership, approval of Texas Hold 'Em account 2) for possible Charitable Solicitation License with MI Attorney General. All present voted and approved motion.

Based on former notes, our original bylaws were written in 1994 and updated in 2012 or 2013. Discussion regarding whether the legal fees should/will come from the Band funds or elsewhere.

Next meeting November 13

November 6- Fred's Restaurant night, open to close

Motion to adjourn at 8:40 pm by Yolanda Shafer, seconded by Ann Oom.