

August 10, 2017

Kirtland Music Boosters Board Meeting

6pm @ High School Cafeteria

Attendees: Marie, Dave, Shane, Vickie

This was the initial meeting for New Board Members Shane and Vickie.

#### Treasurers Report:

- Current Report Attached
- Dave took some time to explain the different accounts the Boosters have and what they are used for and how they are maintained
- Outlined to the new members the common things that the Boosters pay for (examples- Playoff busses, Tuba Christmas décor)
- Bill the Ice Cream guy- parks his truck at Home Games and gives us a portion of his profit that day

#### New Business:

- Tag Day-
  - We need to reorganize the routes maps
    - Last year students were changing the “walk” routes to be “tag only” routes
  - Order envelopes (Shephard Advertising)
  - Annette Zanko is the lead on this
  - Brought up the idea to include a handwritten note on the tags that are left
- Website
  - Greg Cosby is the Tech Guy
  - Can we add more to our piece of the school’s website?
- Discussed new ideas for fundraisers and concession options
  - Holiday party at The Grange Hall (spelling?) with Choir singing and Jazz Band playing
  - Restaurant Fundraisers
  - Does Pepsi have a “seasonal vending” program where they will stock the concession stand for us just for home games? Do we have a school contract with them?
  - Shane to look into some options for concessions through his restaurant connections
- Ice for concession stand
  - Vickie to do the icing of the coolers around Noon on Home Game days
- Vickie proposed a template to begin taking notes on for each activity
  - the various activities that the Boosters do seem to be done through tribal knowledge
  - if Marie is planning to roll off the Boosters next year, we need some idea of all of the behind the scenes things that she does in order to make sure the activities are sustainable
- Discussed timing for future meetings
  - Wednesdays are good for Vickie
  - Shane just needs advanced notice

October 3, 2017

Kirtland Music Boosters Board Meeting

6:30pm @ High School Art Room

Attendees: Marie, Dave, Shane, Vickie, Annette, Kelsey, Roberta

Treasurers Report:

- Current Report Attached
- Discussed declines in concession profit
- Dave noted that where it says "Marie" on the report it is only just waiting on the receipts

New Business:

- OU Trip
  - This is likely the final year that we will contribute towards the cost of the annual college trip as this is intended to be absorbed into a self-funded activity by the Marching Band
  - Discussed various options for what Boosters should contribute
  - Dave proposed contributing a total of \$3000 plus \$20 extra for each student that volunteers at Tag Day in order to give an incentive for the students to help. Marie 2<sup>nd</sup>- Vote- Passed
- Tag Day-
  - Annette is working on stuffing envelopes and ensuring that only the necessary routes are marked as "Tag Only"
  - As of today less than 10 students of the 90 in Band have signed up to participate in Tag Day and less than 5 adults of the 40 needed are signed up to drive.
  - Discussed the challenges
    - Sports interfering (cross country meet, volleyball tournament...)
    - Only 1 time offered this year instead of 2 sessions so families unavailable in the morning have no option to help later in the day
    - Do the newer students and families even know what Tag Day is?
    - In the past it was done during Band Camp so the students were already there- just stayed over one day and did it in the evening
  - What do we do about this year's Tag Day that is scheduled for this Saturday?
    - Suggestions include:
      - Move it until after Marching Band season
      - Move it until the Spring
      - Move it to November
      - Add a 2<sup>nd</sup> session and keep it for this Saturday
    - Our Final Suggestion- Change it to November 4th and have 2 sessions (morning/afternoon)
      - Gives us time to get more volunteers
      - Fall Sports will be over and Winter sports shouldn't be held during the weekends
      - We can promote this during the Band Banquet held that first week of November
- Model Show
  - Sunday November 5<sup>th</sup> in the Elementary School gym
  - Boosters have traditionally opened a concession stand in the high school cafeteria
  - We will bring all leftover snacks and drinks from the end of the football season over to sell
  - Plus hot dogs and Marie cooks pulled pork and cheesy potatoes
  - We will have enough volunteers to cover the concession stand
- Meeting End Time 7:55pm

March 12, 2018

Kirtland Music Boosters Board Meeting

6:30pm @ High School Cafeteria

Attendees: Marie, Dave, Shane, Vickie, Annette, Linda Work, Roberta, Jay Wolfe, Domonkos, Marilyn Kraska, Chera Ingat, Bill Wade

Superintendent Bill Wade joined us to discuss the Levy- Also announced that on Friday Kirtland Schools received an Award for "Tax Hero" from the State

Treasurers Report:

- Current Report Attached
- No check from the Lemonade Stand yet

New Business:

- **Setting up Fundraisers to put money in the College Trip Fund**
  - Shane- discussed a new program he is working on at Quaker Steak- Planning to enhance their "Wednesday Kids Night" to coincide with "Dine to Donate" and have volunteers from the schools be the face painters. **ACTION ITEM:** Shane to bring more info about this to April meeting
  - Need to find someone willing to be in charge of making the calls to local places to set up Dine To Donate dates for Band
    - Discussed how to get the word out- school email, Facebook, Alumni Band email, Twitter
- **Next Year's Band**
  - Likely losing approx. 16 seniors and gaining approx. 25 Freshmen
  - Linda Work- Need 25 new hats size small and the boxes to store them in
- **Next Year Concession Stand ideas**
  - Jay Wolfe- Humphreys Popcorn
    - Local popcorn company that would like to connect with Kirtland
      - Single serve box
      - Popcorn balls
      - Bulk poppable kernels
    - Many flavors
    - Can put a Kirtland logo sticker on containers for us
    - Sales Rep to attend April's meeting
  - Should include a Playoff Game at the Sign-ups during the BBQ to be prepared
  - Vickie- PepsiCo
    - Pepsi can stock our concession stand cooler for just the home football games
    - Should include a new cooler
    - Order can be placed each week so we only buy what we need
    - Someone would need to meet the driver at the concession stand to let them in for delivery
    - **ACTION ITEM:** Before the April meeting, Marie to check with Mr Wade about whether Kirtland has a contract with Coke that would prevent the concession stand from partnering with Pepsi
  - Hot Coco
    - Several ideas were discussed to make the hot coco production better
      - Hot water line direct run

- Using the Kiwanas Lemonade stand just to sell hot coco- would need to park it near electric outlet
- Different carafes
- **Kiwanas Strawberry Festival**
  - Could the Music Boosters have a Booth at the Strawberry Fest?
    - Sell Humphreys popcorn? (depends on if there is already a popcorn vendor there)
    - Sell T-shirts?
- **May 3, 2018 Band Concert at Lakeland Community College**
  - Captive Audience waiting in the lobby prior to concert
  - How can we use this event to fundraise?
    - 50/50 raffle?
    - Gift Basket Raffle
      - **ACTION ITEM:** Cheri going to head this up. She is going to try to put a few baskets together to display and sell raffle tickets.
    - T-shirt sales
      - **ACTION ITEM:** Vickie is going to talk to local t-shirt saleslady Renee Mancini about producing generic Band and Choir t-shirts that we could sell in the lobby.

Next meeting set: April 9<sup>th</sup> @ 6:30pm

March 12, 2018

Kirtland Music Boosters Board Meeting

6:30pm @ High School Cafeteria

Attendees: Marie, Dave, Kelsey, Shane, Vickie, Stephanie Lowery, Carrie Domonkis, Jay Wolfe, Jen Dunn, Julie Sas-Szymczak, Humphrey Popcorn Reps

Treasurers Report:

- Confirmed receipt of the check from the Lemonade Stand

New Business:

- **Humphrey's Popcorn Reps**
  - Popcorn available in various sizes, plus can buy the kernels to be popped
  - Bakers Whips also available- can be decorated like footballs with different colors
  - Hoping to use this as future fundraisers
  - IDEA- Pop-up Shop- if we set it up and man it, we get the profits
  - Participants suggested using the Lightly Salted in the concession stand
  - We will be selling this at Lakeland on May 2<sup>nd</sup>- Marie confirmed that Lakeland is okay with this and will provide tables and storage ahead of time- MUST sell after the concert- cannot eat in the auditorium
  - Vickie to ask other groups how they accept credit cards at stands (how to set up "Square")
- **Beverage Contract**
  - Marie confirmed that we do not have a contract with any beverage distributors
  - Need to confirm that if others use the concession stand, they do not have to abide by a contract
  - Need to confirm size of new cooler- space is very limited
- **Middle School Track Meets**
  - Concession stand needs to be cleaned- Shane confirmed he will get Konnor and Andrew to do it for service hours- will get with Marie for key to let them in
- **Quaker Steak Fundraiser**
  - Currently Wednesdays 5-8pm is Kids Night
  - Can we get high schoolers to do face painting and combine with a Dine To Donate
  - Jen Dunn will look for a May date and will try to get students to commit
- **Raffle at Lakeland concert**
  - Jen Dunn here to represent- they have approx. 6 baskets ready- all donated
  - Vickie to make pricing signs for the table for ticket sales
  - Vickie to advertise on Facebook and provide info to Mr D and Ms Adkins so they can email it out
- **Elections for Next Year's Board**
  - If we can have a meeting date set early enough, we can have Mr D and Ms Adkins email out nomination requests like last year and we can vote in May
  - Would be nice to have this ready before Lakeland concert so we can announce it then as well

Next meeting set: TBD

May 14, 2018

Kirtland Music Boosters Meeting

6:30pm @ High School Cafeteria

Attendees: Marie, Dave, Kelsey, Shane, Vickie, Carrie Domonkos, Jen Dunn, Chera Ihnat, Linda Work, Lisa McLaughlin, Dorene Reynolds, Humphrey Popcorn Reps

**Treasurers Report:**

- Reviewed end-of-year financial report

**New Business:**

- **Humphrey's Popcorn**
  - Profit from Lakeland and Middle School Concert- \$579.26
  - Return-customers from Lakeland bought at middle school
    - Why? Something different (Whips)
    - How can we get feedback from parents? Google Form through Mr D?
    - Healthier choice
  - 50% profit margins
  - Concession Stand or Fundraiser? Talk to Directors about this- get a New Brochure
  - Mint and non mint Oreos were in the same package
  - Time Line- July BBQ- good time to test out the kernels in our popper- need Safflower Oil
    - Boxes? Bags? Sizes? Customized?
    - Meet in early July with them
- **Bad feedback about the Fruit Fundraisers**
  - Rotten fruit
  - Not everything delivered at same time
- **Beverage Contract**
  - Price List- about an 11 cent loss per can of pop
  - Vickie to Remeasure for cooler- space will be tight
  - We will discuss in June
- Dave produced the Booster's **Bylaws/Constitution**- said it hasn't been reviewed since 2009
- **Elections**
  - Dave read all position descriptions
  - Discussed the Secretary role- can be 1 or 2 roles
  - Took Nominations for each role- Treasurer only role that needed to be voted on
  - 2018/2019 Board will be:
    - President- Vickie Duber
    - Vice President- Jen Dunn
    - Treasurer- Carrie Domonkos
    - Recording Secretary- Lisa McLaughlin
    - Marketing Secretary- Chera Ihnat
- **End of year/Summer business**
  - There is no end-of-year meeting or summary that the Board has to give to anyone
  - Mr D has mentioned to Marie that he wants to do the chaperones for Away games differently next year- New Board needs to meet with him to find out more
  - Memorial Day Parade
    - Need water in coolers with ice to be at the end of parade route & trash bags
    - 2 adults to walk with the parade- also to walk back to help stop traffic if needed

- Strawberry Festival Parade
  - Need water in coolers and trash bags
  - Need candy for Mr D to throw
- Band Camp BBQ
  - Will need to buy food, prep grill, create sign-up sheets
  - Will be on a Monday night- first day of Fundamentals Band Camp
- Uniforms Team
  - Mrs Needham is leading this
  - Will need a team of 5-6 to help her
  - Linda Work will come on the first day of Band Camp to teach the team how to do fittings
- Transfer of names on the Citizens Bank accounts
  - Marie Stelson and Dave Saywell will remove themselves from all of the Booster accounts
  - Carrie Domonkos and Vickie Duber will add themselves to all of the Booster accounts
  - Would like to see if the accounts are set up to allow for a Debit Card for easier transactions
  - Dave and Carrie to meet in the next few weeks to discuss the information relating to taxes and the different accounts that we have. Dave has everything in “the box”.

**Next meetings:**

Meeting for the New Board- Wed June 13, 2018 @ 630pm Jen Dunn's home

Meeting for New Treasurer and outgoing Treasurer for Saturday June 16, 2018 @ 10am