

Branham Band Boosters Regular Meeting
December 1, 2011

Held at: Branham Music Band Room

Attendees: *Linda Ho, Karen Flens, Joni Kiefer, Yvette Young, Diane Wyant, Bob Aron, John Brawn, Jim Von de Bur, Paul Lee, Beatriz Ballantyne, Dee Davis, Sue Alston, Ed Radzikowski, Marc Brodeur, Karla Richarson and Jodi Edwards.*

Meeting was called to order at 7:10 p.m.

1. Treasurer's Report - Joni Kiefer and Linda Ho

- ☞ Summary of Revenue and Expense Report— Joni Kiefer presented current totals for income received thru fundraising, donations and pledges.
- ☞ Marching Season Expenses. Linda Ho reviewed line items for marching season. Closed out food, electronics and color guard. Came in under budget and surplus will be re-allocated into the contingency fund.
- ☞ Budget Line Item Re-categorizing. There was a discussion on moving certain line items in the Marching Band Section such as “Instruments” into the General Program.

Budget Committee to consider at time for 2012-2013 budget review.

- ☞ Expense Reimbursements and Lost Receipts. There was a discussion on the procedure to reimburse expenses in order to close out yearly line items in a timely manner. Lost receipts procedure to be considered. Current Booster Manual specifies receipts must be provided in order to be reimbursed. There was a motion by Sue Alston that all receipts must be turned in within 30 days of the expense effective December 1, 2011. Paul Lee second it and it was unanimously passed.

Linda Ho to send online Booster Manual to parents as a reminder of rules we must follow.

2. Director's Report – Diane Wyant. The following are scheduled performances:

- ☞ Barnes and Noble - Jazz Band performance on December 3rd at the B&N in the Pruneyard from 2 to 3 p.m.
- ☞ Winter Concert - Synphonic and Jazz Band Concert on December 8th.

Linda Ho will organize concessions and preparation of empanadas. Will request donations for baked goods.

- ☞ Pet Food Express - December 10th. Jazz Band to perform from 11 to noon.

Bob Aron to contact Tom Wieske to set up performances thru the fundraiser.

- ☞ Jamba Jamboree - January 11 and 12th. Diane proposed giving two color T-shirts to attendees in addition to Jamba Juice card.

Bob Aron to prepare a flyer, with rehearsal dates and time, by next week to Paul Lee .

Bob to deliver to Dartmouth and Marc Brodeur to Price, first week after Christmas break.

Sue Alston to contact Julia Wilbanks about T-shirt and a design that can be use for future years.

Linda to coordinate with Diane to budget this event.

Marc Brodeur to check possibility of the Band Leadership Team going to Price to promote event. If possible, Sue Alston will go to front office to complete application for permission to be on campus.

- ☞ Columbia Trip- Jazz Band. February 3rd to the 5th. Driver still needed for the trailer.

Jonie Kiefer to talk to Barry Meyer to see if he is willing to drive.

3. Winter Guard - Marc Brodeur. Floor has been ordered. The team has 14 students. Name of show is Oceana. Dates and events to remember:

- ☞ Camp - December 23 9 a.m. -9 p.m., December 29 4 p.m. - 9 p.m., December 30 9 a.m. - 9 p.m.
- ☞ Practice Wednesdays from 5-8 in cafeteria, Saturday in Main gym from 8 a.m. to 2 p.m.
- ☞ James Logan Competition - January 27 and 28
- ☞ Leigh High Competition - February 18
- ☞ Oakgrove High Competition - March 3
- ☞ Independence High Competition and Championship - March 10

Marc Brodeur will meeting with Principal Utic to get alarm codes. Discuss with students a color guard specific fundraiser and present proposal.

Paul Lee to refurbish cart for floor.

4. Winter Percussion - Tom Wieske. Eleven students attended rehearsal/audition but 2 more are currently committed. Need a few more front ensemble students to join.

Need some non-performing students for audio and crew.

- ☞ Rehearsal dates - December 5, 12, 14, 19, 21 and 28th. Saturday rehearsals will run 9 a.m. to 4 p.m. Full rehearsal and show schedule to be published and distributed on December 5th.
- ☞ Registered with CCGC circuit and slated for 3 competitions and 2 exhibition performances.
- ☞ Budget - Allocated \$8800.00, but more than likely will come in under budget at \$7750.00

Diane Wyant to contact Sharon to see if any theater arts students would be interested for audio and crew.

5. Equipment Needs.

- ☞ Drum Case Repairs - Diane Wyant stated we will be needing new drums for next year and they will come with cases. Bob Aron and Ed Radzikowski propose to replace the straps on the current cases in the mean time.
- ☞ Instrument Repairs - Diane Wyant indicated the following instruments need repairs: Keyboard, String Base and Bassoon.
- ☞ Trailer. Jim VonDeBur proposed "Operation Enduring Legacy" to purchase a new 8.5' x 20' foot trailer. Donor's name will be painted to trailer along with corporate sponsors.

Jim VonDeBur to prepare flyer and obtain Diane's approval in order to announce and pass out during Winter Concert.

Jim VonDeBur to coordinate with Karen Flens on corporate contacts in order to make presentation for donation.

John Brawn will handle reallocation of donations in excess of cost to purchase trailers should the situation arise.

☞ Trailer Donation. Kim Burgillos wants to donate a 6' x 6.5' foot trailer.

Jim VonDeBur to coordinate with Kim and evaluate feasibility of accepting donation.

☞ Golf Cart. Linda Ho asked Principal Utic if the school will be purchasing another cart to replace the one the janitors burnt. School is down to one cart.

6. Fundraising Update

☞ Current Finances, progress towards goals. Scrip – Joy Brawn via John Brawn. Current total earnings are below expectation. Need to remind parents that current year pledge is based on earning at least \$10,000 from Scrip.

☞ Barnes and Noble – December 3rd from 2 to 3 p.m.

Karen Flens to send email and Facebook announcement of Book Fair

☞ Coffee Sales – Emily Vinik (not present). Coffee received. Will provide final figures to Joni

☞ Stadium Seats - Linda Ho. All sold.

☞ Awards Banquet - Sue Alston. After expenses, will make about \$1800.00 net.

☞ See's Candy – Dee Davis. Will net about \$700.00

☞ Winter Concert ticket sales and concession. Will charge same admission as other school programs. \$6 with ASB card and \$8 for adults

Linda Ho to verify with Larry Lopez if children will have the same ASB price. Advertise on School Loop, BHS website and marquee. Contact parents for baked good donations and make empanadas.

☞ DVD's - Bob Aron. Have computer demo available for Winter Concert to take pre orders.

Bob Aron to work with Amin Amireh to get DVD finished. Organize set up at Winter Concert for pre-orders. Sue Alston to advertise on newsletter.

☞ Pet Food Express. Karen Flens. December 10th from 9 a.m. to 5 p.m. Two posters provided by BLT must be delivered to Pet Food Express by December 3rd. Need posters for campus and flyers to distribute.

Karen contacted Chris Kiefer to get posters made. Linda Ho to contact Larry Lopez to advertise on marquee. Sue Alston to advertise on newsletter.

☞ ComedySportz. February?

Linda Ho and Diane Wyant to meet and work out a date.

7. Trip Update - Sue Alston. Have 68 people total including staff. Need birthdays for all going.

Sue Alston to send announcement requesting information.

Open Action Items:

☞ Linda Ho and Diane Wyant to meet and allocate time for discussion of school district issues during January Booster meeting.

☞ Joni Kiefer to provide individual student account status and balance by January 3rd. Send draft to Diane Wyant prior to the 3rd.

☞ Linda Brogden to contact Larry Lopez with "wish list" of times and dates for Winter Guard practice.

☞ Linda Ho to get more information from Jodi Edwards Wright on Wreath and Greenery fundraiser

All action items noted in red.

Meeting adjourned at 9:30 p.m.