

EHT High School Band Boosters



MEETING MINUTES

Meeting Details	
Meeting:	Band Booster Executive Meeting
Organizer:	Ms. Alex Hennessey
Date & Time:	08/10/2017, 7:00 p.m.
Location:	Farmington Fire hall, 301 Maple Ave., Egg Harbor Township

Highlights

We adopted a new mission statement (unanimously).

We need donations and volunteers for the home show September 9th.

Unique student ID numbers have been generated for the purpose of communicating student account balances to parents and students.

The website should be online within two weeks. Account balance information will be available there among many other things.

Parents need to pick up students on time from rehearsals and games.

Uniforms should be dry cleaned not machine washed.

If students have marching band shoes that no longer fit, they can be donated to the band.

Call to Order/Roll Call: 7:06 PM

Kim Spence took attendance. See the chart at the end of the minutes for the results.

Treasurer's Report: Doreen Hambro

Doreen highlighted important aspects of the treasurer's report¹. Since we won first place in the 4th of July parade we are waiting for \$500. Mrs. Makos has reached out but has not heard anything yet.

Also we are still waiting on a check from "Wipeout Eats". Wipeout Eats (food truck) donated a portion of their proceeds to the band at National Night. April Stafford is the contact for the food truck. Next year we need to be in another location. We can put a sign at the food truck letting people know they are sponsoring us.

There are \$2,400 in the student's accounts. Cindy Sutton has created an individual spreadsheet for each student. Balances from last year are carried over. Parents who want to see their student's spreadsheet need only ask Cindy. We have also created a generic student ID code for each student (including non-musicians, orchestra members and, symphonic band students). This way students can know how much is in their student account, but their privacy can be maintained.

Parents can look at the board that will be posted in the band room to find out account balances. The new website will also contain student account information.

¹ See the attached treasurer's report.

MEETING MINUTES

Mrs. Makos would love to go to Florida with the band every four years. This is our long term goal. Students could literally start earning money now in preparation.

Fundraising Update: Vince Salerno

Magnets: We have car magnets and car decals for sale. They are \$10 each. It's not just for the Marching Band. It's for the entire music program.

Gertrude Hawk: We're going to be selling Gertrude Hawk chocolate again. The proceeds go directly into the child's account. Each box puts \$19 into a student's account. We have a larger \$2 bar that we will sell at football games. That gives us a larger profit margin.

Games: We may sell chocolate and popcorn in the stands during games.

Manco and Manco: We have a Manco and Manco pizza fundraiser coming up. We will sell gift certificates for pizzas. We would get \$5 per pizza.

Chipotle: We'll speak to Chipotle. They usually do fund raisers on Monday nights. We would pass out certificates at the games. We can also post it on Facebook as well. They donate 50%!

K-Mart: They can't advertise in the ad book but they are willing to donate something to us.

Wal-mart: We may be able to do some holiday music. Mrs. Makos just ordered some music that would be perfect for this. Vince noted that we provide a service, live music, unlike other groups.

Summer Stipend: August 15th Vince is meeting with Dr. Kimberly Gruccio's to discuss the stipend issue. Vince will let us know the outcome of the meeting. We are hoping that the district will pay for the stipend in one form or another.

Bake Sale: We are going to do a bake sale at each home game. September 8th is the first home game but we may not do it at that particular game since it's the day before the show.

Non-profit status/ 501(c)(3): Vince attended a grant writing course. We are working closely with a CPA who is guiding us through the application process. We are starting from scratch. The application is lengthy. Our by-laws don't fit the mold of a 501(c)(3). Before we go further, we need to revamp the bylaws to be consistent with 501(c)(3) requirements. We are making revising the mission statement/bylaws a priority so we can move forward with the 501(c)(3).

When we submit the 501(c)(3) application to the IRS the cost is \$850. It can take up to a year to get non-profit status. We are going to make sure we submit a complete application to prevent any delays.

Mrs. Makos submitted bylaws from Pitman to Alex. They are a 501(c)(3). Mrs. Makos. believes that we can get a temporary number. We may be able to expedite the process but that would most likely cost money.

We've been using the school's tax ID, but the types of events we want to hold require that we have our own tax ID. We would like to host bingo, raffles, games of chance, etc.

Student Accounts:

Students will get 50% for the ads sold for student accounts for the indoor and outdoor shows.

MEETING MINUTES

Website Update:

To go live with the website we need to agree on the mission statement. Leadership looked at other mission statements and took the best content. We voted on and agree unanimously on the new mission statement. The new website should be online within the next two weeks.

Robert Ortiz designed our new logo and website. The new site will support PayPal/Four Square. Parents may use this method to pay for clothing, Hershey, etc. Mr. Ortiz had to leave the meeting early.

Upcoming Season Costs:

Band Camp: In years past the band camp cost money. Those fees have been used to offset the summer stipend. We feel that we can fundraise the amount needed for the stipend. The school district may refund us the money.

We need the apparel sale to do well. The tour is on the back of the shirts. We want to show off our theme for this year (Phobias). Information is available on [Facebook](#). There is a section for "Files" on the marching band website with the forms. Marching band musicians are expected to wear this for the first marching band show.

Since there is no cost for band camp, we are *encouraging* parents to purchase T-shirts.

The first round of uniform cleanings has already been done. There is a fee associated with clothing, drying cleaning, footwear and cosmetics (as appropriate). See the agenda for details. The cosmetics for the color guard will be \$11. September 5th is the deadline to pay.

Band camp:

Water jug and sports drink are required for the entire week. Students need to have their names on drinking containers. Sunblock, visors, proper footwear, ponchos, lunch, snacks, dot book and sunglasses are required.

Complete through pages 8². Music should be in binders with plastic sleeves. This will be a class requirement in September.

Band camp is Monday through Thursday 8-4, Friday 8-1 (August 14th through 18th).

Children should be picked up promptly after events. Mrs. Makos was at the school until almost 9 o'clock waiting for someone to pick their child up. She doesn't live close, so this presents an extra hardship. Rehearsals will always end on time.

Last year we had a BBQ on the last day of band camp. This year we will perform a half time show at the Black and Silver game. There will be no BBQ the last day of band camp.

We will be fitting the Marching Band students with their uniforms. Thursday at noon the guard/band will be fitted for shoes.

Black and Silver Game

This game will be at 10 AM. Students must report to the EHT HS at 9:30 AM.

² Student know what this means ©
Page 3 of 8

MEETING MINUTES

Home Show:

We need as many volunteers as we can get. We'll need volunteers from about 1PM to 8 PM. This event is at the high school.

We will sell fresh lemonade and also strawberry lemonade. Shae will do funnel cakes. For the September show we are going to stay away from the hotter items because the weather will be warm. We are thinking of getting subs. We want to keep things simple. We will do candy grams and air grams to raise extra money.

Patricia Thomas will speak to the manager at Pizza Hut in Egg Harbor Township to see if they will sell pizzas at a lower price or donate something.

Two SignUpGenius emails will go out.

- 1) To get volunteers for the show
 - a. Organize buses
 - b. Work Concessions
 - c. Work admissions
- 2) To get donations for the show.
 - a. Money
 - b. Food
 - c. Drinks

We need to make sure we have first aid available at the show. Cheryl Raymond will find out if we can get some firetrucks. Boosters pay for this.

Last year the judges were paid in cash and they signed that they received it. We want to get away from paying in cash and transition to checks.

There are six visiting bands. The beginning of the day is the preview show. The beginning of the day will be pretty slow. We will need more parents in the evening than in the afternoon.

We would like to have some orchestra parents support this event as well since it goes towards the Virginia trip.

More information about the show will come.

Championship Weekend, Hershey PA

Hotel rooms have been secured. We leave the school Sunday October 29th, stay the night and come back the 30th. We are staying at a Holiday Inn Express. Our cost per student is an estimated \$45. There will be four students per room.

We will not go to the park this year. Last year we paid \$150. That included park admission and a buffet dinner. This year we'd like to focus our fund raising on Virginia. Rooms are taped to verify that students don't leave their room. You have to be an approved chaperone to go as a chaperone. Frank and Jack have to get back to work for Monday so they will not spend the night. Rooms are \$109 a night. Chaperones could share rooms to cut the cost. We will provide a nice brunch for the sendoff. All parents will be asked to contribute something for the brunch.

Alex will go ahead of the band so that room keys can be distributed in an organized manner once the students arrive at the hotel.

The Band Boosters will absorb the cost for the staff members and the bus drivers. We may rent a truck from Just Four Wheels to transport the golf cart. They take purchase orders.

MEETING MINUTES

Spring Trip: Virginia³

It will be about \$650 per student. The cost to chaperones will also be \$650. Official chaperones are required to be finger printed and board approved. *No unofficial chaperones will be allowed to travel with the students under any circumstances.* There are approximately 78 marching band members and about 45 orchestra band members. As we get closer to the trip, the price may decrease. At the end of September, we will need \$100 from students and chaperones as well to save your spot on the bus.

Parents will be able to make payments over time. Final payments are due at the end of February. There will be a **mandatory** meeting before the trip to discuss the rules. Parents and students will need to understand what happens if a student violates the rules.

The company provides a security guard to watch the rooms.

Jenna advises that you book everything on your own if you're taking your family or attending on your own. This will save money.

Open Floor for Comments & Questions

Battlezone Fundraiser: Last year we investigated the possibility of doing a fund raiser at [Ultimate Battlezone](#). The fund raiser never happened despite the fact that a lot of effort went into coordinating the event. There were copies of a form that were made, etc. There were several reasons the fund raiser never happened.

- 1) The question was raised, "what would happen if you went out of business". A sufficient response was not provided.
- 2) We had considered selling coupon pages but later discovered pages with the same discount were printed in the Press of Atlantic City simply for the price of the paper.

Battlezone is on Delilah Rd. where the old BounceU was. They do archery, dodgeball, laser tag, paintball, etc. Cheryl is going to the Battlezone with the fire company. They are booking an entire day vs. using coupons. She will let us know how the Fire Company made out.

Seniors: We'll be doing books for seniors and putting something together like an ad book.

Meeting was adjourned at 8:38 PM.

Action Items		
Action	Point of Contact	Date Required
Put Google classrooms on their phone and enable notifications.	All Students	ASAP
Attend the next Band Booster meeting Wed. September 6 th at 6:30.	Parents	September 6
Donate either 1 case of Gatorade or two cases of water by the Thursday of band camp in preparation for the Black and Silver game.	Parents	August 17 th ~ Thursday
We will attach a form to sell the T-shirts to the minutes.	Kim Spence	ASAP

³ See the handouts.

MEETING MINUTES

Prepare a sendoff brunch for the students before they go on the trip.	Parents of students going on Hershey trip	October 29 th
Pay for cosmetics, dry cleaning, shoes and footwear as applicable. See the agenda for the details as color guard and Band costs differ. Make checks out to EHTHS Band Boosters.	Parents of Marching Band/Color Guard students	September 5 th
Ensure your child has purchased a T-shirt to wear for the first show.	Parents	ASAP
Investigate how judges are paid at shows, cash vs. checks.	Band Booster Leadership	As time allows
The funds will be due mid-October for the Hersey trip. More information to come.	Parents of students going on Hershey trip	Mid-October
Bring water, sports drinks, lunch, snacks, sunscreen, a poncho, dot books and proper footwear for band camp.	Parents & Students	Band Camp Week
Consider donating a case of candy or money towards the concession stand.	Parents	Before home show September 9 th
Pay deposit for the Virginia trip of \$100.	Parents	Late September
Make final payment for the Virginia trip.	Parents	End of February
Come out to see the Marching Band perform at Parent Preview Night.	Parents	August 28th @ 7:15 PM
Find out how much it would cost to expedite the non-profit status. Decide if it's worth it to pay for the processes to be expedited.	Band Booster Leadership	ASAP
Speak to the manager at Pizza Hut to see if they are willing to support our fund raising efforts.	Patricia Thomas	As time allows
Ensure there is a first responders unit at the show.	Mrs. Makos/ Alex/ Cheryl Raymond	ASAP
Let the group know how the experience with the Ultimate Battlezone was with the fire department.	Cheryl Raymond	After the event
Post the schedule for the band camp on Facebook.	Mrs. Makos	As time allows
Contact the Explorers (Jr. Police) group to see if they can help with directing the cars for parking for the show(s).	Katie Jones	ASAP
Buy a tent for next year's National Night Out and home games.	Band Boosters	ASAP
Provide Robert Ortiz with the student account information to post anonymously on the upcoming website.	Cindy Sutton	As time allows
Distribute dot book pouches to those students who want them.	Band Boosters Volunteers	As time allows
Look for the Chipotle email from last year and provide the contact information to Vince.	Mrs. Makos	As time allows

Meeting Attendees	Role/Responsibilities	Present	Absent
Jena Makos	Egg Harbor Township Band & Orchestra Director	✓	
Alex Hennessy	Band Booster President	✓	

MEETING MINUTES

Jessica Salerno ⁴	Vice President		✓
Doreen Hambro	Treasurer	✓	
Cindy Sutton	Student Account Representative	✓	
Cheryl Wesner	Co-Secretary and Sophomore Class Representative	✓	
Kim Spence ⁵	Co-Secretary	✓	
Vince Salerno	Fund Raising Coordinator	✓	
Gina Oliver	Freshman Class Representative	✓	
Katie Jones	Jr. Class Representative	✓	
Shae Dailyda	Senior Class Representative	✓	
Kim Savino	Freshman Class Representative	✓	
Vince Salerno	Fundraising Coordinator	✓	
Robert Ortiz	Web Master	✓	
Elizabeth Caroselli	Angel on Assignment	✓	

Upcoming Band Booster Meeting Dates:

- September 6, Wednesday 6 @ 6:30 PM in the High School Cafeteria.
- October 2, 2017
- November 6, 2017
- December 4, 2017

Directory of Important Contacts

Points of Contact	Role/Responsibilities	Contact Info	Contact Info
Mrs. Makos	Band and Orchestra Director	653-0100 x1688	MakosJ@eht.k12.nj.us
Alex Hennessey	Band Booster President	879-9036 (cell)	Alxndra28@aol.com
Jessica Salerno	Vice President	271-8300	JessicaSalerno@comcast.net
Shae Dailyda	Senior Class Representative		Shaedailyda@comcast.net
Katie Jones	Jr. Class Representative	226-1361	KJones1362@gmail.com
Cheryl Wesner	Sophomore Class Representative Co-Secretary	215-760-3818	TWesner7@comcast.net
Gina Oliver	Freshman Class Representatives	703-4802	Sogp227@comcast.net
Kim Savino	Freshman Class Representatives	412-6385	Savino@wsmith.net
Cindy Sutton	Student Accounts Representative	204-3994	CincinLou2@msn.com
Vince Salerno	Fund Raising Coordinator	271-8200	VincentSalerno@comcast.net
Kim Spence	Co-Secretary	457-4448 (cell)	cascada@CasaDeSpence.com

Pre-meeting notes:

We'll have to have a button party to replace the worn buttons on the uniforms. The paint we had used to paint some of the buttons is not waterproof. We can still start sizing next week with the understanding that students will have to return.

⁴ She was there for the leadership pre-meeting but had to go when the meeting began.

⁵ Prepared the minutes.

MEETING MINUTES

Thursday at noon there will be shoe fittings. This is done by a professional group.

Vince has decals and magnets. We agreed to sell them for \$10 each.

Action Items		
Action	Point of Contact	Date Required
All parents at games should take time to look at the uniforms the students are wearing to make sure they smell good and are in good condition. 😊	Parents of Marching Band students	Ongoing
Regarding garment bags: Alex's idea was to have everything in the garment bag. We need to have name tags made for each musician. We have approximately 23 guards and 53 musicians.	Band Booster Uniform Volunteers (that can be you!) Call Alex if you're available.	Within a week or so, stay tuned to Facebook.
Some uniform jackets have more than one identifying number on them. We are going to pick one number and cross out the other number.	Band Booster Uniform Volunteers	Within a week or so, stay tuned to Facebook.
Cindy will email Kim Savino the list of students so she can make a uniform spreadsheet.	Cindy/Kim Savino	Within a week or so.
Remove old loafer shoes with heels from sight. They will not be used this season.	Band Booster Uniform Volunteers	Within a week or so.
Vince will contact Mancos and Mancos directly to organize a fund raiser.	Vince	As time allows.

Gertrude Hawk: He needs to know what we want to order and how much. He suggests we should use the adults to do the \$2 bars and the students could do the \$1 bar. We could sell the \$2 bars at the game.

Popcorn: We will plan to sell popcorn in the stands during home games.

Approval Process: Vince asked about the process for getting fundraisers approved. The process is that the leadership agrees on the idea, Mrs. Makos OK's the idea and then Mr. Pelligrino gives us permission. Mr. Pelligrino is probably taking on more responsibilities since Mrs. Makos doesn't have a supervisor and he is acting.

The Mancos and Mancos fundraiser was approved.