**MEETING Mintues**

**December 4, 2019**

1. **Call to Order**: 6:46 PM
2. **Attendees:**
   1. **Board Members:** Grant Collins, President; Tina Steward, Vice President; Renee Ryan, Treasurer; Linda Rhein, Secretary; Kindra Condon; Jennifer Malburg; Sue Robinson and Maria Villanueva
   2. **School Officials:** Molly Schack, Band Director;
3. **Reading & Approval of Minutes from Board Meeting November 12, 2019:** A motion to approve the minutes as read was made by Tina Steward and seconded by Sue Robinson. All were in favor and they were accepted as read.
4. **Reports of Officers:**
5. **Grant Collins, President:** Nothing to report at this time.
6. **Tina Steward, Vice President:** Nothing to report at this time.
7. **Renee Ryan, Treasurer:** **:** Renee provide everyone with copies of the Reconciliation Report Ending December 4, 2019 and a Statement of Activity Detail through December 4th. She also reported that we received final payments from Scarefest, Weigand’s Nursery and Boyka’s for the cornstalks totaling $1,994.50. She gave everyone a final breakdown of this year’s Pumpkin Sale with a total profit of $6,844.
8. **Linda Rhein, Secretary:** Nothing to report at this time.
9. **Old Business:**
   1. **8th Grade DSO Trip:** Molly said that it went well and everyone enjoyed themselves again this year. She also gave the boosters a thank you signed by the 8th graders.
   2. **Concert Uniforms (Tuxes, Shirts and Skirts):** Tina reported that all concert uniforms were fitted. Renee reported that the new tuxes and skirts had been paid for. Molly said that all of the marching uniforms had come back from Diamond Laundry and were clean.
   3. **By-Law Review:** Review of the by-laws was completed. Linda will document the proposed changes for release at the January meeting. They will be available for review by the General Members on the website or at the General Meeting in January. A vote to approve them will be held at the April General Membership Meeting.
   4. **Holiday Band Concert December 11th:** Molly said that tickets were going fast. She may need to use the 7th and 8th grade seats. Tina reported that many parents volunteered to help with bake goods and at the bake sale. Molly reported that the Freshmen had completed their basket and that the others were working on them. Maria discussed decorating the stage and setting up the Christmas Trees. Several dates were discussed and it was decided to do this on Friday, December 6th at 7:30 AM. Kindra, Renee and Linda said they would be able to help. The Band Booster trifold and PowerPoint were reviewed and discussed. Some suggestions and corrections were noted. Linda will correct them and get them back to Molly ASAP.
   5. **Marching Band Medals & Plaque:** Molly said that they had all been received and she will distribute them.
   6. **Invoices for late Band Fees:** Molly said that she will wait until January to give these to the students.
   7. **New Instruments:** Molly said that all of the new instruments have been received and she thanked the boosters for their help.
10. **New Business:**
    1. **Committee’s:** As a result of last month’s meeting, the operation of the committees was discussed further. It was decided that a check-list sheet listing in detail the duties and requirements for each fundraiser, committee and chair person would be completed (probably one a month would be worked on at the meeting). This would aid each chairperson by helping them to understand what was needed for this task and how and when to go

about doing it. It would allow them to come to meetings more prepared and ready to report and seek help if needed. This would also help new, incoming members understand how things work.

* 1. **Computers for the Treasurer and Secretary:** Molly said that she talked with the IT person at the Middle School, Mr. Harold Swanger. She said that he works on computers in his spare time and gave her one that he had just finished for free. He set it up with the school’s programs and with internet access. Renee took it home to put Norton Antivirus on it so it will be available to use in the future. Linda will make a Thank You card for him.

1. **Committee Reports:**
   1. **Fundraising Committee:**
2. **Pumpkin Sale & Craft Show October 5th & 6th :** Renee said that we received the last of the payments for the cornstalks from Scarefest, Weigand’s and Boyka’s. She gave everyone a final spreadsheet for the sale with information as noted above.

**ii. Little Caesar’s Pizza Kit Sale:** Molly said that order forms were ready to go out and would be sent home on December 16th.

**iii. Returnable Bottle and Can Drive**: The next can drive on February 8th was discussed. Grant said he would contact Kroger to schedule it. He suggested that we make a form (notification or contract) for them, due to the management turnover there, to help them remember and help us with any employee issues on that day. Linda will work on this and send a copy to Molly and Grant for review ASAP.

1. **Open Forum:**
   1. **T-Shirt/Polo Printing:** Grant said that he wanted to discuss where we order our t-shirts, polo’s and other uniform items from. He suggested that we try to give all orders to Dekeyser’s because they give us a small kick-back that J’s does not. This was discussed and everyone agreed it would be beneficial to us and since there is no difference in quality, they had no problem with it. So, in the future, orders will be placed with Dekeyser’s if possible.
2. **Meeting Adjourned:** 8:10 PM