



Parkland Music Boosters Executive Board Meeting

Minutes – September 15, 2022 at 7:05PM

Attendees: Wendy Wright, Karen Phillips, Tina Lee, Cynthia Lee, Michelle Hare, Mary Stock, Vicki Ferrence Ray, Lori Piltz, Voula Papageorgiou, Kevin Boger, Mr. Anonia

Meeting Called to Order: Wendy Wright

Approval of Last Executive Board Meeting Minutes (July 21): *Motion to approve by Vicki. Seconded by Mary. Approved.*

Treasurer's Report

- Income since last meeting:
 - \$5250.64 in concessions (Parent Preview Night, 8/26 Game)
 - \$257.05 in donations
 - \$35.35 from Amazon Smiles rebate
 - \$199.59 from membership dues (This is not whole number because of Square fees.)
 - \$0.21 from Benevity Fund
- Expenses since last meeting:
 - \$914.18 for band camp (Feed the Band from Picture Day, Parent Preview)
 - \$1851.72 for concessions
 - \$187.00 for the PA Dishonesty Bond (general liability board insurance)
 - \$102.98 in office supply expenses (name badges, Square reader)
- Net Income is \$2686.96. Checking balance is \$21177.93; savings balance is \$1387.27.
- Check to Ronald Demkee still has not cleared. Tina will follow up with Connie to see what needs to be done.
- Wendy and Vicki note that the membership fees should be shown as a gross total with Square fees deducted as a separate item rather than the net sum. Wendy will show Tina how to access Square data to do this.
- *Motion to approve financial report by Lori. Seconded by Karen. Approved.*
- *Motion to purchase contactless plus chip plus mag strip Square reader by Tina. Seconded by Michelle. Approved.*

Directors' Updates

Mr. Anonia reported that there is preliminary approval for an icemaker installation at the concession stand. (Connie suggested that the boosters could use an ice maker. Kevin will check with Connie and investigate getting the icemaker.)

OLD BUSINESS

- **Approval of Meeting Dates for 2022/2023 Academic Year**
 - September 15, 2022 - Executive meeting
 - October 20, 2022 - Executive meeting
 - November 17, 2022 - General meeting
 - December 15, 2022 - Executive meeting

- January 19, 2023 - Executive meeting
- February 16, 2023 - General meeting
- March 16, 2023 - Executive meeting
- April 20, 2023 - Executive meeting
- May 18, 2023 - General meeting
- June 15, 2023 - Executive meeting
- *Motion to approve meeting dates by Tina. Seconded by Mary. Approved.*
- **Fanfare and Tribute Update:** Fanfare and Tribute is at the printer. Karen is expecting to get an update on Monday as to when they will be done.
- **Spirit Wear:** Sydney expects to pick up the order on Wednesday, Sep. 21. She wants the order checked before sending out an email for distribution on Thursday, Sep. 22. Wendy needs to check with Sydney because band practice has been rescheduled for Wednesday because of Open House. Volunteers are needed for distribution.
- **Booster involvement during Band Camp:**
 - Responsibilities included meals on Picture Day and Parent Preview Night, photography, preparing for the first game, cleaning the concession stand, food ordering, treasurer's responsibilities, signage for the concession stand.
 - Wendy and Karen took notes to improve and make things run more smoothly next year. Feedback and suggestions are welcome.
 - Band picnic was cancelled this year but is normally part of band camp. Organization of this event is tabled until spring for next year's band camp.

NEW BUSINESS

- **Membership Update:**
 - Open House:
 - No table will be needed; Wendy will work on getting copies of booster membership forms and email Mr. Anonia about having the directors hand out the forms.
 - Wendy will follow-up with an email for directors to send out to parents with a link to booster membership after Open House.
 - Volunteers/Committees:
 - Karen and Wendy will follow-up with volunteer interests from the membership form.
 - Anyone who wants a copy of the membership spreadsheet should contact Cynthia.
 - Mary will be the Chorus liaison to help with volunteers and membership.
- **Food Vendors:** cost, delivery, etc.
 - Kevin and Jill (Sperry) have been doing this for 7-8 years. Shopping is done at Sam's Club, BJ's, and sometimes Costco because things are in short supply. Currently, a single store is unable to fulfill all that is needed.
 - Heeps used to be the meat supplier, but they have changed hands, and concession orders are too small.
 - Kevin has a friend with a restaurant and may be able to order through them.
 - Update on Sep. 16: Kevin contacted Schiff's Meats (formerly Heeps), and they will be able to supply hamburgers and hot dogs for Friday pick up at the Tilghman St. location when the sales rep is there. The order needs to be in a few days ahead and the main location in Taylor, PA will ship it to Tilghman St.

- Vicki will research food distributors for potential long-term solution (food only because Coke is the supplier for drinks). Vicki will email Kevin for list of food that is usually needed.
- **Website (Boosters)**
- Wendy has made updates:
 - Calendar (from Charms) and link to Charms for sign-up
 - Job descriptions for volunteer positions
 - Recipes for concessions
- Steven Lee is interested in updating the website.
 - Demo website: <https://maxlivings.com/phsmb/>
 - Photo galleries of Steven's pictures
 - Consent not needed for group pictures.
 - Boosters need to tell Steven which pictures to remove before publishing.
 - Boosters will need to reach out to find out if anyone has opted out of pictures.
 - *Motion by Vicki to let Steven take over website. Seconded by Michelle. Approved.*
- **Clothing Drive - April 29, 2023 (tentative)**
 - Possible dates:
 - April 15: Spring Musical
 - April 22: PMEA All-State
 - April 29: Washington, D.C. trip for Honors musical groups
 - May 6: SAT testing, Wildwood (Indoor Percussion)
 - May 13: Prom
 - May 20: FOTA
 - Wendy and Cynthia will consider dates, check with Connie, and send to Mr. Anonia for final approval.
 - Update on Sep. 19: Wendy is moving forward with April 22 (tentative date).
- **Semi-Formal**
 - Wendy emailed Katy Mangold about Muhlenberg availability and dates.
 - The Club at Twin Lakes (former Iron Lakes Country Club) is a possibility but may not be as central as a location.
- **Upcoming Events**
 - Collegiate Marching Band Festival - **September 25, 2022**, 12-5:30PM
 - Selling drinks, candy similar to DCI.
 - Kevin needs the box truck, drinks/candy, volunteers, coolers: 4 booster coolers, Wendy's, Connie's, and Vicki's.
 - 6-8 people to volunteer for each shift (2 shifts 11:00AM-3:00PM, 2:00-6:00PM)
 - Kevin will contact Val (Strock) about the truck.
 - Tina will provide cashbox, Square readers, and will collect money at the end of the event.
 - Wendy will contact Connie about setting up volunteers in Charms.
 - Garter Bowl - **September 28, 2022**, 6-9:00PM (rain date, September 29)
 - Need taco meat, macaroni and cheese (but not as much as for a game)

- Volunteers: 1 griller, 2 cashiers, 2 runners, 1 for macaroni and cheese/walking taco, 2 for setup
- Update Sep. 19: 5lbs of taco meat were left over from last game and can be used for the Garter Bowl.
- Homecoming Game - **September 30, 2022**
 - Normal home game
- Middle School Band Night - **October 7, 2022** (tentative)
 - Wendy will confirm the date and student numbers.
 - Middle school parent help can be requested (Wendy will contact OMS/SMS directors.)
 - Wendy will confirm menu: (tentative) hot dogs, chips, water, cookies
 - Wendy will check when 8th graders are dismissed (after half-time?) and whether extra is needed for Feed the Band.
- Allentown Halloween Parade - **October 9, 2022**, 12-4:00PM
 - Need water donation, chaperones
- Senior Night - **October 21, 2022**, 5-10:00PM
 - Band seniors are honored at half-time.
 - Connie is organizing corsages, pictures.
 - Need lots of volunteers without seniors to staff concessions.
 - Need donations of baked goods for senior parent reception.
- King Frost Parade - **October 29, 2022**
 - Need chaperones, water donations.
 - Boosters provide snacks
- PMEA Chorus Auditions - **October 24, 2022**, 5-10:00PM
 - Directors arrive at 3:00PM; schools are scheduled and arrive on rolling basis for auditions.
 - Concessions will be open until at least 9:30.
 - Boosters oversee concessions; Chorale parents will run concessions.
 - Kevin brings supplies the previous day.
 - Usually, chorus director (Mrs. Lagan) takes care of the directors. Boosters may supply drinks but bill PMEA.
- PMEA Band/Orchestra Auditions - **December 3, 2022**, 8:30AM-2:00PM
 - Similar to PMEA Chorus auditions.
 - Boosters will oversee concessions: breakfast and lunch offerings.
 - Jason/Connie will take care of directors. Boosters may supply drinks but bill PMEA.

Looking Forward

- Philadelphia Thanksgiving Day Parade - **November 24, 2022**
- Tri-M Induction in November
 - Boosters provide drinks, cookies for the reception in lobby.
 - Wendy will email Mrs. Figueroa for information.

Additional Items

- Wendy will contact Connie about adding water for hydration for future home games.
- Concessions cashier
 - Tina questioned the policy that the concessions cashier(s) must be board members.

- *Motion by Mary that a concessions cashier can be a music booster member with the following restrictions:*
 - *The booster member must have volunteer clearances.*
 - *The booster member must have cashier training by the treasurer and the treasurer will maintain a list of non-executive board approved cashiers.*
 - *At least one board member must work as cashier in addition during that shift.*
- *Seconded by Tina. Approved.*
- *Tina will work on a cash register training document.*

Next meeting: October 20, 2022

Motion by Vicki to adjourn. Seconded by Karen. Approved.

Meeting Adjourned.

Note:

On August 24, there was a motion to pay for dinner (Feed the Band) on Parent Preview Night (Aug. 25) by Voula through email. Affirmative votes from Vicki, Lori, Mary, Cynthia, Tina. Approved by Karen.

Summary of Motions for Changes during September 15 Meeting

A concessions cashier can be a music booster member (and not an executive board member) with the following restrictions:

- The booster member must have volunteer clearances.
- The booster member must have cashier training by the treasurer and the treasurer will maintain a list of booster-member-approved cashiers.
- At least one board member must work as cashier in addition during that shift.