



Parkland Music Boosters Executive Board Meeting

Minutes – April 16, 2024, at 7:11 PM

Attendees: Wendy Wright, Karen Phillips, Cynthia Lee, Tina Lee, Lori Piltz, Voula Papageorgiou, Kevin Boger, Iris Epstein, Theresa Adams, Tara Sistrunk

Meeting Called to Order: Wendy Wright at 7:11 PM

Approval of Last Executive Meeting Minutes (Mar. 12): *Motion to approve by Tina. Seconded by Lori. Approved.*

Treasurer's Report:

- Income since last meeting: \$350.00 (total)
 - Band Memory Book: \$330.00
 - Membership Dues: \$20.00
- Expenses since last meeting: \$2613.64 (total)
 - Indoor Percussion/Color Guard: \$1341.53 (TIA competition)
 - Office Expense: \$1258.64 (Website: \$359.64; CHARMS: \$899)
 - Square Fees: \$13.47
- Net Expense: \$2263.64; Checking balance: \$41921.30; Savings balance: \$1389.68.
- *Motion to Approve Treasurer's Report by Karen assuming that Tina corrects the Indoor Percussion/Cologuard line item as an expense rather than income. (Note that the above income/expenses are shown corrected.) Seconded by Voula. Approved.*

Director Updates: No directors were present.

OLD BUSINESS

- **Clothing Drive: Mar. 16** (Cynthia)
 - The weather was good and the drive went well with enough volunteer help.
 - The consensus was that the collection this year was less than last year. This was the first year holding it in conjunction with the Community Resource Fair in March which is early to be holding a clothing drive. (Drive collection totals were not available for this meeting.)
 - As the drive was advertised as a "Clothing and Toy Drive" this year, toy donations increased.
 - Discussion of reasons to schedule the drive along with the Community Resource Fair:
 - Associates the drive with the Resource Fair so people are more aware of when it is held.
 - Advertising is done by Nicole McGalla along with the Fair. (Telephone message went out to parents district-wide about the Fair and drive.)
 - A March date is easier to reserve and there is less conflict with other drives in April/May.
 - Fewer Booster-sponsored activities in March compared to April/May.
 - Wendy will upload the clothing drive flyer file to the SOP/manual folder.
 - Next year, advertising in the Parkland Newsletter needs to be done before end of December.
- **Scholarships:** (Sarah Wascura, update from Wendy)
 - The student essay date was extended until April 12.
 - Applications received: 10 chorus, 6 band, 4 Orchestra
 - Sarah is anonymizing the essays, and Mr. Schwarz (English department) will report winning essays by April 29.
- **Fanfare & Tribute 2023/2024:**
 - Steven needs Mr. Lerew's opening letter and staff pictures.

- Wendy will request a reminder email to be sent to parents about book/senior ad purchase.
The last day for purchase is May 1 (band concert).
- Senior bios are mostly done. Wendy will track down the missing students for their input.
- Wendy will call Steven to confer about status of items and contacting Mr. Lerew.
- **Spring Musical Ad:**
 - A full page ad was placed in the spring musical program.
 - Wendy will forward payment information to Tina.
 - Wendy will upload the ad file to the appropriate SOP/manual online folder.
- **TIA Regional: April 27** (Theresa Adams, Tara Sistrunk, Connie Baxter)
 - Currently, the greatest need is for volunteers (admissions, check-in, upper gym entrance) and food donations.
 - Concessions:
 - More volunteers are needed.
 - The 50 minute intermission at 4:50-5:40PM will be busy.
 - To reduce wait times, there will be a second, performer-only cashier line.
 - Request Theresa to contact performing groups and emphasize bringing cash.
 - Kevin needs help moving items from concessions to PHS on April 26 at 5:00PM.
 - Tina has worked out Square usage among the different stations. Wendy/Steven will help Theresa with a Pizza Donation Payment button on the booster website.
 - Wendy will post TIA information on the Booster Facebook page. Cynthia will contact Mrs. Figueroa about Tri-M volunteers and posting TIA to the Band Facebook page.
 - Medical: EMT service is not a requirement for the event.
 - Cetronia Ambulance used to cover the event by donation, but now they charge \$1000.
 - Theresa's sister is a nurse practitioner and will cover for any issues.

NEW BUSINESS

- **Senior Recognition Posters:** (Vicki)
 - Vicki is requesting a list of band seniors to send to Destiny Beck; however, the band posters are already made. Vicki will contact Mrs. Beck regarding band seniors.
 - Cynthia will look for the band senior posters at the concessions stand.
- **Executive Board Nominating Committee:**
 - Tina is working with Mr. Lerew and Connie Baxter.
 - Connie will be sending the emails and sign-ups that were used last year for the nominating process. Wendy will also pull the files to send to Tina.
- **Plans for Next General Meeting:**
 - Elections for the board will be held next month.
 - Volunteers for the committee positions (band camp, fundraising, etc.) are also needed.
 - Suggestion made to have a survey on raising membership dues. Note that raising dues requires a three-fifths vote of the elected officers.
- **Fundraising:**
 - A committee should be created to schedule monthly fundraising events.
 - Note that others have had poor experience with Menchies as a Dine and Donate partner.
 - A Dine and Donate event for May is not feasible with relatively short notice, and May is a very busy month in general for everyone.
- **FOTA: May 18** (Tara Sistrunk)
 - Tara will create the sign-up for volunteer help/donations.
 - Soda pricing/ticketing last year was confusing because the ticket booth listed the can price and we sold bottles.. Everyone came with tickets for the can price not the bottle price. We should either buy cans or have better signs.
 - Wendy still needs to contact the FOTA organizer to find out if any of the stands are not participating and if we can take over any food items.
 - Cynthia will ask Mrs. Figueroa about the instrument petting zoo so that we can determine if we need to provide the hot dog/small Gatorade coupon.

- Iris suggests Jack's Slice for pizza. She will find out how much a pie is and how much notice is needed if additional pizzas are ordered.
- **Additional Items:**
 - *Motion to approve the renewal of the Charms subscription for the next three years for \$899 by Karen. Seconded by Iris. Approved.*
 - The June meeting date is still scheduled for June 18. Wendy will check with Mr. Lerew for possibly scheduling a different, earlier date.
- **Upcoming Events:**
 - Spring Band Concert - May 1, 2024, 7:00PM (Senior Citizen Dinner)
 - Spring Orchestra Concert - May 8, 2024, 7:00PM (Senior Citizen Dinner)
 - Spring Chorus Concert - May 16, 2024, 6:30PM and 8:00PM
 - FOTA - May 16 to May 18, 2024, various times
 - PHS Senior Concerto Concert - May 28, 2024, 7:00PM
 - Visual and Performing Arts Awards - May 29, 2024, 7:00PM
 - PHS Senior Cabaret - May 30, 2024, 7:00PM

Next meeting: General membership meeting on Tuesday, May 21, 2024
Executive board meeting on Tuesday, June 18, 2024.

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

Meeting Adjourned.

List of Items Tabled for Later Discussion

- **Website photos:** Payment for pictures is tabled to a later meeting. (Oct. 20, 2022)
- **Conflict of Interest Document:** Tabled for future meeting (Aug. 8, 2023).
- **SOP/Manuals:** Tabled for future meeting (Aug. 8, 2023).
- **Fundraiser:** Basket Bingo tabled for future meeting (Sep. 19, 2023).