

# PLAINFIELD MIDDLE SCHOOL BAND BOOSTERS

## MINUTES – JANUARY 19, 2010 (amended 02-17-2010)

**PRESENT:** Jeff Sager, Jeff Kleinmaier, Marybeth Miller, Cheryl Sager, Jeanette Soebbing, Ted Dolata, JJ Fleming, Hubert Ley, Darcie Condon, Colleen Dolata, Choir Directors: Jannica Wetzel, Holly Schmidt, Kristina Riewaldt and Keren Chokasian

### Executive Meeting

Meeting Called to order: 6:16 pm

**Minutes:** Modified Minutes for October 20, 2009 – Amended to correct error regarding the \$3,000 cleaning bill

1<sup>st</sup> – Jeanette Soebbing 2<sup>nd</sup> – Jeff Kleinmaier

Minutes for November 17, 2009 – no changes needed

1<sup>st</sup> – Mary Beth Miller 2<sup>nd</sup> – Darci Condon

Jeff Sager commented that minutes need to be sent to distribution list **prior** to Band Booster meeting. Secretary needs distribution list from Jeff Sager and will comply with the request.

### Treasurer's Report

- The bill for the cookie dough has been paid. We planned on taking in \$23,000, and ended up making \$22,162. Therefore, we are \$838 short on the fundraiser. Given the Economic uncertainties, that isn't too bad.
- We are also having problems collecting some of the money. There were 10 accounts with about \$450 unpaid balances. Hubert Ley received prompt payment on only one account. In one other case, the parents of one of the kids paid for the order of \$47 that their neighbor's placed and never paid, despite several reminders. They insisted to pay full price despite my offer to pay just 55% to cover our loss.
- At this time, we still have 8 delinquencies (a total of \$286), the highest individual case being \$135. Most of them have been contacted by mail up to three times (once per month), but I have never received correspondence or a check from anyone. We need to make a decision on how to deal with these cases. It seems that these are mostly nonparents.
- Fourth notices have been given – the boosters will write off the small amounts.

### Other Spending

- Directors need to review recent transactions. Each individual line item corresponds to one of your purchases or expenses. If you find any inconsistencies, please let Hubert Ley know.
- This is also true for the elementary schools – please take a look at this year's expenses. As you know, the total for each school is \$350 per year, and a few teachers are responsible for two schools. Overall spending for the elementary schools is reasonable, with more than half the funds still available. Please be fair when making purchases and talk to the other teachers to coordinate larger spending if necessary.
- There are no check requests pending as of this time.
- Jeff Kleinmeier's temporary borrowing against the band boosters to pay for the musical trip is now largely balanced. As a matter of fact, Jeff has still a lot of his funds to spend this year.
- As a general comment, Hubert Ley would like to suggest watching spending on the Ira Jones and Drauden accounts. Your spending patterns exceed average and you will run low soon if you don't slow down.

- Heritage Grove and Timber Ridge are at about their half-way point, which seems appropriate for this time of the year.
- John F Kennedy, Indian Trail, and especially Aux Sable have been rather slow spenders (thanks, it helps given the relatively low cash flow balances this year). Aux Sable spent hardly any of their funds. If you are planning on a single large purchase, please advise Treasurer-Hubert Ley so that there will be enough cash to accommodate the purchase.

#### **Checks for Services Rendered:**

- Hubert Ley has received a general contract that will be used for general services rendered. It has been used in the past and seems a reasonable fit. Hubert Ley still needs an electronic original, if somebody can forward that to Hubert Ley.
- The following large payments have been made in 2009 for instructors and services. These are totals according to the Treasurers query of the register. The IRS requires filing 1099 forms for such payments, in particular when they exceed \$600. Here is the list that exceeds \$400 total (candidates for filing the 1099 forms):
  - Kevin McCammon \$400
  - Plainfield Central Band Boosters (Guest Conductor) \$500
  - Jannica Wetzel \$500
  - April Enos \$500
  - Justin Koszarek \$570
  - Cindy Egizio \$700
  - Melissa Schlessinger \$700

#### **Important Information Needed:**

- We need social security numbers for these individuals to file the paperwork with the IRS. At a minimum, we need Cindy Egizio's and Melissa Schlessinger's social security numbers and address so we can send them the forms by mail as well. The deadline is January 30th to file this and send it to the individuals for their tax returns.
- Please advise if there are any discrepancies.
- Does anybody know about the identity of the guest conductor?

#### **Taxes 2009**

- Ted Dolata to provide Hubert with a Tax Professional for IRS filing compliance.

#### **Reimbursements:**

- Director's need their paperwork in order for reimbursements. If a PO # can be provided or a Band Booster PO # on the check request this would help tremendously. The Treasurer wants to eliminate duplicate payments and clarification if a school is paying for something or the band boosters. Treasurer will receive the invoice. However, there are a couple of schools that do not bill the band boosters.
- The key for reimbursements are receipts and supporting documentation for check requests to be honored.
- Monday is the latest for reimbursement requests before a Band Booster meeting. Hubert can then issue the reimbursement check and bring to the band booster meeting.

### **New Business:**

- Next year, we need to have the membership forms available. Ideas: Registration, Step up Night, Before School Year, Meet the Teachers Band Directors: 5<sup>th</sup> Grade be the start? 6<sup>th</sup> grade be the start? These items will need to be tabled until the School Board votes on the budget issues and what programs will be cut.
- Cookie dough date needs to be discussed at next meeting and the following will be reviewed at future meetings:
  - ✓ Vendors
  - ✓ Refrigeration in lieu of freezing
  - ✓ North side school to host pick-up? North and South side school for pick-up
  - ✓ Delivery options
  - ✓ Weeknight pick-up
  - ✓ Jeff Sager suggested: Connect-Ed/Telephone reminder for cookie dough pick up

### **CANDY SALE:**

- Candy sale will run from Monday February 8 through Friday February 26.
- Candy should be delivered no later than Thursday, February 4.
- Candy was ordered per your comments
- According to Jeff Sager's quick math, if we sell ALL of the candy we order, we can make up for the lower cookie dough sales.
- We have eliminated the McDonald's gift cards from the sale this year as prizes.
- Sales award will still be provided for the top 3 sellers at your school as follows;  
**There is a minimum sale of 5 boxes in order to qualify for any of the top three award positions.**  
First place - \$75, Second - \$50, Third - \$25, per school.  
We have been provided with 3 sets of Meade Binoculars with Digital Camera which will be awarded to the top three sellers for the **District**.
- We cannot return open cases, so please be cognoscente of this toward the end of the sale and grab boxes from other schools where appropriate.
- We will be trying to sell the open cases/boxes at the Solo Ensemble on Saturday, February 27, 2010.
- Please keep track of any case movements between schools, or additional orders, and let Hubert Ley and Jeff Sager know of these changes.
- Please keep track of how many boxes you bring to the Solo Ensemble, if appropriate.

### **SOLO ENSEMBLE:**

- The Solo Ensemble will be hosted at JFK this year, Saturday February 27, 2010. Jeff Kleinmaier will need many volunteers to help, so please watch for information to come out from him.

#### **MENU**

Pizza \$2.00

Hot Dog \$1.50

Nacho's with Cheese \$1.50

Dunkin Donuts \$1.00

Muffins \$1.00

Chips \$0.50

Candy Bars \$1.00 (open cases from fundraiser)

Soda \$1.00

Water \$1.00

Coffee \$0.50

Juice \$0.50

Fresh Fruit (apples & bananas) \$0.50

TIP JAR – was a great hit last year. Let's do it again this year.

## **GENERAL MEETING**

7:30pm

NO PARENTS in attendance

Boosters is in good financial standing

Fell short with cookie dough sales

## **DIRECTOR'S REPORTS:**

### **Heritage Grove Middle School Director's Report – January**

- 83 students participating in Solo & Ensemble (32 solos, 18 duets, 9 trios and 5 quartets)
- Organization with Plainfield Schools
- Jazz coffee house at Ira Jones. Will be attending February 6, 2010.
- December "Sunday" concerts :
  - Not many complaints
  - 3 students were "no show"
  - Some parents loved it
- Band and choir next year for winter Sunday concert

### **Indian Trail Director's Report – January**

- Holiday concert went well. Borrowed band shell from DPMs. Separate from Choir for the first time.
- Pep Band Night at PEHS, Friday, January 22, 2010.
- Pep Band at PEHS, Friday, February 19, 2010.
- All Bands are preparing for our next concert. 7<sup>th</sup> & 8<sup>th</sup> grade bands are preparing for our organization contest at TRMS.
- Students are also preparing for Solo/Ensemble at JFK. Participation low for both band and choir. We are not sure what is different.

### **Ira Jones Director's Report - January**

- Percussion ensemble is going to the Vander Cook Day of Percussion on February 6, 2010.
- Ira Jones is hosting a jazz coffee house on February 6, 2010. Heritage Grove and Kennedy Middle School will be joining us.
- The 6<sup>th</sup> grade concert is coming up on February 24, 2010
- 66 students are signed up for solo and ensemble contest at JFK on February 27, 2010.

### **Kennedy Director's Report - January**

- The 7<sup>th</sup> & 8<sup>th</sup> grade band students took a trip to see The Addams Family on December 12, 2009. We had another very successful trip with over 100 students attending.
- Our 8<sup>th</sup> graders will be performing at a Plainfield East HS Basketball game on Friday, January 22, 2010. This is part of David's recruitment strategy for the kids and should be a fun evening.
- The jazz band will perform with Ira Jones and Heritage Grove in a coffee house setting on February 6<sup>th</sup> at 7:00 pm. This performance will be in the Ira Jones cafeteria. We will then take a few weeks off as we prepare for solo & ensemble before picking up again in March.
- Kennedy will be hosting the IGSM Solo & Ensemble Contest on February 27, 2010. We have roughly 80 events from Kennedy performing which includes 44 solos. We will need a significant amount of parent help with this event, details to become focused in the next few weeks.

### **Kennedy Director's Report – January (continued)**

- We have been making a big push the past few months to get kids into private lessons and to find ways to bring outside people into our school. We have a private trumpet teacher at Kennedy two days each week right now and are hoping to add more opportunities as they present themselves.

### **Liberty/Freedom Director's Report - January**

- Liberty and Freedom are gearing up for their combined band concert on Thursday, February 11<sup>th</sup> at 7:00 pm in the multipurpose room of Liberty Elementary.

### **Timber Ridge Director's Report – January**

- Concert on Monday, December 14<sup>th</sup> went well, but was very crowded and we will need to consider an alternative program for next year.
- Solo and Ensemble groups are set and rehearsing 60 students after school Monday through Friday.
- Timber Ridge will be hosting Organization contest on March 13, 2010. No details about number of groups, time schedule, yet. Only Plainfield groups expected so not planning for food fundraiser.
- Pep Band Night at Plainfield-CC on January 22, 2010 for 7/8 grade volunteers.

Move to adjourn: Jeff Kleinmaier

Second: JJ Fleming

Adjourn: 7:48 pm