

Olathe East Orchestra Boosters Meeting Minutes: February 13, 2019

Meeting called to order at 7 p.m.

Attending: Becky Smith, Jennifer Kullberg, Dave Schukai, Mary Adams, Jennifer Kershner, Laura Patterson, Michael Hanf

I. Welcome

II. Old Business

a. Secretary Report

- i. Dave Schukai moved to approve Minutes from January 16, 2019 meeting and Jennifer Kullberg seconded.

b. Treasurer Report

- i. Dave Schukai presented report. The account balance is \$409.30 with \$269.30 deposited from the Chipotle fundraiser.
- ii. Guidelines need to be established for withdrawing funds. Two signatures are needed. Texting is acceptable for approvals. A ledger will be created for debits. Mr. Hanf and Becky (president) will have debit cards and can charge under \$100 using those. \$100 deposited to start account on 12/18/18 and \$40 on 1/17/19.

c. Director's Report -- Michael Hanf

- i. Boosters can take over "Patron Drive" at the beginning of the next academic year, 2019-20. A \$75 donation has been suggested of parents toward each orchestra member annually. The drive currently includes featuring names in the programs under donor levels. Donations are submitted and handled by Mr. Hanf. He recommends an online donation option through the website to streamline the process for boosters to oversee. There is no limit on the dollar amount the booster account can hold. Donor cards can be printed through the district printing for the boosters to distribute and collect with paper payments. The goal would be to do this next fall in conjunction with promoting the 2022 trip. This would allow a longer vision to look at equipment and uniform needs.
- ii. Potential fundraisers were discussed. Mr. Hanf would like boosters to take over completely. Restaurant fundraising nights would not need his or district approval since boosters are an independent organization. Fundraisers that require student sales and product delivery, however, require director approval and scheduling on master calendar. Boosters need to consider difficulty of some fundraisers (such

as keeping cookie dough frozen after it arrives) and profitability. Grocery books have been sold but continuous distribution is challenging.

- iii. District concessions were noted as a possible fundraiser. A booster member would set up and use a Signup Genius to manage participants.
- iv. Corporate sponsors of concerts as a fundraising possibility would allow businesses recognition in programs or on a printed banner for a season sponsor.
- v. Restaurant Nights were discussed. The poor weather for Chick-Fil-A resulted in \$23.16 in proceeds (15% of sales). The rescheduled night is March 7.

d. President's Report -- Becky Smith

- i. Chipotle fundraiser deposit of \$269.30 was made.
- ii. Freddy's restaurant night fundraiser is 5 - 9 p.m. April 2 (before and after concert).
- iii. Meeting time survey results included five responses; more needed. The poll could be posted to the website. Wednesdays and Thursdays at 6:30 p.m. most popular. To finish this year, meetings will be Wednesdays at 6:30 p.m.

III. New Business

a. Volunteers needed for upcoming dates:

- i. Feb 21 - Day trip to Wichita (Chamber Orchestra parents).
- ii. April 6 - Regional solo/ensemble competition. Olathe South is hosting and will post a Signup Genius. Six parent volunteers needed.
- iii. April 11 - State Large Group (Chamber and Concert) at Olathe Northwest. Parents to chaperone on buses and possibly provide breakfast items, depending on time.
- iv. May 7 - Final concert. Freshman parents to help with reception.
- v. May 11 - Worlds of Fun. Freshmen parents to help chaperone (Mr. Hanf will email them).
- vi. May 19 - Graduation. Chaperone needed on each bus to and from, and parents to provide water bottles/cooler.

b. Only two meetings remain: 6:30 p.m. March 20 (changed to March 27) and May 1.

- i. Becky will create Future Calendar prep for booster fundraisers; formation of booster Calendar of Events in relation to the orchestra calendar. Access via a PDF on website was suggested.

c. PO Box information presented by Mary Adams.

- i. Options include a 3 x 5.5-inch box for \$92 a year or 5 x 5-inch box for \$134 at the Post Office or UPS Store small box for \$180 a year.
- ii. Boosters decided to keep Becky's address for mailing at this time.

d. Website - Jennifer Kullberg

- i. Payment is \$8/month or \$96/year to maintain domain url and site. Need to check domain name expiration on Weebly and make sure funds in account for renewal.
- ii. Jennifer has been managing and updating the booster website to include bylaws, minutes, officers, etc. The supply list will be updated as needed. There are enough snacks and water for this year.
- iii. Adding a donation link from both the main orchestra and booster websites was discussed with PayPal and Square being considered. Obtaining a 501(c)3 can reduce Square fees.
- iv. Becky will set up a gmail address for the boosters and check it regularly.

e. Photography/Videography

- i. Discussion of adding website links to videos on orchestra Youtube site.

IV. Meeting Adjournment at 8:13 p.m.

- a. Mary moved to adjourn and Becky seconded the motion.
- b. Next meeting 6:30 p.m. March 20 (changed to March 27 via email).