

**Decatur Band Boosters Meeting
December 4, 2012**

Website: www.dhsbands.org

Meeting started at 7:00 PM, ~13 attendees

Directors Report:

Students are excited for the upcoming winter concert. Matt has scheduled after-school rehearsals during the week of the concert which are announced on the website, email and Facebook.

Treasurers Report:

- November's expenses were only \$10. Our current balance is \$2762.
- 501c3 status: It has been 1 year since Heidi initially filed the 501c3 application paperwork. She has replied in a timely manner to IRS requests for additional information. Heidi is trying to determine the status of our application and is frustrated with the lack of response from the IRS agent handling our account. She has talked with other agents and supervisors in an attempt to resolve our application. According to the IRS, once we have made application, we are able to call ourselves a 501c3, but we need to have our application finalized.

OLD BUSINESS

GoodSearch/GoodShop Status:

- We received a \$109 check for last year's activity, which is promising as the program was not well advertised last year. This can be an easy and lucrative fundraiser with better advertising this year.

Winter Jazz Night –Tuesday December 18:

Our Savior's Baptist church will cost \$250, which includes the services of the sound technician. **Nancy Tanemura moved to pay \$250 for the church. Motion was seconded and unanimously approved.** Heidi will issue a check for Michael to deliver to the church.

The church requires us to carry liability insurance, which will cost \$160 per year for \$1,000,000 coverage. We agreed that it is wise to carry insurance for our booster activities, especially those held off campus like the Jazz Night and Showcase. **Cara Swenson moved to pay \$160 for insurance. Motion was seconded and unanimously approved.** Heidi will issue the check to the insurance company.

After discussion, we agreed to charge \$5.00 per person or \$15 per family. Matt will make sure that the band students are aware of the charge. He will also ask the Lakota band teacher to inform Lakota parents of the fee.

Winter Concert - Thursday, Dec 13:

- **Support/Set-up:** Matt will begin set-up by 5:30. Boosters will be there by 6:00 to set up coffee, bake sale table and the giving tree. Baked-good donations will arrive at 6:30.

- **Refreshments:** We will again host the booster bake sale with baked items packaged in \$1.00 portions. Brad will send an email to band parents asking for cookie donations. Liz volunteered to ask Starbucks donations of coffee and, if necessary, coffee cups and supplies.
- **Wreath Raffle:** Stacey will provide 2 Holiday wreathes to be raffled.
- **Giving Tree:** We will also set up the "Giving Tree" which allows individuals to make donations payable to the band boosters to benefit all band students. Mike will provide the tree and Susan will create the gift tags.
- Heidi has arranged for the credit card machine for use at both concerts.

Cell Phones: - Stacy asked if we are still collecting phones to recycle for cash. Matt will tell students about the old cell phone donation program, Brad will email an announcement to parents and Heidi will set out a collection box at the concerts.

Wendy's Fundraiser - Wednesday, December 19:

Wendy offers a program where, for 4 hours on a specified date, we receive 10% of their gross sales. Our program will be held Wed, Dec. 19 from 4 – 8. Wendy's provides free Frosty coupons to help entice customers, and they provide prizes for a \$1/ticket raffle where we keep 100% of the income.

- **Volunteers:** We need students to make posters to advertise at school, and possibly on the street and at the mall. We also need adult volunteers to handle the raffle. Several booster parents volunteered to help including Susan, Nancy, Steve, Heidi.
- **Advertising:** Brad will advertise the Wendy's fundraiser through email, the website and a Facebook event. We will also advertise at the winter concert and jazz night.

Showcase – March 23, 2013:

- **Refreshments:** Eric Swenson might not be able to provide desserts this year as he may be out of town. Michael will talk to a contact to discuss desserts, and we will discuss other refreshment options.
- **Entertainment/Emcee:** Matt and/or Michael will work with the talent agency to secure an entertainer.
- **Venue:** Michael will firm up the cost for the showcase to be held at the church
- **Donations/Procurements:** Michael will send the auction procurement spreadsheet to Brad, who will post it on the booster website. Susan will send the list of companies who received procurement letters to Brad. We have received a few donations from the donation request letters sent out last month.

NEW BUSINESS

Near Term Fundraisers:

- **ASB Fundraisers:** Matt is thinking about a candy bar fundraiser and will ask students if they are interested in raising money by selling candy.

- **Other fundraisers:** We briefly discussed the Applebees and Grease Monkey fundraisers. We will discuss these at a future meeting.

Action Item Review:

- Heidi will issue a \$250 check to Our Saviors Baptist church for Michael to deliver to pay for the Jazz Night rental.
- Heidi will issue a \$160 payment to _____ for liability insurance.
- Matt will announce the \$5/person, \$15/family Jazz Night fee to students and the Lakota band teacher.
- Brad will send an email to band parents asking for cookie donations for the winter concert.
- Michael will provide the tree for the winter concert's Giving Tree.
- Susan will create the gift tags for the Giving Tree.
- Liz will ask for Starbucks donations and, if necessary, for coffee cups and supplies for the winter concert.
- Matt will tell students about the old phone donation program, Brad will email an announcement to parents and Heidi will set out a collection box at the concerts.
- Matt will recruit students to make posters for the Wendy's fundraiser, and to help advertise during the Dec. 19th event.
- Brad will advertise the Wendy's fundraiser through email, the website and a Facebook event.
- Michael will talk to a contact to discuss desserts for the March Showcase.
- Matt and/or Michael will work with talent agency to secure an entertainer.
- Michael will firm up the cost for the showcase to be held at the church
- Michael will send the auction procurement spreadsheet to Brad
- Susan will send the list of companies who received procurement letters to Brad.
- Matt will check or will have a student check the Boosters closet for inventory of coffee supplies (coffee maker, cups, plasticware, napkins, etc) and also for raffle tickets.

Meeting adjourned at 8:15 PM

Next Booster Meeting – Tues, January 8th in the Band Room

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Submitted by Susan Murnen