

**Decatur Band Boosters Meeting  
March 5, 2013**

**Website:** [www.dhsbands.org](http://www.dhsbands.org)

Meeting started at 7:00 PM, ~15 attendees

**Directors Report:**

- The bands played well at the March 2<sup>nd</sup> Ellensburg Windfest and the February 23<sup>rd</sup> Solo/Ensemble performances also went well. Matt will share successes at the March 7 concert.
- 3/7 - Spring Concert. The bands will each play 2 pieces, and a few of the ensembles will perform.
- 3/9 - Large Ensemble Competition will be held at Emerald Ridge High School. Concert Band is playing at 10:55 and Wind Ensemble plays at 1:15. Matt needs chaperones for the 9:00 to 3:15 duration of the trip.

Matt briefly discussed next year's plans of having the concert band, wind ensemble and jazz bands as well as a percussion class and music theory class.

**Treasurers Report:**

Heidi distributed a report showing our booster checking account ending balance of \$2527.42. This reflects the down payment of \$1250 for Showcase emcee John Keister.

**501c3 status:** The IRS has finally reinstated our Tax ID# and we are again waiting for resolution of our 501c3 status.

**OLD BUSINESS**

**Wendy's Fundraiser:** We are still waiting for the proceeds from the Wendy's fundraiser (approximately \$400.)

**Showcase – March 23, 2013:**

- **Venue:** Thank you Michael for all your work reserving and negotiating pricing for the church! Here are decisions thus far.
  - We will have access to the church for auction set up on Friday, March 22 from 4:00 to 8:00.
  - Michael will confirm that we can use the church kitchen by 12:00 on March 23 for cake delivery and refrigeration.
  - Michael will also confirm that we can use the church kitchen to prepare our desserts before and during the Showcase.
  - Auction set up will resume Saturday at 3:00 for "final touches," sound check and stage set-up.
  - Students will arrive by 5:00.
  - Doors will open at 6:00. Program will begin at 7:00
  - The Showcase program must be finished and the church cleaned by 10:00.
  - Matt will distribute a sign-up sheet among the classes for volunteers.

- **John Keister**
  - Keister is excited to be coming back and has promised fresh material. If anyone has ideas for “local flavor” that John can weave into jokes, please let Brad or Michael know.
  - Keister has also offered promotional items for our auction and will let us know what they are as soon as possible.
  - Second (and final) payment for Keister is due March 22.
  - Keister wants a list of live auction items as soon as possible.
  - Mike or Brad will introduce Keister.
  - Keister will prepare a recording for our robocall system. Matt will set this up to run early next week and right before the auction.
- **Dessert**
  - Susan has ordered 6 sheet cakes of each flavor: triple berry crumble and chocolate. Any left-over cakes can be auctioned.
  - Susan and Liz will inventory plates, utensils, etc., and will purchase any needed supplies.
  - Liz will be responsible for coffee and supplies
  - Liz is an experienced chef and will take care of slicing the cakes. She needs student volunteers to help slice and serve cakes.
- **VIP Table**
  - Susan will set the table with china, crystal, and flatware. We will also have a special dessert and beverage to complement the cakes.
  - Matt will find volunteers to be “dedicated servers” for the head table.
- **Promotional Efforts:** Thank you Stacy for preparing the flyers, tickets, and posters for the event! They are beautiful!
  - Boosters and students will take posters to distribute at area locations.
  - Stacy also has a PDF, half-size poster that Brad will post on the website. Stacy will email a clean PDF copy to both Matt and Brad
  - Brad will handle the press release.
  - Brad is working on the Showcase program, which will include bidding instructions.
  - We will promote the Showcase at the March 7 concert. Brad will send an email announcing ticket sales, and that we are only able to accept cash and checks during the concert. (A credit card machine will be available at the Showcase.)
- **Ticket Sales:**
  - Matt volunteered to track student ticket sales and collect money as it is turned in. Matt will give each student 3 tickets to sell. Money or unsold tickets must be returned to Matt no later than March 18.
  - We will also sell tickets at the door during the Showcase.
- **Auction Needs:**
  - Brad will email a final request for donations.
  - Bidding system and checkout procedures: Heidi will use her auction organizing experience to:
    - Record and organize procured donations, updating the on-line inventory tracking sheet as needed.
    - Organize the donations so that they can be easily filed, then ultimately distributed to purchasers at the auction.

- Heidi will redesign the bid sheets to better work with her auction organization system.
  - Heidi will also take care of the bidding numbers, creating a sign in sheet for bidders name, phone number, and email address.
  - Heidi will spearhead the auction cash out and will organize and train her volunteers.
- Nancy volunteered to spearhead the auction item flyers/advertisements for the auction tables. Heidi will provide the display easels to hold the flyers.
- Long tables: The church has 6 long tables for auction displays. Matt will arrange to have 10 school tables available if needed.
- Heidi will check to see if the table covers she has are suitable for the auction tables.
- Nancy will prepare presentation pictures for the live auction items, donor recognition etc.
- **Programs:**
  - Stacy needs all information for the programs by Noon on Friday, March 22.
- **Baskets:**
  - Students are slowly providing donations for their baskets: Disney, movie night, gift cards and chocolate.
  - All baskets will be arranged and wrapped Saturday, March 16, at Whitmire Medical, starting at 9:00 am.
  - We will complete inventory sheets for the baskets on March 16.

## **NEW BUSINESS**

### **March 7 Concert:**

- **Promote Showcase!** Brad and Heidi volunteered to set up and run a table to promote the Showcase and to sell tickets. (Be sure the table can be pushed against the wall for one of the performances.)
- Matt will insert the “half poster” into the concert program to advertise the Showcase

## **Action Item Review:**

- Michael:
  - Finalize negotiations with church: Times we can use the church on Friday and Saturday, and confirm use of the kitchen.
  - Make sure Keister is paid his final payment by March 22.
  - Provide Keister with list of live auction items.
- Matt:
  - Insert Showcase advertising poster in March 7 concert program.
  - Organize student distribution of tickets and collection of money.
  - Recruit student volunteers for set up, serving and clean up.
  - Recruit students to be dedicated servers for the VIP table.
  - Set up robocall solicitation
  - Continue to advertise the Showcase to area schools.

- Continue to advertise and collect class theme basket donations.
- Ask school to advertise on its reader board.
- Arrange to have 10 long school tables available for March 23.
- Brad:
  - Email announcement that tickets are for sale at the March 7 concert, and that we can only accept cash or checks on March 7.
  - Sell tickets at March 7 concert.
  - Issue press release to local papers.
  - Post advertising poster on website
  - Email final request from band parents for auction donations.
  - Create Showcase program.
- Stacy:
  - Send PDF half poster to Brad and Matt
  - Finish Programs
- Heidi:
  - Provide cash box for the March 7 concert
  - Provide easels for auction display
  - Provide covers for auction tables (or ask someone to buy them if needed.)
  - Record and organize procured donations,
  - Redesign and print bid sheets
  - Provide bidding numbers and tracking
  - Spearhead the auction cash out
- Nancy:
  - Create auction item flyers
  - Provide pictures of live auction items and any advertisements, thank you's, etc. to be displayed on the church overhead screens.
- Susan and Liz will
  - Inventory coffee supplies and order more if needed.
  - Inventory plates and utensils and buy more if needed.
- Susan:
  - Set the VIP table.
- Everyone:
  - Distribute posters around the community
  - Keep procuring donations!
  - Organize and wrap baskets on March 16 at Whitmire Medical (Michael and Heidi's office) 1112 South 344<sup>th</sup> Suite #303, Federal Way

Meeting adjourned at 8:30 PM

**Next Booster Meeting – Tuesday, April 9th in the Band Room**

**Website:** [www.dhsbands.org](http://www.dhsbands.org)

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Submitted by Susan Murnen