

**Decatur Band Boosters Meeting
November 6, 2012**

Website: www.dhsbands.org

Meeting started at 7:00 PM, 8 attendees

Directors Report:

- Matt reported that the students are experiencing a short lull between the intense preparations for Homecoming and the upcoming winter concert, where each band will perform 3 pieces. Matt welcomes decorating ideas and stage crew help from parents and/or students for the night of the event.
- The wind ensemble will accompany the choir at tomorrow's Veterans' Day assembly.
- The Jazz band may play for the school board on Tuesday, November 27. Matt needs volunteers to help transport equipment to and from the school and city hall.

Treasurers Report:

- Heidi distributed a cash flow statement showing total outflows of \$147.75, representing a \$70 501 c3 application fee, and fees associated with our website. Ending cash in bank is \$2,772.00.
- 501c3 status: Heidi has completed all required paperwork for the satisfaction of our 501c3 status. We are waiting for acknowledgement from the IRS that all paperwork is recorded. We are able to call ourselves a 501c3 at this time.

OLD BUSINESS

GoodSearch/GoodShop Status:

- No report as Melissa was unable to attend the meeting.

Parent/Student Email addresses:

- Matt sent home a questionnaire for students and parents to complete, updating Matt with parent and student email addresses. Brad now has these addresses, which he will use to keep the band students and their parents informed of Booster events.

Winter Jazz Night –

- Matt is tentatively planning the Jazz Night concert for Wednesday, December 19. As soon as the date is firm, Michael will book the event.
- Matt will invite the Lakota Jazz band to participate in our winter jazz night.
- There was much discussion about the cost benefit of holding the concert at Decatur vs. Our Savior's Baptist Church. We will decide the venue after Michael is able to determine the cost.
- We decided on an admission fee of \$5.00 for adults, free for children under the age of 12. Proceeds will go to the Decatur Band Boosters.
- We also plan to hold the 50/50 raffle during the event.
- We will not host a dessert at this event.

2013 Showcase – When and Where

- Matt determined that March 23 is the best day to hold the Showcase so as to not conflict with other school and band activities.
- We hope to hold the Showcase at the church. Michael will check availability.
- Now that we have a date, Michael will contact the entertainment agency to hire an emcee/entertainer/auctioneer for the event.

Showcase Information – On Website:

- Brad has included a Showcase page on the band booster website to provide information as well as procurement forms.
- Brad will update the procurement form to show the event date of March 23rd.

Showcase Committees:

- Committees include Donation Procurement, Promotion and Ticket Sales, Administration and Accounting, Facilities, and Dessert. We have a several experienced parents (several of senior students) who are spearheading these committees, but we need new parents to join us! We welcome any and all who would like to join us. It is a fun and rewarding experience!

Showcase Donations:

- We have already begun receiving donations from the donation request letters sent out last week. We are getting an early start this year, which should help with the overall ease of planning this Showcase.

Poster/Ticket Design, Administration:

- Stacey Keller, whose son graduated last year, has joined our forces again this year to design and print posters and tickets. Thank you, Stacey! We welcome new members to either assist Stacey, or to help with the administration of the auction items.

Donations/Request Tracking – On Line System:

- Last year we used an on-line tracking system that was convenient for booster members to update and track their procurement efforts. Michael will set this up for us again. This may be set up so that it can be accessed through the Boosters web site.

We Need More Help!

- We discussed ways to spread the word. The Showcase is a large event which requires significant effort. So far only a few volunteers have committed to this effort. Matt will advertise booster meetings on the Robocall system. He will also stress the importance of students and parents attending booster meetings in the band classes. We need to also personally ask parents we know to please attend the booster meetings and to get involved.

NEW BUSINESS

Winter concert is Thursday, Dec 13:

- **Support/Set-up:** Matt will recruit a student committee for decorations
- **Refreshments:** We will again host the booster bake sale. We need volunteers to provide baked goods packaged in portions that can be sold for a dollar.
- **Wreath Raffle:** Stacey will provide a Holiday wreath (maybe two) 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.

Near Term Fundraisers:

- **Boosters:** Debbie Hansen is looking into a fundraiser with Wendys.
- **ASB Fundraisers:** Entertainment Book Sales and Night of Giving at the Supermall are in process. Matt is handling these.

Action Items:

- Michael will book the Jazz Night Concert at Our Savior's Baptist Church, if board approves the cost.
- Brad will update the procurement form to show the event date of March 23rd.
- Michael will check church availability for March 23 and book the Showcase.
- Michael will contact the entertainment agency to hire an emcee/entertainer/auctioneer for the Showcase event.
- Michael will set up the on-line tracking system for Showcase donations.
- Matt will advertise booster meetings on the Robocall system.
- Matt will recruit a student committee for Winter Concert decorations

Meeting adjourned at 8:10 PM

Next Booster Meeting – Tues, December 4th in the Band Room

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Submitted by Susan Murnen