

# Meeting Minutes

**Oregon Band Booster Executive Board Meeting** • September 23rd, 2010 – 6:30 PM  
OHS Band Room • 456 North Perry Parkway • Oregon, WI 53575

Didi King called the meeting to order at 6:34 pm.

Members present: Nick Lane, Mark Miller, Didi King, Dana Lindsey, Erik Kadlec, Colleen Fallon, Jeff Quamme, Jeff King, Claudia Tusler, Janie Pflaum, Judy Campbell, and a special visit from Lisa Chandler.

Minutes from the previous meeting on 8/31/10 were approved.

## **Treasure Report:**

Mark Miller mentioned that the program he's using isn't working properly. He may need to reload the software. He is making payments as they come in. There are three different student accounts that are pending payments to. Mark needs to check with Lisa to verify their student balance.

Mark and Colleen met to go over additional accounting items. As soon as the program is up and running, he will send out student statements by the end of September. Lisa said she would help but she can't do it all.

## **Student Accounts – Lisa Chandler**

A huge "thank you" goes out to Lisa for all her work and efforts on this daunting and manual and labor-intensive task! This is a huge job keeping track of everything related to each student's account for every fundraising effort along with a lot of verifying of the entry of data. Lisa recommended that the transition should be at least 3-4 people in order to get this working properly. One of her primary concerns was the process not being uniform across the board. This would make the input process easier if it was in one format.

Lisa and Mark Miller met to try to streamline the process within the spreadsheet. We would really like to get this process more automated. We need to get more people to get involved to help keep this up to date. All fundraising copies go to the Vice President so if you can't get a hold of the fundraising individual you can contact the VP.

## **Director's Report:**

We have a lot of outstanding accounts. 250% greater than normal! One potential new policy would be having the student account paid in full from the previous year in order to let the student participate in the current year.

Parent Teacher conferences are held on November 11<sup>th</sup> so the meeting Nick mentioned at the General Meeting will need to be rescheduled.

Friday's parade is in full uniform. The game starts at 7:00 PM with a field show during half time – full uniform.

March 5<sup>th</sup> is solo ensembles. Nick said he needs man power to help set up and tear down.

April 29-30 is an organized field trip to Chicago. We need about 8 adult chaperones. The cost is \$100 for 1 day or \$190 for both days.

Nick said that he would like the Tour Director & Treasurer on tour. He needs someone with the checkbook who can write checks when needed.

**Fund Raisers:**

- ✓ W-Club – Homecoming weekend (v-ball & Schusters)
- ✓ Butter Braids – Sale to start November 2<sup>nd</sup>, return November 18<sup>th</sup> with delivery on December 8<sup>th</sup>.
- ✓ Telethon w/letters will go out for Winter & Summer;
- ✓ Coupon Cards

**New Business:**

Passing the torch to the new board – effective October 1<sup>st</sup>.

**Future topics:**

- Regular Newsletter, which includes Director's message, financial status/report, upcoming events, etc.
  
- Passports: <http://travel.state.gov/passport/>

Anybody going to Calgary next summer needs a passport! You can get more information from the website above. If you have available money in your student account, you can use it to pay for the passport.

- General membership meeting Tuesday, October 5<sup>th</sup> 7:00 PM OHS Band Room
- Advertising Banner on Panther Stadium
- Committee reports and key individual involvements
- Budget requests and sub-committees
- By-laws and Policy reviews

**Future meeting dates:**

3<sup>rd</sup> Thursday of each month – Executive Board meeting.

1<sup>st</sup> Tuesday of each month – Band Booster meeting.

**Adjournment:** At 8:03 pm Didi moved to adjourn. Judy seconded the motion. Motion carried.

The next scheduled meeting is October 26th @ 6:30 p.m.

*Submitted by Janie Pflaum, Secretary*