

# Meeting Minutes

**Oregon Band Booster Executive Board Meeting • November 23, 2010 – 6:30 PM**  
OHS Teacher's Lounge Rm 435 • 456 North Perry Parkway • Oregon, WI 53575

Members present: Mark Miller, Erik Kadlec, Colleen Fallon, Janie Pflaum, Jeff Quamme, Jeff King, and Judy Campbell. **Special guest** – Margo VandeZande, Head Chaperone

1. **Call meeting to order**  
Mark Miller called the meeting to order at 6:39 pm.
2. **Approval of Past Minutes**  
Minutes from the previous meeting on 10/26/10 were approved.
3. **Treasurer's report – Colleen Fallon**  
*need snapshot*
4. **Director's report – Nick Lane**  
N/A
5. **Special Guest: Head Chaperone, Margo**
  - a) Margo presented a great overview of what her and other chaperones roles & responsibilities are. A few highlights from her presentation:
    - a. Get all paperwork to Margo by May! – not just the medical forms but the Passports as well.
    - b. Local shows: The Chaps are responsible for band members when they're not under supervision
    - c. We need more chaperones and more medical chaperones
    - d. Chaperones need more time off
    - e. Need to be on top of issues whether it's heat-related and just providing everything the kids need to function adequately
    - f. **Weekend Camp:** There needs to be discussion on chaperoning to let them know that there is a wide variety of time commitment. Once they go, they WILL BE hooked! They need to arrive ½ to ¾ hr before the buses leave.
    - g. We need help getting the equipment on the field. If you're at the show, feel free to help out with this since you're already there.
    - h. We need 20 Chaperones for the Calgary trip. Note that **any help** will help!
    - i. There will be continued communication with Nick and his staff regarding roles and responsibilities.
6. **Student Accounts - Jeff King**  
Jeff is getting up to speed with student accounts. We have to deal with the outstanding accounts. The new format shows nice student account detail information.

## 7. Fund Raisers

- a) W-Club – Football, Hockey, special
  - a. This is going very well since getting rid of Volleyball.
- b) Butter Braids (delivery Dec 8) \$471 going to general fund
- c) Bucky Books
- d) Schuster's – Jeff Quamme
  - a. Jeff stated that there was a \$10K profit. \$1,500 to General Fund; \$8,850 to student accounts. Just under \$49/credit!
- e) Bill's receipts. Judy stated that \$750 went into General Fund

## 8. Old Business

- a) Standing Committee Chairpersons
  - a. Audit Committee.
  - b. Newsletter.
  - c. Policy Review Committee.
  - d. Public Relations Committee.
  - e. Student Accounts Committee.
- b) Transportation Committee – we need the trailer removed from Schuster's. Erik will work with Jeff Quamme on this.
- c) Chaperone (Margo Vande Zande)
- d) Budgeting (OBB; OMAAP) – need Nick's information on this.

## 9. New Business

- a) Transportation Planning- Mark will get with Rhonda on this.
- b) *New items*
  - a. • We were confronted with a burden of \$19,370.10 to pay the Oregon School District. This has become a critical issue as they are looking for payment. As we essentially agreed, the vehicle expenses should be paid and the other expenses understood before payment. Due to the awareness of this payment, Mark proposed we pay the entire amount immediately.
    - i. The real point is not whether these expenses are ours, as much as are they within budget.
    - ii. The school district needs to approve any sale of items over \$1,000.
    - iii. We need monthly statements from the district so we can stick to our budget.
    - iv. We really need to know where we stand with the budget so we can prioritize, justify & reconcile.
    - v. We will need board approval prior to transfer of money.
  - b. We need a *Director's Club* which will be discretionary funds. Erik motioned to create this fund account called **Chevron Club**. Jeff Quamme approved.

**The above items were approved by the board.**

## 10. Items for Future Meetings

- Committee Presentations to Exec Board
- Budget planning at committee level – we need to get all committees to bring numbers to the board & % of budgeting expended.

**11. Future Meetings**

**General Meeting, Tuesday, December 7th**  
**Executive Board; Thursday, January 6<sup>th</sup>**

**12. Adjournment**

At 8:14 pm Judy moved to adjourn. Erik seconded the motion. Motion carried.

*Submitted by Janie Pflaum, Secretary*