

Draft Meeting Minutes

Oregon Band Booster Executive Board Meeting • February 10th, 2011 – 6:30 PM
OHS Teacher's Lounge Rm 435 • 456 North Perry Parkway • Oregon, WI 53575

Members present: Nick Lane, Mark Miller, Colleen Fallon, Janie Pflaum, Jeff Quamme, Jeff King, and Judy Campbell. **Special guest** – Didi King, Committee Chair, Uniforms

1. Call meeting to order:
Mark called the meeting to order at 6:36 PM

2. **Guest Uniform Committee Chair**, Didi King
Didi gave a great overview of her role as *Uniform* committee chair. Her overview was given in a journal entry format which showed what it entails to head up this important aspect. Didi gave us an idea as to what the positives are and challenges as well. There are five people on the uniform committee in January. Didi has had very few responses to help with fittings. She knows that she can't handle it all and needs to delegate more. One area that she could use help with are the hats; washing uniforms; ordering shoes; and help with the fall marching season. She mentioned that she needs two racks to hold the uniforms.

3. **Approval of Past Minutes**
Jeff Q. motioned to have the minutes from the previous meeting on 1/6/11 with minor changes. Judy seconded. Minutes approved.

4. **Treasurer's report** – Colleen Fallon
OMAAP and OMB reports are now created. OMAAP QuickBooks now mimic Nick's line item numbers. The number is the descriptor which is the line number on Nick's – so they are both in sync. High School band fees go to the Booster's on the OMAAP side. Note from Nick that we are Ward Brodt's largest customer with \$6,000 in expenses this year. We've budgeted \$8,000. A lot of items are going over budget so we need to look at this. Tracking where we're at is necessary.

5. **Fund Raisers**
 - a) W-Club – Football, Hockey: these are filling up quickly
 - b) Flower sales – Didi mentioned that this is coming up soon
 - c) Madison Marathon – during camp (Sunday of Memorial Weekend)
 - d) BratFest – during camp (Fri-Sun of Memorial Weekend)

6. Old Business

a) Standing Committees

- a. Audit Committee
- b. Newsletter Editor
- c. Policy Review Committee – there are outstanding items. OMAAP and its function needs to be defined in the By-Laws update.
- d. Public Relations Committee.
- e. Student Accounts Committee.
- f. Transportation (Planning) Committee – we need a better focus on this. Mark is working on setting up an ad-hoc committee on planning for this and what we need to do. The transportation person needs to be on site before we leave for any trips. This includes checking each vehicle; fuel up with appropriate card and not have anybody use their own personal money. The executive board can designate someone to write checks if need be. Colleen was to check out what the surcharges are.

7. Outstanding Items & Unfinished Business

- a) Audit – Mark will get with Didi on this
- b) Budgeting (OBB; OMAPP) – things are progressing
- c) Policy/Bylaws – this needs to be revised (see 6 (a).f). This relates to the **Policy Review Committee**. We need to make sure that the winter programs are included as well as the food committee and sewing committee. Also, review of the definition of “general member”. Should we set up a policy for Drum Corp activity & reimbursements? We need to look at what we have done previously on this.

8. Future Meetings

General Meeting - Sunday, February 13th at 4 PM (no meeting as much discussion)

Executive Board - Sunday, February 13th (before General Meeting)

9. Adjournment

At 8:42 pm Mark moved to adjourn. Colleen seconded the motion. Motion carried.

Submitted by Janie Pflaum, Secretary