
**EATON RAPIDS BAND BOOSTERS MONTHLY BUSINESS MEETING
AUGUST 14, 2007 MEETING MINUTES**

In Attendance: Kathy McWilliams, Tina Reasoner Chris Larson
 Juli Luttrell Kris Ziemer Adam Dunn
 Linda Clarke Carolyn Rocheleau

1. WELCOME AND INTRODUCTIONS

2. COMMUNICATIONS – Chris Larson

- ⚡ **Meeting minutes** of the July 10th meeting were accepted as presented.

- ⚡ **Parent and Student Database:** We are looking for a volunteer to keep our parent and student database up-to-date and also to send out “mass e-mails”. Microsoft MS-Access software is required to use the current database software. *Chris will follow-up on suggested people. Tina Reasoner has agreed to continue doing this until a replacement is found.*

- ⚡ **Web Site Hosting Costs:** A notification has been received from LowCostHosting for the annual web site hosting fee. In the past this has been paid by an individual who is the reimbursed. *Kathy and Tina will investigate setting up a PayPal account for this, and future internet-based billings.*

- ⚡ **Publicity Brochure:** Wendy Tate is designing a tri-fold like brochure which can be used to introduce parents and other band supporters to the Band Boosters. Hopefully this will be ready for distribution at the 5th grade rental night.

3. TREASURER’S REPORT – Tina Reasoner

- ⚡ **Financial Statements:** Reports for 2006-2007 and 2007-2008 were accepted as presented.

- ⚡ **Fundraising Reporting:** Tina has asked that fundraiser coordinators report income to the general fund and student accounts using a standard form to help in the accounting. Discussion expanded to asking coordinators to write-up instructions for each fundraiser which could be used as a “How To” manual for the next person coordinating the fundraiser. *Kathy will put together information which should be included.*

- ⚡ **Presented Bills:** Bills presented for the Jackson Life picnic, colorguard uniform costs and upgrading the accounting software were approved.

4. DIRECTORS REPORTS – Mr. Gumbrecht and Mr. Rupp were at Band Camp and not present.

- ⌘ The marching band fall schedule is now available and updated on the web site.
5. **PRESIDENT'S REPORT** – Kathy McWilliams
- ⌘ **By-law revisions:** These are put on hold until after marching season
 - ⌘ **Lock-boxes:** It is still desirable to secure lock boxes for both director offices.
6. **1st VICE PRESIDENTS REPORT** – Neva Austin was chaperoning and band camp and was not present.
- ⌘ **Band Camp Overdue Student Payments:** *Kathy, Tina and Mr. Gumbrecht will work together in following up on overdue band camp payments.*
 - ⌘ **Missing Tux Jackets:** Several of the guys jackets are missing from the closet. Anyone taking a tux jacket for senior pictures (or for any other reason) should make sure it is returned.
 - ⌘ **Colorguard Updates:** Linda Clarke is putting together a proposed purchase for new colorguard jackets. Approximate cost is \$1,500 (\$75 per jacket x 20 jackets). Profits from the August Jackson Life Picnic fundraiser will be earmarked for this.
- Seamstresses are needed to repair and fit the existing uniforms. Contact Linda if you can help!
7. **2ND VICE PRESIDENTS/FUND RAISING REPORT** – Kim Wing was chaperoning at band camp and was not present.
- ⌘ **JNL Picnic:** Linda Clarke reported this effort raised approximately \$2,400 – Great Job! This money will be earmarked for colorguard uniforms/costumes and supplies being coordinated by Linda Clarke.
 - ⌘ **Farm Market:** Adam Dunn, Carolyn Rocheleau and Kathy McWilliams gave an update on the Saturday Farm Market and weekday corn sales. Sales have been steady through the summer and vendors have also been setting up. Weekday corn sales will continue as long as there is corn to sell.
 - ⌘ **Coordinators Needed:** **Coordinators are still needed for the football concessions, December Wreath sale, ValuCards** (one or two coordinators are needed: one for the high school and one for the GIS/Middle School) and Solo/Ensemble (two coordinators are needed: one for festival arrangements one for concessions).
8. **GIS/MS Representative** – Lori Althouse was not in attendance.

⚡ **5th Grade Rental Night:** Early September. We need to know what level of support is needed.

⚡ **GIS and MS Concert Support:** Larson's will do CD sales. Refreshments?

9. **CHANGES IN SCRIP PROGRAM** – Juli Luttrell

⚡ **Ordering Scrip:** The August newsletter explained how band supporters can now directly order scrip themselves. This more efficient and easier for everyone. So far, all comments have been favorable and there have been no problems.

Reporting of scrip profit back to the organization has changed and is very difficult for Juli to break down the student account earnings. Adam Dunn volunteered to work with Juli and the new software program to see if a report is possible to break down the general fund and student account earnings as has been done in the past.

Next Meeting: September 11, 2007 in the High School Band Room beginning at 7pm.