

Plainfield Band Booster
Meeting Minutes

January 13, 2015

I. Call to order

Those in attendance are listed on the attached sign in sheets.

Tim Underwood, Band Booster President, called to order the meeting of the Plainfield Band Boosters at 7:34 p.m. on January 13, 2015 in the Plainfield High School Band Room.

Tim Underwood welcomed everyone.

Our next meeting will be February 17, 2015 at 7:30 p.m. in the Band Room.

II. Minutes of Previous Meeting

Minutes Approved as Read – A motion was made by Bill Wolfe and seconded by Karen Eibert to approve the Minutes of the Booster meeting held on December 16, 2014 as read. All Boosters present voted to approve these Minutes as read.

III. Report from Michael Carpenter

- a) General Band Classes – The classes dove into a lot of new music. They are preparing for organizational contest in April.
- b) All students were given a rehearsal schedule today to bring home. The Wind Ensemble is more of an extensive rehearsal schedule that the Concert Band.
- c) February 24th is the next concert. It begins at 7:30 p.m.
- d) Pep Band – The Pep Band will be playing at the basketball game this Friday (January 16th). Middle School night should be February 6th.
- e) Winter Guard – They have huge contest this Saturday here at PHS. We have 33 groups coming to the competition. We are taking over the entire building to make this happen. Mr. Carpenter has encouraged the students to be volunteers at this event. If we don't host a successful contest, then we have to raise band fees next year. Please sign up on Volunteer Spot.
- f) Drumline – We are hosting a drumline competition on February 28th. This is a bigger competition than the Winter Guard competition. This competition will take more help. Volunteer Spot will be updated with this information after the Winter Guard competition this weekend.
- g) Solo & Ensemble contest is January 31st at Avon High School.
- h) Josh Carrig (one of our percussion instructors) had a major accident at work yesterday. A filing cabinet fell on him and he fell off the back of the box truck he was on. He shattered his ankle. It will be approximately 6 months to recover.

IV. Treasurer's Report

- a) The Treasurer's Report was given by Harriet Doss.
- b) We have about \$3,000 in the checking account. We have paid bills for guard and drumline uniforms, props, flags, etc.
- c) Harriet is estimating revenue from competitions, drumline & winter guard fees and fundraising to be approximately \$35,000 by the end of April. However, our expenses will be about \$35,000, so we should have around \$3,000 in the checking account at the end of April.

- d) These two upcoming competitions have to be successful. If we have to increase fees, marching band fees will be raised also, not just drumline and winter guard fees.

V. IHSCGA Event

- a) Lengthy discussion was held on the Winter Guard competition we are hosting this Saturday.
- b) All Boosters were asked to contact any person not here tonight and ask them to volunteer at the event this weekend. We need all the volunteers we can get.
- c) We don't want to lose this event or the drumline event due to the lack of volunteers to run the event properly. It was stated that it is an honor to host these events and that the school, band director and Booster board representatives have gone through interviews to be able to land this event.
- d) By hosting these events and bringing in the extra revenue is a way to keep our band fees low.
- e) Mr. Carpenter has printed off job descriptions out of the host handbook for each volunteer position. These will be available for each volunteer on Saturday.
- f) Spectators will enter through Door 7 which will open at 11:00 a.m. Tickets are \$6 each. Children 5 and under are free. If you're working the ticket area, you will have either wristbands or hand stamps on Saturday.
- g) Equipment loading and unloading will be out Door 21. This is also where the groups will enter and the check-in table will be located in this area. Each guard will be given a limited number of passes. After they run out of passes, additional people must pay the \$6/adult admission fee. Students helping with the guards will be \$3 admission fee and seating for these discounted tickets is the backside of the gym only. Greeters will need to walk the groups to their particular space in the hallway they have been assigned to. We have hall monitor positions available. However, if we are short on volunteers in other areas, the hall monitors could get pulled to work in other areas.
- h) A guide will only work a small segment. One guide will not stay with the same guard throughout the day. A guide in one section will take a group to another guide in the next section, then return to their original position to take the next group to the next section and so on.
- i) Groups will go from their assigned hallway to inspection; from inspection to warm up; from warm up to staging outside the main gym; from staging to performance entering through the back gym doors; from performance they exit through the front gym doors and then back to their original hallway.
- j) Guard prop lineup is in the main hallway. For Winter Guard competitions, all props are lined up in performance order.
- k) The choir room will be a girl's changing room, and the drama room will be a boy's changing room. All windows in these rooms will be blacked out.
- l) Students can be judge runners, tabulation runners, judge secretaries, guides, concessions, etc. The only requirement is that students cannot touch any money. Mr. Carpenter has asked each band, drumline and winter guard student to help if they can. National Honor Society students have been asked if they would volunteer to earn service hours. The Ambassadors may also be asked to help.
- m) If any college students are home this weekend and would like to volunteer, please have them complete a background check form and turn it into the main office of the school before the end of the day on Friday. Tarla Bavar mentioned that the school system has inadvertently misplaced some background checks. Therefore, it is probably a good idea to fill out a new background check and get it on file with the school.
- n) Tabulation will be in the Athletic Office. Headquarters will be in the Library. Judges' Room will be in the Community Room. The judges will have their lunch in this room also. It will be brought down to them from the hospitality area.

- o) Hospitality will be in the Library. This is for equipment truck drivers, bus drivers and staff. Critique will also be in the Library at the end of the day.
- p) We are not doing pictures or videos of the performances.
- q) Student participants can hang out in the bleacher on the backside of the performance area or in the cafeteria. The students may bring their concessions back to the cafeteria to eat. There is no eating in the hallways.
- r) We are planning on having the competition streamed on a 5 second delay throughout the school.
- s) The directors will sign up for critique at director check in.
- t) Maps will be posted throughout the school and will also be available for each volunteer.
- u) Each director packet will have a program in it along with wristbands for staff and participants. The directors will be responsible for passing out wristbands to their staff and students.
- v) Concessions will be in the concession stand near the varsity gym. We are anticipating having both windows open. We would like to have at least 6 people working concessions at all times.
- w) Programs will be sold for \$1.00 each. We are having 500 programs printed.
- x) IHSCGA brings their own vendors, and they will be set up near Door 7.
- y) If you volunteered to bring in food for hospitality, you may bring it in through Door 21 and then move your car to either the church parking lot or the parking spaces near the tennis courts. If you are volunteered to bring in food for concessions, you may bring it in through Door 7 and then move your car to the church parking lot or the parking spaces near the tennis courts.
- z) Guards should start arriving around 10:00 a.m. and will enter through Door 21. All groups will stay all day long.
- aa) Parking Lot 1 (outside Door 1) will be reserved for director/staff parking. Once this lot gets full, the directors/staff will have to park in the lots outside Door 7. Parking Lots 5 and 6 (outside Doors 19 & 21) is for bus and equipment truck parking.
- bb) Each position on Volunteer Spot has been broken down into 2 hour shifts. Feedback from previous events has been received that 2 hour shifts are more manageable and allows for volunteers to work in different areas throughout the day.
- cc) Volunteers - All volunteers need to wear something with "Plainfield" on it. If you have a red shirt with Plainfield, that would be best, but any color with the word "Plainfield" will work. Teri will also make sure the lanyards are available for all volunteers. All volunteers need to check in at the Library. If you're working the 1st shift on Saturday, please arrive by 9:30 a.m. Saturday morning for a walkthrough.
- dd) Friday Night - Concessions needs 4-5 people to help with set up. During the basketball game Friday night at 7:00 p.m., please meet in the band room if you can help as we will be taping hallways, moving walls to the fieldhouse, etc. After the game, the windows in the gym to the outside must be blacked out. Black Light Entertainment will be coming in to set up after the game. The Library will be open for set up of hospitality.
- ee) Parking signs will be put out on Saturday morning. There will be no road closures for this event.
- ff) Tim Underwood and Mr. Carpenter will be meeting with the school administration tomorrow (January 14th) morning at 7:00 a.m. to go over final details.
- gg) The best guess for the total amount of people to be at the event is 1,500.

VI. Amendments to Bylaws

This past spring our Bylaws were redone, and the Board has some proposed recommendations for Amendments to present to the Boosters. After tonight's discussion of these proposed Amendments, the Boosters will vote on these Amendments at the February Booster meeting.

The following proposed amendments were discussed:

PAGE 3, ARTICLE 6.1(a)

6.1(a) President.

The President will preside at all Board meetings and Booster meetings. The President may call a special meeting of the Board at any reasonable time.

The President will provide, at least one week prior to each meeting, a written agenda to any eligible members.

The President is authorized to sign checks, for appropriate expenses, and to approve and sign all other documents requiring a signature on behalf of the Boosters or Board. Such documents include, but are not limited to, contracts, correspondence, tax returns, legal or business related filings, and documents required for any other necessary purpose or transaction.

The President can authorize unbudgeted expenditures up to and including \$500 without prior Board approval. The President will present this expenditure at the next Board meeting so the Board will be aware of the expenditure.

The President will serve as an *ex officio* member of all Teams.

PAGE 5, ARTICLE 6.1(c) – 2ND, 4TH, 6TH & 8TH PARAGRAPHS

6.1(c) Treasurer.

The Treasurer will promptly pay, upon receipt of appropriate invoices or receipts, all expected, budgeted bills presented for payment.

The Treasurer will promptly pay any unbudgeted or unexpected bills over \$500 presented for payment with appropriate invoices or receipts, but only after such payment has been approved by the Board. The Treasurer will promptly pay any unbudgeted or unexpected expenses not exceeding \$500 as approved by the President.

The Treasurer will promptly deposit all receipts in the Booster's bank account, and maintain an accurate balance of that account at all times.

The Treasurer will prepare and sign financial statements and reports for each Board meeting and monthly Booster meeting, a year-end financial statement and Treasurer's report, annual tax returns, annual 501 (C)(3) filings, and 1099's.

The Treasurer will promptly produce the bank account statements and supporting documentation for review or audit at any time it is requested by the Board.

The Treasurer is authorized to sign all checks payable from the Booster's bank account, but only if the checks are for a proper purpose and are co-signed by the President.

The Treasurer is authorized to sign any other documents which require a second signature in addition

to that of the President.

Excluding emergency situations, the Treasurer will make certain that any check or reimbursement payable to any board member is approved and signed is subject to either verbal or written approval by at least two non-interested Board members

The Treasurer will assist in the preparation of an annual budget, after obtaining an estimate of fees and costs from the PHS Band Director(s).

The Treasurer will select and supervise a bookkeeper to assist the Treasurer in his/her work.

PAGE 10, ARTICLE 10

ARTICLE 10 **AMENDMENTS**

Amendments to these Bylaws may be proposed by any member of the Boosters. Any proposed amendments must be submitted to the Board in writing for consideration. The proposed amendment will be read to the Booster membership and written copies made available in the next regularly scheduled meeting. All Boosters will be notified of the proposed amendments through email or newsletter or both. The proposal will be discussed and voted on in the subsequent regular meeting and an affirmative vote of two-thirds of the voting members present will be required for the proposal to be approved. Once approved the amendment will become effective immediately.

Any proposed amendments must be submitted to the Board in December for consideration by the Board in January of each year except for those amendments of a critical nature.

PAGE 10, ARTICLE 11

ARTICLE 11 **FISCAL YEAR**

The fiscal year of the Boosters shall be from ~~July 1~~June 1 to ~~June 30~~May 31.

VII. Board Positions

Almost every Board position will be up for election this spring. If you are interested in participating on the Board, please let a Board member know.

VIII. Adjournment

Motion to Adjourn the Booster Meeting was made by Harriet Doss and seconded by Troy Crum.

Tim Underwood adjourned the meeting at 9:01 p.m.

Minutes submitted by: Teri Groeschen on 1-16-15