

# Jacobs High School MUSIC BOOSTERS

General Meeting Minutes - 03/15/2022, 6:30 pm, Zoom

Attendance (registrants):

Linda Blackman, President Lisa Devona, Vice-President Amy Robinson, Treasurer Terry Foster, Orchestra Director Jennifer Parker, Choir Directors Anthony Gnutek, Band Director Emma Placzkowski, Administration	Matt Fraas, Administration Dawn Quast, Choir VP Dawn Bauman, Band VP Laura McMahon, Craft Fair Chair Arlene Dubiel Jackie Wysong Laura Thiesse Janet May
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I. Call to Order

II. Approval of Agenda - motion made by Dawn Quast, seconded by Amy Robinson

III. President's Report - Linda Blackman

A. Summary of Pops event - attendance 479 people, admissions made \$2270, and the raffles made \$858. The total income was \$3129.

B. Spirit Wear shop is active until March 25, link is:

<https://bsnteamsports.com/shop/JHSmscdpt>

C. Scholarships for this summer - \$1500 in budget. The directors have been emailed the application. The due date is April 29. Students who are currently in 9th through 11th grade are eligible to apply.

D. Keeping payment portal open year round - for now the portal will be kept open. The additional cost is \$20 per month. If we make it seasonal and close it for part of the year, we will have to make that "off" season permanent and not change it.

IV. Treasurer's Report - Amy Robinson

21722 ytd income this includes some pass through funds, credit card processing fees and fundraising costs conversation about how we can use quickbooks to provide reporting that groups various fundraising efforts with their costs so we can see how much a particular fundraising event made. We are financially sound and able to contribute the additional funds to the music department for the practice room doors.

V. Business

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A. **Release of remaining \$828 for practice room doors - will require motion and vote.** Using \$10,000 in budget for facilities improvements project, plus \$2000 additional approved by the Executive Board per the bylaws. Approving a remaining \$828 will allow Music Boosters to cover half the cost of the doors. The school will cover the other half, and the installation labor. The motion for the vote was made by Dawn Bauman and seconded by Lisa Devona. Of those present who were eligible to vote (not school staff), there were six votes for and zero votes against. This is approved.

B. Nominations for President, Vice-president, Secretary and Treasurer for next school year.

- Linda Blackman is nominated for President.
- Arlene Dubiel is nominated for Vice-president.
- Jackie Wysong is nominated for Treasurer.
- Ruth Peterson is nominated for Secretary.

#### VI. Director Reports

A. Orchestra - Terry Foster

Orchestra will play at graduation. Thank you for supporting the doors project. His budget request includes more for clinicians because he is expecting a normal year next year.

B. Choir - Jennifer Parker - thank you for the support for the musical. May 3 Jazz May 5 Choir may still do a festival - hoping for more festivals and competitions next year. Choir will perform at graduation as well.

C. Band - Anthony Gnutek - completed Pep Band at basketball games and it was a great experience. April 26 concert may bring in a clinician. Jazz May 3. Time to start planning marching band. Not sure if Memorial Day parade opportunities will be available. Algonquin will have Founders Day.

#### VII. VP Reports

A. Orchestra - none

B. Band - Dawn Bauman - Color Guard concessions sales went very well. Anthony Gnutek added information about how important Allegiance Color Guard is and that this event is a major color guard event, and thanked the administration for agreeing to host.

C. Choir - Dawn Quast - no report

#### VIII. Draft Budget for 2022-2023 school year

There are currently no volunteers for 50/50 Chair or Craft Fair chair. These both provide important income and having volunteers to run these fundraisers is a key factor in our fundraising projections.

The draft budget worksheet was presented with a screen share. The current balance is \$59,000. The remaining expenses still to pay this year are \$26,750. The projected remaining balance we will close the year with is \$32,250. The projected fundraising income for next year is \$17,700. Adding this to carrying over 25% of the end of year balance, we arrive at a total recommended budget of \$25,762.

We discussed the reasoning behind only adding 25% of the carryover to the budget, and the adjustments that were made to the initial requests to get the budget down to the recommended amount. Many

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requested amounts were reduced, or completely moved to a category called “contingent on fundraising”. These amounts can be approved with a vote in a meeting next year as fundraising supports them.

The amount in the recommended budget is the amount that we will ask the organization to approve in the April meeting. Once those amounts are approved as part of the budget, those spending requests can be granted by the president and treasurer without any further discussion or voting because they are part of the approved budget. It is important that the amount in the approved budget is aligned with the projected income. Spending beyond what is in the budget for each category can always be approved by a vote in a meeting next year.

Anthony Gnutek asked if we can add a category to the budget called “Other Opportunities” and have some funds pre-approved for things that may come up that the directors will not know about much ahead of time, but that Music Boosters may want to support and not have to wait for a meeting. Linda, Amy and Lisa will work to make adjustments to the current worksheet to have some funds in this category. Matt Fraas also commented that some of the requests on the budget may be things that can be covered or partially covered by the school. Between now and the April meeting, we will work to revise this worksheet.

#### IX. Questions

Discussion of how the directors will give the number of seniors and which ensemble they are in to Lisa Devona and Dawn Bauman to arrange for flowers for the seniors.

X. Adjournment - FINAL MEETING OF THE YEAR IS APRIL 12 - THIS INCLUDES APPROVAL OF BUDGET AND VOTING FOR BOARD MEMBERS. The motion to adjourn was made by Lisa Devona, and seconded by Dawn Bauman.