

# Westfield Band Boosters

## MINUTES

DECEMBER 14, 2021

6:30 PM

WHS BAND ROOM

MEETING CALLED BY	Lonnie Phares
TYPE OF MEETING	Executive Board Meeting
NOTE TAKER	Maura Clark
ATTENDEES	Kelly Alford Greg Andelin Maura Clark Angie Davis Stacy Hall Tracy Hughes Angela Ku Emily Kidwell Becky Morgan (arrived at 6:40pm) Lonnie Phares Joy Rust  Andrew Muth  Absent: Julie Lakomek

### Officer's Reports:

<p><b>November Meeting Minutes:</b> Stacy motioned to approve November Meeting Minutes; Becky seconded. Unanimous approval of November Meeting Minutes.</p> <p><b>Treasurer's Report:</b> Primary increased – craft show, winter program fees; paid payroll, tarps, uniforms. Concessions -moved money to general and then from general to grant fund. Greenery sale funds received. Grant funds – 3,000 plus left over from ring donations and unclaimed greenery monies went to grant fund. Greg motioned to approve December Treasurer's report; Emily seconded. Unanimous approval of Treasurer's report.</p>
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### Votes:

<p><b>Motion to approve purchase of smugmug for 20% off \$85:</b> Greg motioned to approve the purchase of SmugMug and Stacy seconded; unanimous approval.</p> <p><b>Motion to add an amendment to the bylaws to have all meetings be open:</b> Becky motioned to add this amendment to the bylaws; Joy seconded; unanimous.</p> <p><b>Motion for purchases Andrew has requested (all):</b> Greg motioned to approve purchases; Joy seconded. Unanimous vote for purchases requested by Andrew (including barriers for \$400, male and female mannequins for total of \$140, sound cart for \$2500).</p> <p><b>Board Nominee:</b> Angie motioned to nominate Rae Andelin to the WBB Board. Unanimous vote to ask Rae to join the board.</p> <p><b>Motion to adjourn:</b> Stacy motioned to adjourn; Angie Ku seconded. Unanimous vote to adjourn.</p>
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### Committee Reports:

<p><b>Concessions: Greg...</b> Bit over 3,000 in first 2 basketball games Stocking an issue</p> <p><b>Fundraising: Joy...</b> January - Coffee Feb – Laundry Soap March 7-21 Butter Braids, Delivered April 12 Band Blast – June May – yard signs Greenery – next winter Silent auction at Cabaret</p>
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Need someone to manage dine to donate

Portillos – Nov/Dec – waiting for it to be posted  
Chipolte

Changes to implement:

Doing better at spreading the word among kids  
Fundraisers on google calendar

**Sponsorship: Joy...**

Letter / tiers  
Not granting exclusivity unless very generous donation  
Needs update return tshirt / Winds/Percussion/Guard/No preference for Tshirt logos  
Friends and Family  
Working on calendar year to better align with business contributions  
Digital copy, pdf with qr code / digital link  
If you have relationships w business we can spread the word not to approach them  
Spreadsheet with google drive for various businesses  
Question about Riverview and other healthcare organizations (Andrew will get firm email that it is okay to approach healthcare organizations, particularly given platinum level rewards)  
Working with Andrew, Dave and Lonnie for Meijer support  
80-100,000 people coming into contact with our lists for sponsorships  
Strike while the iron is hot ☺  
Car dealers, banks, etc

**Craft Show: Maura...**

Money – 23,000 profit  
Customers about 2500 people  
Feedback pros and cons – love the kids, want live music  
Changes for 2022  
    End at 3pm  
    Move pancake breakfast location  
    Pancake breakfast for vendors instead of donuts  
    Increased booth cost to increase in table cost  
    Signs/rebranding  
    Senior Parents – Lisa and Becky – need people to take on these jobs

**CSO: Joy...**

3pm and 7:30 on Saturday  
Shifts for concessions at 2pm and 6:30  
Need square and ipads

**Old/New Business:**

**Photo Stuff: Kelly...**

Smug Bug trial expires 6 days; WestfieldHSBands.smugmug.com  
20% off level we choose for year; so \$85 per year is level recommended by Kelly;  
IPA has noncomplete clause with Bateman photography; not able to go into venue with professional level lens; will be getting a media pass (makes pics of percussion more challenging)

**Purchase requests: Andrew...**

1 of these- from either concession – 8 pack of post barriers / stantions for \$400 (need ability to make lines)  
1 of these- from uniforms - 3 pack of male mannequin torso for \$70 (hanging ones easier for space / hang on rack, more versatile)  
1 of these- from uniforms - 3 pack of female mannequin torso for \$70  
\$2500 to replace last sound cart from general fund / primary checking

**Communications: Andrew...**

Create a platform / hub to have central location for info  
Put flowpage link on booster webpage  
Need update Website  
Remind  
Flowpage / google drive

**Bylaw Revision Committee: Lonnie...**

Interested in being involved on the committee, let us know  
Working on that this Winter  
Greg said he was interested  
Maybe 1<sup>st</sup> meeting Jan 5/Wed

**Amendment to Bylaws: Lonnie...**

Currently bylaws state meetings closed w/one open meeting per quarter. We are proposing to add an amendment to the bylaws so all meetings are open. If there is anything that is sensitive or needs to be confidential, we can discuss privately after the meeting. If discussions, just need to follow procedures in Robert's Rules of Order. Operate under standard parliamentary procedures. Open

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the floor for discussion to board members only; or if needed open to include general membership. All meetings are open to the general booster membership.

**WPA Trip Proposal to go to Hawaii in 2023: Andrew...**

Leave the Sunday of Spring Break, April 3<sup>rd</sup>, gone for 7 days  
Putting together trip proposal, will bring to Board in January  
Then take to school board for approval in Feb and then share with everyone

**Trailer Driver: Andrew...**

Difficulty with Trade Winds  
Reached out to Center Grove – they find the driver to hire, school system hires the driver and manages admin stuff (CDL, background check, physical) and we get billed for services through school. We would rent truck. Andrew will explore with admin.

**Nominee for Board: Angie Davis...**

Angie said Rae Andelin would be willing to serve on the board.

## Director's Report:

### Directors Report: 12-14-21

**Andrew (Winds)**

**Concert Bands:**

- Concert Uniforms have been ordered
  - Dresses are in and need to be altered as needed (hemmed)
  - Tuxes are back ordered
- Thank you to everyone that attended Holiday Festival in 2021

**Jazz Bands:**

- Jazz will resume rehearsals after the holiday break. Will start about 2<sup>nd</sup> week after break.

**Pep Band:**

- All students will be required to play 4 games this year (changes due to Winds State Finals and Football game).
- Shirts have been ordered – here for the Carmel game, Saturday after break. Every student gets a shirt.

**Solo and Ensemble:**

- All students have been registered for Solo and Ensemble (Wind Symphony required)
- Wind Symphony, Percussion, Symphonic taken for honors credit (1/4 credit weight; need 3 tris)
- District Solo and Ens is January 29th at Noblesville

**Marching Band:**

- Nothing to report / props disassembled to upcycle

**Winds:**

- Info
  - Prop work days coming in January
  - Tarp Ordered
  - Uniforms Ordered (59)
  - Part 1 and 2 are in students hands
- Needs
  - Parent Coordinator for Winds- Angie Ku
  - Uniform Parent- 1 Parent Coordinator Needed
  - Crew/Prop Parent- Josh and Angie Davis
  - Contest Day Meals- Angie Ku
  - Transportation Plan- 1 Box and Trailer (Trent and Josh)
  - Chaperones- 1 Parent Coordinator Needed
  - Goodie Bags- 1 Parent Coordinator Needed
  - Decorations- 1 Parent Coordinator Needed
  - Banquet- 1 Parent Coordinator Needed
- Upcoming Events
  - 1st Show at Franklin Central on February 12th
  - **Hosting IPA Winds Show in March 12th** (13 Groups; late afternoon start)
  - WGI World Championships in April (we will hold and info meeting in January); kiddos in hotel, covered by Winds fee (Saturday night stay)
- Winter Programs
  - Goals for Winter Programs – Varsity Guard and Percussion to WGI World in 2023
  - Will have Winter Programs Meeting for parents in January – will address volunteering
- Admin
  - Volunteer Med Forms
  - Weekly safety checks on volunteers every Friday (lists to Admin to check)

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**Megan (WG):**

- Info
  - Prop work days coming up, hopefully at the end of December or early January (need tarp to be sure on size specifications)
  - Tarp ordered
  - Weapon lines are set for varsity
  - Olivia Carlstedt has joined the guard staff! She will be working mainly with the JV group but is also teaching flag for varsity once in a while. Olivia is an elementary education student with a background in educational technology. She has spun independently with Onyx A and taught at Alexandria-Monroe and Northwestern.
- Needs
  - 1 Parent Coordinator for JV meals
  - 1 Parent Coordinator for JV decorations
  - Parents to help with prop building for varsity (could be a good opportunity to get JV parents involved and interacting with experienced guard parents)
    - I'm so appreciative to have a robust volunteer list for the varsity, and I'll be reaching out to parent coordinators soon!
- Upcoming Events
  - Dress rehearsal planned for JV on January 29
  - JV's first show at Anderson on February 5
  - Varsity's first show at the WGI Indy Regional Week 1 on February 12
  - Shamrock Showcase on **February 19** (42 groups signed up, registration is closed)
    - Winds will help with Set Up ahead and tear down; percussion will be back to work in afternoon

**Jacob (Percussion):**

- Info
    - Tarp painting/prop work days coming in January
      - We'll need two consecutive days to paint. Ideal dates would be Saturday Jan. 22 (after rehearsal) and Sunday Jan. 23
    - Reusing tarp - waiting on which size to use
    - Uniforms - should be ordered soon
    - Show - should be purchased within the week
    - Needs
      - Parent Coordinator for Percussion - Tracy Hughes
      - Crew/Prop Parent -
      - Contest Day Meals -
      - Chaperones Coordinator -
      - Transportation/Truck drivers (1-2 box trucks/trailer) -
  - Upcoming Events
    - 1st show at Franklin Central on February 12th
    - WGI Indy Regional on March 5th
- I know we had a great turn out of parent volunteers last year and I appreciate that so much! I hope to build on that this year by providing better communication and organization, so that we can maintain consistency season to season.

**Adjournment:**

DISCUSSION	Next meeting: <b>MONDAY January 17, 2022 at 6:30pm</b> Adjourn: <b>8:45pm</b>
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