

# MEETING MINUTES

Richland High School Instrumental Music Booster Club

April 17, 2018, Richland Public Library

Board Members: President: Kent McDonald; Vice President: Arteka Thornton; Treasurers: Robin DeLorenzo, David Husted; Secretary: Paula Call; Media Chair: Suzy and John Higley; Director: Jason Rose; Quad/Pit Chair: Anthony DeLorenzo; Food Chair: Matt Litkke; Uniform/Concert Attire: Natalie Spencer; Fundraising Chair: Dawn Hughes; Apple Fundraising Chair: Jackie Martin; Marching Band Chair: vacant; Membership: Robin DeLorenzo; Awards: Becky Chapin; Color Guard Chair: Amie Clayton

## I. CALL TO ORDER

The meeting was called to order by Kent at 6:30 PM.

## II. APPROVAL OF THE MINUTES

Minutes from December, January, and March were presented for review. A motion was made to approve them and seconded.

## III. OFFICERS REPORT

A. Director – Director had a band performance and could not attend.

B. Treasurer – Robin DeLorenzo /David Husted

- Robin could not attend. A plan is in place to transfer the account to David.

C. Fundraising – Dawn Hughes

- Coupon books are getting pushed back as selling two things at once isn't a good strategy and the baseball team is selling them now. Coupon books are going through the school approval process. Checking into idea of 80% of profit going to kids and 20% to IMB.
- Brax cups sales can start next week. Dawn will put info out on how to do the fundraiser and will give the info to the kids at school next week. We will get cards that will be sold and the customer orders the cup with the code on the card. If the cards are lost we will still be liable for the cost of the cup.
- Tshirts – last day to order is April 30. Dawn is giving flyers to incoming freshman so they can order. Dawn wants to make sure orchestra is included too. Tshirt is generic Richland music program.
- Drums Along the Columbia – Suzy was not able to attend, info will be provided in future
- Welcome Packets for Incoming Freshmen: June 5 meeting, each incoming kid will get a folder with calendar, fee schedule, IMB overview, of the different band programs. Another packet will be sent once a kid has joined to thank them for joining and

## MEETING MINUTES

provide more info. Considering having a table with a banner or sign in the auditorium lobby at Back to School night. Consider having the option for kids to make payments on Monday nights at Marching Band practice.

- Three carwashes planned for over summer. Suggestion that profits can be allocated with 80/20 split for kids/IMB. Suggestion to have other fundraising options at the car wash like sign up for apples, accept donations on the spot, etc..
- Voting for new positions in May - Rich French is willing to take on communications chair. David offered to help redo the forms. Laurel is willing to take on membership chair. Kent will propose making the President a Co-President position. For Fundraising, Dawn suggests having a committee that includes parents with a kid in orchestra, wind ensemble, marching band, etc.
- Kent and Dawn will put together a notebook with IMB Bylaws and things the IMB does.

D. Food – Food Chair did not attend.

E. Equipment – Chair did not attend, Tony will pass on inventory and owner’s manuals to MJ Hughes

F. Media – Suzy

- Would anyone be interested in taking on media chair?

### IV. NEW BUSINESS

- We may want to consider changing the IMB meeting night so that it works better for the band director and band staff.
- Fee Structure – identified last month as an area that could be improved. David described how you can go on the RSD website parents link and make payments. Suggestion that the IMB set forth a suggested fee payment schedule for parents to make incremental payments, and an option to contact Mr. Rose if there is a financial need. For example, \$50 is due on Day 1, the next \$100 is due after apple sales, and the final \$100 due later. Dawn will check with Mr. Rose to see if he has guidance on the fee schedule to meet competition fees, props for show, etc. Dawn will try to find out what the band program budget is and what the school isn’t covering.
- Dawn suggested that we give a SLACK 101 training if that is going to be our main way of communicating.
- How can we find out who sets the \$250 marching band fee and what it pays for? Dawn will ask Mr. Rose.
- Communication improvement initiative – Mr. Rose proposes a communications

## MEETING MINUTES

committee with the mission of improved communications to parents throughout the music program. Rich, Dawn and Paula are willing to join this new committee. Richland High is going to a new program where each kid gets a chromebook, which may provide a means to improve communications.

- The IMB will follow up to schedule a meeting with Mr. Edwards to ensure that the RHS administration is better tied into the IMB. Rich will take the lead to develop an agenda for the meeting.
- Next meeting Tuesday May 15. IMB will explore other locations to meet, since library isn't available.
- Music awards night is May 29. Becky Chapman has requested pictures of any and all pictures from the year, especially seniors. Kent will introduce the IMB at the event, Dawn will cover fundraising opportunities
- Hogs and Dogs is June 21, IMB and kids can show up and help clean up at the end of the day, take down tents, etc., and the event gives a donation to the IMB.
- Planning to do movie night for kids during marching band camp.
- Discussion of the need to promote the band and its activities in the school and in the community and improve the reputation, culture and support for the music program

There being no further business the meeting adjourned at 8:04 PM.

Respectfully submitted, Paula Call, Secretary