



Music Booster Meeting Minutes

May 21, 2024

Meeting Attendees:

Cheryl Morecraft	Toni DiOrrio	Pam R
Barbara Fields	Craig Sparacino	Jennifer Connolly
Kelly Busovsky	Ross Forney	Sarah Boone
Monika Rossi	Pama	Kajari Shah

- 1. **Opening- Meeting** began at 7:00 pm.
 - a. Link to bylaws sent and google drive for playbook and documents discussed. We need to move more main documents into a common folder.

- 2. **Approval of Minutes:** Minutes from last month were not taken. Need to do approval of minutes in future meetings.

- 3. **Treasurer Updates:**
 - a. Tony shared Craig's Profit and Loss documents as well as Tracked Chart of Accounts. Tracked Chart is more of a summary (with income on the left, expenses on the right), Profit and Loss is line by line.
 - i. New items -
 - 1. Completed Cabaret items (\$5500 in/\$2900 out)
 - 2. Grease Concession and Kiss the Cast income listed. He included the door tickets even though that will be returned from the school. (about \$2900 came in, \$1500 were spent)
 - 3. Trips are mostly done - we are spending more on these trips than we are getting from income. We are about \$8000 short, however, there were offsets as well from various fundraisers (pancake breakfast and WAWA).
 - 4. Tuition Raffle (includes fee collection). Need to discuss a way to get costs minus PayPal fees.
 - 5. Marching Band - 2023 funds are about done, 2024 funds are coming in. Two donations are coming in. Ross and Craig discussed some expenses - one for flags and another for honor band.
 - a. Ross also discussed colorguard uniforms - this one with a character needs to be purchased in bulk. Since



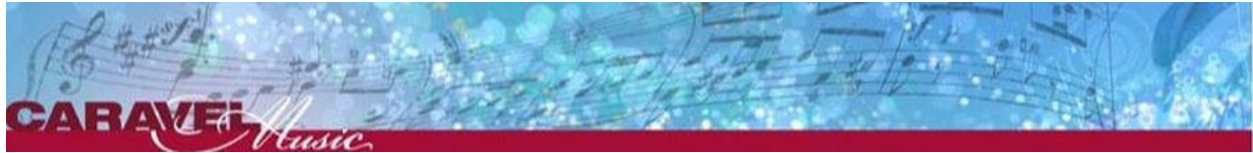
the guard cannot purchase their own, Ross is asking the boosters to cover the cost and then have the parents reimburse the boosters.

- ii. Looking at Outstanding Activity - at this point, just closing Marching Band of last year as well as paying the winner of the Tuition Raffle (about \$9000 total outstanding activity).
- iii. Craig reviews Major Events - this is how money is used and how the students are impacted.
- iv. Jen Connolly mentioned that her company is sending another donation. Craig will keep in touch with the finance department in the event that it comes post school closing.
- v. Pam Rousseau asked a question regarding revenue vs. expense explanations. Craig said revenue was money that came in whereas the expense is what was given back to the students/school/etc. The cost of the event was not part of the Major Events section, but he does have it in the line items. She also asked about Marching Band - to close out 2023, Pam has items to send in for reimbursement as her husband's company will match her reimbursements which will become a donation. The amount is to be determined. Pam and Ross also want to work out a system for static allocation names so they can easily determine how much categories cost.
- vi. Kelly sent a reminder that accompanists need to be paid and those invoices will be sent.

4. Faculty Updates/Announcements:

Sarah-

- EEC Music is going great! We have our last class next week!
- General Music (6th-8th) classes are learning how to play Ukulele. We are learning a little bit about the history of the Ukulele, and are learning the parts of the instrument, how to tune, how to play chords, strum patterns and songs.
- US Choirs had a wonderful concert last week and were amazing! So proud of this group and all of their hard work this semester. Senior night was a huge success.
 - This is the last week of in person rehearsals for Choir. We are having open rehearsals this week for any interested students 8th-12th (Wednesday - Elite, Friday - Women's).
 - Our end of year celebration is tomorrow (5/22) evening. We will have an asynchronous assignment (end of year form) during the week of May 28th-31st. Can't believe the year is almost over!



- Glee Club had a great time at the concert last Wednesday and sang beautifully! We are having our last rehearsal on Thursday and will be announcing awards then.

Kelly -

- Thanked the boosters for all of the FAF support.
- Packing has begun and music is being collected. End of year surveys are being done, what was good, what could be improved, what kind of music they want to sing.
- Kelly is looking into music for next year.
- 3rd/4th grades are finishing up with recorders.
- 2nd grade is finishing their secret chicken - Kelly wanted to get some funding for some of the winners. Information will be sent shortly.
- DSO trip for 3rd and 4th grade is tomorrow. They will be hearing a hip hop artist at Dover HS.
- Little Bucs is rehearsing for American Young Voices trip on 6/6/2024. Trip packet is being finalized for Barbara for the bus (ONE) and Remind chaperone group.
 - They will need snacks, water, and tips for the drivers. Kelly will need access to money.
 - Another teacher assistant as a representative and they have chaperones.
 - Total headcount at this point - 51 people.
 - Kids are bringing their own lunch and asked to bring money for dinner. The kids are leaving around 10:30 and coming back after 10:00 that night.
 - They will get their drawstring bags that morning which will be supplied with snacks and water.
- Kelly confirmed that Craig had the correct raffle winner name to bring for Caravel.
- Zach and AJ - maintenance guys - hoping they could get gift cards as end of year gifts. They work hard to get chairs and risers set up. The gift cards will be discussed offline and competition shirts are pulled.
 - Barbara then reviewed the form to fill out to request payment and the process to get funding reviewed (the department head needs to approve it and if so, then the board votes on it). Ross asked if this process is because of our bylaws or because we are a non-profit. Ross mentioned the process might be based on the amount requested. Barbara said she heard of the form from our former president who shared the location of the form and that it needed to

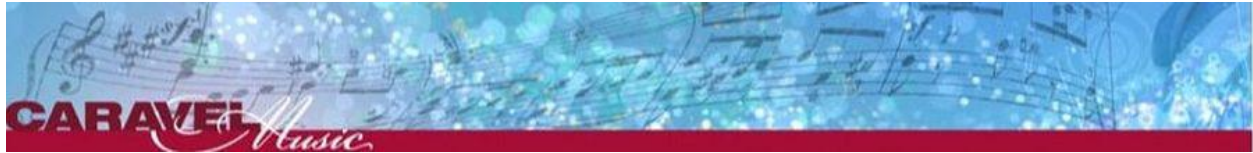


be done. She will reach out to the former president to see how it should work.

- Kelly then suggested this go offline - as parents can use the paperwork to request donations from the boosters. The teachers never used the form in the past.
- At the concert - it was discussed to see if they could do donations for the Upper School attire. They usually get tuxes and dresses but they are short on pants. Perhaps the clothing resale could also advertise donating back concert attire. We will add that concert dress can be accepted for the resale.
- There was a discussion as to if there was room in the band room to store their extra concert attire. Monika and company were commended for their organization of the band storage unit. Barbara is going to look into makeshift wardrobes to hang up extra tuxes and spare parts.
- Sarah suggested we look into the renaissance dresses as that is on the docket for next year.

Ross-

- **Amazing concerts! Everyone had lots of fun and thanks to Ms B, lower school got a lot of hype for band.**
 - He had many chaperones for the middle school kids. The kids understand their expectations and they improve more every year.
 - Lots of help setting up and working senior recognition.
- **Marching band registration is available with a full breakdown of the season commitments: <https://forms.gle/JJyayAvZ5TNSZH3L6>**
 - 32 people have registered so far - at least 5 or 6 more may join.
- **Instrument petting zoo was a raging success**
 - Ross was able to advertise for band and instrument petting zoo by being part of the lower school fine arts festival especially since he does not teach the kids in 1st-3rd grades.
- **Zeswitz music is our new rental company, and boy howdy are they great**
 - 50 of each reed needed, extra instruments, and 10 mouth pieces for each brand instrument as well as tons of sanitizing spray. This is a wonderful relationship. So far there is no catch - all they get from Caravel is that we recommend kids rent through Zeswitz. He can suggest other companies but that he recommends Zeswitz. They are out of PA.
 - Jillian Wu recommended Zeswitz to us!



5. Tri-M

- **Tri-M has recently completed a few service and volunteer projects with**
 - **The EEC Sing Along Project (Jr.) - success! EEC teachers are already asking for them to come back**
 - **The concert performances of the loyalty song - inspired idea of the junior officers - great addition to the shows.**
 - **Volunteering at the 27th Annual 5k Run Against Domestic Violence**
 - **Kids did a great job - as they have all year.**
- **Elections will happen in the fall.**
- **We are organizing and getting ready for next year. Need to do an inventory for Tri-M items and get final service hours in by May 31st.**
 - **EEC sing along stuff may happen again next week and inservice days will have hours available for the students**
- **Tri-M had an incredible end of year project with the Instrument Petting Zoo! The new company they are working with (Zeswitz) brought so many extras and more mouth pieces they were incredible. They have better rates as well. They also have a better policy for repairs - guaranteed one week turn around! You should get a loaner the same day. If not rented through Zeswitz, you get a 30% discount on repairs. Invitation went out to the entire lower school.**

6. Trips update-

- a. **Music in the Parks trips are completed for all grades.**
- b. **Trip coordinators will be needed for next year as Kim Keane is leaving Caravel. Barbara has volunteered to help out. They are hoping to have parents for each trip. Ms. Bergner has received her auxiliary to be the teacher helper for all middle school trips. Ross recommended some band parents.**
- c. **Upper School trip for next year is in the planning stages. It will be shared hopefully in June's meeting.**

7. FAFs are done! Successful shows by all.

8. **Ross has good news - Zeswitz has provided a quote for a new Sousaphone. A new metal King Sousaphone with teacher discount - \$5730! Students made a new video of our tuba player Hannah holding the tuba hoping to start fundraising to pay for the new sousaphone! Ross has a PO in to Caravel for half of the tuba. Payments for the donations were discussed - using a jotform with paypal or will we add Venmo? We discussed the various fees (1.9% and \$0.010 which is slightly better than paypal) involved and how to work around them. Ross would like to get Venmo setup.**



9. **Music Boosters Online Store** - site is live - prices and inventory is up to date.
 - a. When order is placed, an email goes to the boosters and Monika would like to have it sent to her as well. Barbara has a filter set up in the email from Weebly.
 - b. Bins are also set up at the resales and they can use that to advertise the web store. Flyers can be made and distributed.
 - c. Meet the teacher is on 8/29 which will be the next clothing resale.

10. **New Business**

- a. For new executive positions, there are open representatives for choirs and bands and currently only marching band has a representative. They would to use categories for representatives (instrumental, choral, and theater) - Pam would be the Instrumental Rep. Geralyn has been suggested as the Theater Rep. These representatives would be on the executive board. Monika asked what would happen if these positions changes hands - would we vote on replacements? At this point, the bylaws need to be reviewed which we will do in June. Craig suggested the current team should rewrite the bylaws before adding new people to the board. We are voting on the officers in June so we can review the bylaws and everything then.
- b. Barbara asked Pam if she has everything she needs as marching band starts in the summer. Ross feels confident the parents have everything they need and member contracts will be going out next. Ross assured Pam that there are procedures in place to access the funds. Tony has a card and can also purchase things if needed and send expenses to Craig. No one wants Pam to pay a ton of money out of pocket and wait for reimbursement.
- c. We will have a parent meeting on June 11 to discuss the playbook, the bylaws, and booster parent recruitment. Discuss google drive organization and consolidation.

11. Meeting adjourned at 8:53 pm.

Bylaws: <https://drive.google.com/file/d/1VqCklxeNy9EtrCHI7jqTGpOrUbh3stEm/view?usp=drivesdk>

Playbook: https://drive.google.com/drive/folders/1fIMXdtnUTzyyGiF2eTfS6Em-Y5MYQ_yv?usp=sharing