

Music Booster Meeting Minutes - Thursday, May 2nd, 2019

Meeting Attendance-

Jeff Meyer, Chris Rohde, Jes Schmouder, Carolyn Willoughby, Sarah Mckendree, Wen Jing You, Robin Berkebile, Laurie Karl, Andi Cveykus, & Matt Schmouder

Approvals-

Minutes from April 3rd meeting: 1st- Sarah Mckendree, 2nd- Chris Rohde

Agenda: 1st- Chris Rohde, 2nd- Carolyn Willoughby

Financial reports: Chris Rohde

Scholarships- There are three musical students and no art students that meet all the requirements for this scholarship this year. We, as a board will form a committee, in accordance with the requirements on the application to read, choose and vote on which applicants will receive this scholarship. We will also decide how to split the monies between each of the qualifying applicants. We voted at the April 3rd meeting that we could use up to \$2000 between each of the qualifying applicants.

Concession stand electrical safety issue- Martha Ringler said at the last meeting she will speak with Wayne Munoz, the director of Buildings and Grounds to see how we need to proceed to fix this issue. Wayne can let us know how to start, who to talk to and/or what steps to take with how the district would want us to proceed with this. She was not at this meeting, so we did not get an update on this issue.

Concession stand help for next year: Sarah Mckendree is still looking for other parents to help run the concession stand for next year. It will run better if there are multiple people to help cover all the fall sports games. The coordinators miss their child's games when there are not enough people to cover the stand so they can attend their child's away games. It was suggested that we talk with the school asking the people that run the school facebook page to ask the district parents for help. It was also suggested to create a facebook page to get more parents involved, but we already have a facebook group that is used to communicate with the parents when help is needed.

Donating/throwing away concession stand leftover food- Sarah Mckendree spoke with St. Vincent de Paul and as long as the food is not expired, they will take it. We will need someone to drop it off to them during their open hours.

Fire extinguishers- We voted at the April 6th meeting to purchase up to three fire extinguishers so we meet the safety requirements for the concession stand. Also, a K

extinguisher to use for grease fires. We checked the concession stand and we do have one A, B, C extinguisher centrally located. There is also a K extinguisher located right beside the fryers. The locations and numbers of extinguishers are up to code and we will not need to purchase any more. They are good until November 2019. We will need to remind the school to check them when they check all the other extinguishers located throughout the school.

Disney Luggage shipment reimbursement- Three students left the school early to fly down to Disney instead of riding the bus. Their luggage did not make it on the bus and was left at the school. Jim Berkebile shipped it to Disney so they had their clothes and belongings needed for the trip. Andi made a motion to pay Jim Berkebile back \$257.08 for the cost of the shipping. 2nd-Sarah Mckendree

Concessions being an officer position- If whoever runs the concession stand is not an officer, they will need to contact an officer each and every time any food needs to be purchased for the concession stand. There are games Monday through Friday in the fall. Sam's club purchases are needed frequently. Also, purchases like pizza and other food will be needed to be purchased daily. Only officers can use the booster credit card to make these purchases. So, if the concession stand chair is not an officer, they will have to contact an officer to go and purchase this food every time it is needed. We decided to vote on this next meeting.

Election of new officers- Jeff Meyer will talk to Jerrod Cannistraci about what we will need to follow for officer positions for next year. We will vote at the the next meeting (June 5th, 2019) for our new officers.

New concession equipment- We are in need of another pizza warmer since our insulated red boxes do not keep the pizza warm. We need to be able to hold multiple boxes of pizza hot at a time. The pretzel machine is not fit to be used anymore and needs to be replaced. Our microwave stopped working during track season and will also need to be replaced. We need to check with local business to see if they would have any of these that we buy from them. Also, if anyone has a microwave they could donate that would be helpful. If we can't find used ones to buy, we will have to purchase them before fall sports start.

Financials- Chris Rhode found that the accounts were about \$6000 off after all the Disney payments came in and out. She was told that the boosters cover the cost of the teachers and nurse to attend this trip. The group was never told this. We feel it should have been brought up in a meeting so we could have voted on it. Had we known about

it ahead of time, we could have worked half of the cost in the student's payment and the boosters could have covered the other half. Or we could have run another separate fundraiser to help cover these costs.

Booster Google account- Instead of the secretary keeping all the meeting agendas and minutes in their own personal account, we could create a google account, dropbox or another account to keep that info and be able to pass it on when they leave that position. All agenda's, meeting minutes, treasurer's reports, bylaws, and any other info pertaining to the group can be kept all together. The officers and teachers will have access to this information so they have all the needed info for the meeting if anyone can't attend. They can review all reports, and make any necessary changes before the meetings and whichever teacher can attend the meeting will have all the needed information to have printed out before the meeting starts. This will also keep all the information together and be able to pass it on to the new officers. When an officer leaves their position, they can be removed and the new officer can be added.

Next meeting will be held in the art room on **Wednesday, June 5th at 7 pm.**

Motion to adjourn meeting- 1st-Sarah Mckendree, 2nd-Carolyn Willoughby. All present were in favor.