

Big Hollow Middle School Fine Arts Boosters

Meeting Minutes

Tuesday, September 3, 2019

I. Call to order

Susan Gaedtke called to order the meeting of the **Big Hollow Middle School Fine Arts Boosters** at **7:33pm** on **September 3, 2019** at Big Hollow Middle School in Ingleside, IL.

II. Roll call

The following persons were present: President Susan Gaedtke, Treasurer Sonya Dickson, Secretary Lisa Gvozdev, Coordinator of Volunteers Carol Baker, Director of Fundraising Kim Christesen, Director of Plays & Musicals Amy Cruz and Teacher Liaisons Julie Dee (Choir), Sara Kumpula (Band), Denise Maifield (Theater/Speech).

Guest: Dan Knowles.

III. Approval of minutes from last meeting

Amy motioned to approve the minutes of the August 13 meeting; Kim seconded the motion - all approved; motion carried.

IV. Updates

a) Choir update: Julie

Auditioned Choir starts this Thursday.

T-shirt designs are going to Tad; Julie was thinking about the Boosters possibly giving him a gift card for his screenprinting work.

b) Band update: Sara

Band t-shirt designs are being worked on too.

Jazz Band auditions were held today and there was a large number of students that auditioned.

Dan was looking at running an academic Jazz Club so no students needed to be cut from Jazz Band. The fee would be \$70 per student, which would cover his stipend and any music needed. He is looking at holding it on Thursdays and is going to check with the school on if fee payment should go through the school or through the Boosters.

c) Art Club/Set Crew update: Julie/Denise

Art Club will be starting up in the spring; the new art teacher has been busy settling in.

Set Crew looks good; there is a total of 15 students signed up so far.

d) Theater update: Denise

The musical has 52 cast members; all fees are due September 18 and the budget looks good.

Julie will talk to Tad and see if he is able to do the musical t-shirts; that shouldn't be a problem. Denise is going with no names on the backs of the tees this time.

Denise is planning on the having the cast of the musical visit the primary and elementary schools on October 25.

e) Speech update: Denise

Denise is planning on attending an IESA workshop on September 13, and requested a check for \$50.00 made out to IESA. This is in her budget.

She needs her t-shirts for approximately October 25, and will have the students' last names on the back.

f) Fundraising update: Kim

Julie talked to Tad about making our spiritwear for us and so far all is good.

We are tax exempt with See's Candy until 1/1/21. Kim is going to look online at their fall flyers, etc. and recommended that we pay with a debit card. This will give us a quicker return. Students will be able to take their candy purchases home with them from school, and we can have a pickup at the band concert night if needed too.

The Tyler Matthews plaque is now on display in the Fine Arts hallway.

We are hoping to put the Wall of Fame at the entrance to the multi-purpose room.

g) Communications update: Carol

Carol was needing some time to complete the calendar.

The new ADA compliant website will unfortunately not be including any links.

h) Miscellaneous: All

We should plan on having our new Fine Arts Boosters design by our next meeting.

Susan would like to have a couple of Fine Arts Boosters tablecloths made; Kim said we may have some that we can use instead of buying new ones.

We will have students with collection tins at our October concert.

The Fine Arts Dance on October 4 will be called Cosplay Your Way; last year we spent a total of \$800 on the dance and made \$1,442.00.

This year, it was decided that \$900 should be put towards the dance. That includes the approximate costs of: \$250 for the DJ, \$125 for pizza, \$300 for concessions,

\$125 for decorations and \$25 for photo developing. Sonya motioned to approve \$900 for the dance; Kim seconded the motion – all approved; motion carried.

Posters for the dance should be made and hung up by next Friday.

Sonya mentioned that McAfee needs to be updated for our laptop and this will cost \$70. Amy motioned to approve \$70; Carol seconded the motion – all approved; motion carried.

Switching our bank account over to Chase was discussed. This will be beneficial to us for many reasons besides the fact that we have been having too many issues with BMO Harris: accounts with a balance of \$1500 or less will be charged only a \$12 fee per month; separate access accounts are allowed and board members will be allowed to have their own debit cards.

The plan is to keep our BMO Harris account at \$5000, to start building up our account at Chase, and to then switch over to Chase completely. We will need about \$100 to switch banks (covers new checks and various fees); Amy motioned to approve the \$100; Kim seconded the motion – all approved; motion carried.

Sonya is planning on updating the profit and loss form she has been using.

i) Finance Report: Sonya

Current account balance as of 8/30/2019 was \$4,711.58. Total deposits and interest payments came to \$53.48, total debits came to \$36.84 and fraudulent charges came to \$32.14.

No checks were written between meetings.

The following checks were written during the meeting:

Check #1633 was skipped.

Check #1634 for \$50.00 to IESA for workshop fee (already budgeted) for Speech.

Account balance after tonight's meeting is \$4,661.58.

Recap of money needed:

\$900.00 for the Fine Arts Dance.

\$70.00 for McAfee updating.

\$100.00 for new bank account fees.

j) Public Open Forum: All

V. Adjournment

Meeting adjourned at **9:07pm**. Amy motioned to adjourn; Kim seconded the motion – all approved; motion carried.

Minutes submitted by: Secretary Lisa Gvozdev

