

Big Hollow Middle School Fine Arts Boosters

Meeting Minutes

Tuesday, October 1, 2019

I. Call to order

Susan Gaedtke called to order the meeting of the **Big Hollow Middle School Fine Arts Boosters** at **7:32pm** on **October 1, 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, Coordinator of Concessions Jenni Johnson, Director of Fundraising Kim Christesen (7:48), Director of Plays & Musicals Amy Cruz, Director of Art Club Sessie Carlson, Director of Band Casey Torrey (7:36), and Teacher Liaisons Julie Dee (Choir), Sara Kumpula (Band), Denise Maifield (Theater/Speech), Dan Knowles (Band).

III. Approval of minutes from last meeting

Amy motioned to approve the minutes of the September 3 meeting; Sessie seconded the motion - all approved; motion carried.

IV. Updates

a) Choir update: Julie

Tad came up with the new logo for the Boosters. Carol motioned to approve; Sonya seconded the motion – all approved; motion carried.

Tad will be cutting the letters for the eighth graders' last names for the t's, but Sessie mentioned a heat press might be a good thing to look into for the future, as 120 students need their names on the t's.

We are keeping the Cricut; Meghan will be bringing it to school this coming Saturday. We need to purchase white vinyl for it. \$150 was allotted for it; Sessie motioned to approve; Lisa seconded the motion – all approved; motion carried.

Junior Auditioned Choir will be meeting Tuesday morning. There were questions as to what happens to the extra money collected for fees if there is a \$600 stipend allowed for it. Do we maybe need to have a separate Junior Auditioned Choir Budget?

Grant HS got a new piano and would like to give us their Baby Grand Piano. Tuning costs are already in the budget, but moving costs are not, so we are going to look into what it would cost to move it here.

ILMEA is happening on November 2; there are ten 6th graders going at \$10 each (Boosters pays \$5 of each) and 15 7th and 8th graders going at \$20 each (Boosters pays \$10 of each). \$214 was requested to cover the costs for ILMEA; Kim motioned to approve; Carol seconded the motion – all approved; motion carried. We are waiting to get details on the bus for that morning.

The Band and Choir Concert will be held on October 23; help is needed to set up about 4:30PM. NJHS was possibly going to be asked to babysit that night.

b) Band update: Sara

T-shirts came in today, and almost all fees are in.

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

Set Crew has been going really well with the Saturday afternoon sessions; the new art teacher is planning on going to the next two sessions.

d) Theater update: Denise

The budget is on track and all but one activity fee for the musical is in. This one fee may possibly be a scholarship.

Denise is working on the signup sheet for the Boosters; she already has one ready for the parents.

\$650 was requested for concessions for the dance and musical; Sessie motioned to approve; Carol seconded the motion – all approved; motion carried.

We cannot advertise or ask anyone to videotape the musical. Dan can do it with a zoom camera that he has.

e) Speech update: Denise

All money is in; Denise needs 35 t-shirts. She is going to go to Ultimate Screenprinting for them and is looking at possibly having multiple colors on them.

\$126 was requested to refund the Smith family their Speech and Acting fee due to medical reasons. Amy motioned to approve; Jenni seconded the motion – all approved; motion carried.

f) Fundraising update: Kim

We will be handing out the See's candy brochures to students on Monday, November 19 and need orders in by December 2, with December 6 being the last date to accept them.

The donor wall was discussed more; the Boosters took a look at "A Note of Thanks" picture. We'd like to see mockups of sizes of the notes we'd be using and would like to secure a consistent source if we decided to use them.

A paper order form is being worked on for Spiritwear. Options are going to a hoodie, bag, short sleeved t and long sleeved t. Colors will be blue with white and grey with black.

g) Communications update: Carol

Now that we have been updated to the new website, Carol will need access to the website and will need some training.

Susan will be sending out our newsletter soon; please send her any info to include.

h) Miscellaneous: All

We still need to check on what kind of tablecloths we have that we can put our new logo on.

The Fine Arts Dance will be October 4 at 6:30; a new editable sign-up sheet will be going out.

We are holding off on switching banks; one of the issues with Chase was the assumed name. To add an assumed name, we would have to register it with Lake County, have it notarized, publish it in three area newspapers for three weeks in a row and redo the process again whenever the Boosters gets a new president.

Sonya brought the cash boxes and cash to the meeting; Julie will pay the DJ the \$250 cash out of this the night of the dance.

i) Finance Report: Sonya

Current account balance as of 9/30/2019 was \$10,366.51. Total deposits and interest payments came to \$12,629.16, total debits came to \$268.90 and maintenance fees came to \$20.00.

The following checks were written between meetings:

Check #1633 for \$222.33 to Amy Cruz for Musical Props.

Check #1634 for \$50.00 to IESA for the Speech Workshop.

Check #1635 for \$10.00 to Secretary of State for the Annual State Report Fee.

The following checks were written during the meeting:

Check #1636 for \$184.41 to Denise Maifield for Musical Reimbursement.

Check #1637 for \$309.06 to Meghan Crowley for Musical Reimbursement/Set Materials.

Check #1638 was voided.

Check #1639 was voided.

Check #1640 for \$77.66 to Rob Kolar for Musical Reimbursement/Audio Visual.

Check #1641 for \$828.33 to Kim Christesen for Musical Reimbursement/Costumes.

Check #1642 for \$84.01 to Amy Cruz for Dance Props and Decorations.

Check #1643 for \$126.00 to Megan Smith for Speech and Acting Refund.

Account balance after tonight's meeting is \$8,757.04.

Recap of money needed:

\$150.00 for vinyl for Cricut.

\$214.00 for ILMEA fees.

\$650.00 for Dance and Musical Concessions.

\$126.00 for Smith Speech and Acting Refund.

j) Public Open Forum: All

V. Adjournment

Meeting adjourned at **9:04pm**. Amy motioned to adjourn; Carol seconded the motion – all approved; motion carried.

Minutes submitted by: Secretary Lisa Gvozdev