

BAND BOOSTER ASSOCIATION
NAPERVILLE CENTRAL HIGH SCHOOL
THURSDAY, AUGUST 18, 2011

MINUTES

The Naperville Central High School Band Booster Association (BBA) meeting was called to order at 7:10 p.m. on Thursday, August 18, 2011 in the Band Room at Naperville Central High School.

In attendance:

Executive Board Members

DJ Alstadt – Director of Bands
Brandon Estes – Associate Director of Bands
Paul DeKruiff – BBA President
Paul Sweeney – BBA Vice President
Christine Robinson – BBA Treasurer
Denise Yaneck – BBA Secretary
Haley Abreu Kling – Volunteer Coordinator

Outgoing Executive Board Members

Tom Rogers – (Outgoing) President
Tom Byron – (Outgoing) Vice President
Margaret Donahue – (Outgoing) Volunteer Coordinator

Coordinators/Chairpersons/Liaisons

Sharon Oliver – Asst. Director for Marching Band
Mary Adams – Uniforms
Karen Baniewicz – Market Day
Lisa Heigl – Marching Classic
Kathy Moran – Student Accounts
Kim Musto – Band Camp
Lynne Nolan – NCHS Student Services
Jill Quick – Spirits
Karen Rogers – Website
Roland Tomsons – Media Communications & Historian
Michelle Crebo
Jon Grainger

Everyone provided a brief introduction of him/herself.

APPROVAL OF AGENDA

Mr. Rogers moved, Mr. Byron seconded the motion to approve the agenda. All ayes; motion carried.

DIRECTOR REPORTS

Mr. Alstadt: Has been in communication with committees. He thanked Ms. Musto for organizing band camp; it was well organized, had great execution, and set the stage for an outstanding year.

Mr. Estes: The students are doing a great job, section leaders are showing their leadership, and the program will be brought up to a higher level.

Volunteer requirements: All students in extra-curricular bands (such as jazz or marching band) must participate in a minimum of three fund-raising activities. The Drum Show is now part of the curricular band program; for now it will remain where it is on the web site.

Volunteering is tracked. Contacts such as e-mails are sent to those who still need to fulfill their minimum requirement.

PRESIDENT REPORT

A transition meeting was held on Tuesday of this week. The meeting went well.

Mr. DeKruiff is working with Mr. Alstadt and Ms. Nolan on a welcome letter that will be sent to all parents.

The BBA By-laws require an Operating Procedures Manual. While the manual is being developed, Mr. Grainger moved, Mr. Tomsons seconded the motion that the BBA continue operating as the previous Board has done. All ayes; motion carried.

Audit: Time constraints do not allow for the BBA to obtain bids. Mr. Byron moved, Mr. Sweeney seconded the motion to engage the previous year's auditing firm. All ayes; motion carried. Mr. Rogers commented that the previous firm has a history with the BBA, they have our files, and they are fairly priced.

BAND CAMP

(This topic was moved up on the agenda to accommodate Ms. Musto's schedule.)

Ms. Musto thanked Ms. Adams for her assistance with this year's camp; they will meet to review ideas for next year. She recommends two coordinators for band camp.

Band shirts have been received. Last minute orders were submitted. Student orders will be filled first. A total of 143 shirts were ordered which will accommodate everyone plus some to spare.

It is anticipated that students will receive their shirts at rehearsal next week. Ms. Musto has the invoice and will forward it to Ms. Robinson.

VICE PRESIDENT REPORT

Mr. Sweeney proposed organizing people into various committees that will report up to Executive Board members. He outlined the following committees.

Communications Committee - Denise Yaneck as Board representative
Media Communications Coordinator & Historian - Roland Tomsons
Newsletter Coordinator - Jane French
Website Coordinator - Karen Rogers

Marching Band Operations Committee - Haley Abreu Kling as Board representative
Hospitality Coordinator - Open
Uniform Coordinator - Mary Adams
Band Camp Coordinator - Open (Kim Musto - outgoing)
Assistant Band Camp Coordinator - Open
Spirit Liaison - Jill Quick

Fund Raising Committee - Paul Sweeney as Board representative
Market Day Coordinator - Karen Baniewicz
Programs and Ad Book Coordinator - Lori Tucker
Concessions Coordinator - Open
Concessions Purchaser - Mary Hamill
Band Wear Coordinator - Open

Parent Liason Committee - Christine Robinson as Board representative
Booster Enrollment Coordinator - Lisa Heigl
Students Account Coordinator - Kathy Moran

Special Events Committee- Paul DeKruiff as Board representative
Marching Classic - Lisa Heigl
Jazz Cafe - Patty & Mike McElroy
Solo and Ensemble – Open

Per the BBA By-laws, the Board must approve appointment of all committee members. Mr. Sweeney moved, Mr. Byron seconded the motion to organize the committees as presented above and to approve all of the above-mentioned committee members in toto. All ayes; motion carried.

Open positions include the following.

- Hospitality Coordinator
- Band Camp Coordinator
- Asst. Band Camp Coordinator
- Concessions Coordinator
- Band Wear Coordinator
- Solo/Ensemble Coordinator
- Marching Classic Committee Members

Marching Classic: Each year Ms. Donahue has made recruiting efforts. She reported that last year's Classic had 111 volunteers, and at this time there are 67 volunteers for this year's event. Mr. Estes reported that presently we have 25 bands, all of which are large groups, and the list includes the Naperville school district bands from North, Neuqua, and Wabonsie.

Mr. Rogers has been in contact with Benedictine regarding our requirements. We have a good working relationship with Benedictine and the Classic is their biggest event. Alumni parents have continued to be actively involved in the Classic. The priority is to get current band parents involved, but if needed alumni will be contacted and asked to participate. We need to "get the word out" through newspapers, etc.

Concessions: The coordinator position has always been difficult to fill. This is a time consuming duty. The BBA runs the concession stand during 35 to 40 events. Ms. Rogers commented that it would be ideal if four people shared the responsibility as a team as opposed to a single coordinator. Each person could be in charge of just 9 or 10 events.

Fund raisers: Last Fling does not have a separate committee. Ms. Donahue reported that the volunteer list is about half full at this time.

Ad Book: Sales are ongoing at this time.

Bears games: A driver is needed on September 1st. Mr. Rogers suggested utilizing someone with a van large enough to transport the volunteers and to provide reimbursement for gas expenses. Ms. Donahue stated that 6 persons could cover the job.

Mass e-mails will still be sent out, but face-to-face, personal contact works best when asking people to volunteer. Ms. Abreu Kling commented that it is also helpful when students ask parents to participate.

TREASURER REPORT

The 2011-12 budget was approved at the end of last school year in May/June. Mr. Rogers reported on this year's projected revenues which are approximately \$46,000 and the projected expenses which are approximately \$47,000. A contingency fund of \$25,000 to \$30,000 is always kept for emergency operating expenses, and these funds are accessed if necessary. Mr. Rogers stated that he anticipates revenue from the Marching Classic will be higher than projected. The 2011-12 budget will be posted on the band web site.

Ms. Robinson reported that the July beginning bank balance was approximately \$35,000 and the July month-end balance was approximately \$45,000; the increase was greatly due to collection of band camp fees. More fees are being collected in August. Outgoing Treasurer Rod Shoemaker is still writing checks for the BBA at this time and Ms. Robinson is handling depositing checks. Mr. Byron reported that Ribfest netted approximately \$2,800 profit and the ice cream social brought in approximately \$500.

SECRETARY REPORT

Ms. Yaneck contacted Newsletter Coordinator Jane French for information and deadlines regarding the newsletter. Publications are anticipated in September, early December, March, and the end of school year (issue to target incoming 8th graders). For the September issue, content is needed by August 23rd, and a draft could then be ready by the 27th. According to Ms. French, the district's printer is busy with many jobs this time of year, therefore she has contacted another printer to determine how quickly the newsletter could be printed. The Board "drums up" the content. It could be possible for the first issue to be ready for mailing right after Labor Day, but this is contingent upon content being submitted to Ms. French.

Mr. DeKruiff suggested an article on the outgoing and incoming Board. Additional suggestions included the Bears games, Hawks Nest, a spotlight on what students are doing, having a specific focus for each issue (such as Marching band, etc.), and an Alumni Corner. Ms. Nolan suggested looking at previous newsletters for ideas. Ms. Yaneck questioned whether students have ever been encouraged to contribute content, or if we could survey students for specific input such as what they thought was the best part of band camp. She also inquired whether we could get permission to use students' comments, or even pictures they took at band camp, to use in the newsletter to help promote band. Section leaders could be asked to make contributions. This could be a good service opportunity for students to work on newsletter content. Regarding the suggestion of getting students' input on band camp, Ms. Nolan will follow up by contacting section leaders and asking for their assistance.

Articles are to be submitted directly to Ms. French.

VOLUNTEER COORDINATOR REPORT

Ms. Abreu Kling suggested using the web site "volunteerspot.com" to facilitate volunteer sign-ups. She described use of the site and stated she would prefer accessing the upgraded, paid option. The cost would be \$20 per year and the paid mode would allow her to add extra data fields for tracking purposes. Spirits currently use this site. There is also an app now which could

make it even more convenient for users. One of the site features is that it sends out thank you messages to volunteers. Ms. Donahue noted a concern that people do not want their e-mail addresses given out. Ms. Abreu Kling intends to send BBA members a test message through volunteerspot.com.

Ribfest: Ms. Donahue reported that all volunteer spots were filled. A parent had voiced concern that students were assigned to security along the perimeter of the grounds. This could place them in a situation of having to confront individuals attempting to enter the event. In the future we must ensure that adults are in the appropriate positions and that they are spread out among the student workers.

Hawks Nest: This was a first aid type station at band camp. It was helpful to students who were not prepared or not conditioned for the physical aspect of camp. Parents donated beverages. Ms. Quick noted the need to educate students about hydration, icing, etc. Ms. Donahue recommended that, if we continue with this at future camps, there should be a coordinator. Also, we should not advertise for volunteers with a medical background. Comments reflected that the Hawks Nest was a good idea and it was good that we tried it.

Labor Day Parade: Chaperones who walk with the band do not need to have a background check. Ms. Nolan recommended compiling a list of regular volunteers now, and the district can contact them about having the background check done so they are ready for volunteer positions that require doing so. Ms. Donahue asked if anyone present could walk with the band at the Labor Day parade to help carry water for the students. Eight to 10 persons are needed; some present at the meeting volunteered.

Marching Classic: We have the stadium for the full day. We need full-shift commitments, however it might be possible to utilize volunteers who can commit to a half day, such as those persons assigned to host a band. If students volunteer, we need to ensure a place for them to be actively involved. Mr. Sweeney suggested that perhaps we should encourage those who could make a half-shift commitment to find another person who could serve the other half of the job, and that they do this in advance of signing up.

COMMITTEE COORDINATORS/CHAIRPERSONS REPORTS

Spirits: Ms. Quick reported that there are 28 girls on the team. Band camp was great. The Spirits are participating in Last Fling parking duties. They will sell Butter Braid as a fundraiser. There will not be a home show this year for the color guard. A pom/cheer event will be hosted.

Market Day: Ms. Baniewicz reported that brochures were mailed out. First pickup date is September 8th. She will send dates to Mr. Tomsons to be put on the district web site.

Boosters: Ms. Heigl reported that there were 33 Boosters. She needs to know where to order more decals.

Student Accounts: Ms. Moran stated that there is no report at this time. Mr. Alstadt commented that students need to be made aware that Student Accounts are still in place and available to them.

Media Communications: Mr. Tomsons reported that he has been in contact with personnel regarding Central Scenes and Talk for Central. These are additional communications tools we can use to send out information regarding fundraisers, events, etc.

DISNEY

Ms. Crebo reported that 63 person will be going on the trip. There are 57 students (25 girls and 32 boys), 2 directors, 2 chaperones, and 2 family members. She provided a breakdown of the number of each instrument represented. She stated that she needs to know what forms (medical, etc.) will be required. School buses need to be reserved to provide transportation to and from the airport. Ms. Crebo also provided details on the total cost per person. She has secured 60 tickets for the 7:00 a.m. flight. Three persons will be taking another flight that morning, and both flights are scheduled to land approximately 20 minutes apart.

NEXT MEETING

The BBA agreed to schedule the next meeting for Thursday, September 8th in the Band Room. The rest of the 2011-12 meeting schedule will be presented at that time.

ADJOURNMENT

Mr. Byron moved, Mr. Grainger seconded the motion to adjourn the meeting at 9:20 p.m. All ayes; motion carried.

Respectfully submitted,
Denise Yaneck
BBA Secretary