

BAND BOOSTER ASSOCIATION
NAPERVILLE CENTRAL HIGH SCHOOL
THURSDAY, SEPTEMBER 8, 2011

MINUTES

The Naperville Central High School Band Booster Association (BBA) meeting was called to order at 7:05 p.m. on Thursday, September 8, 2011 in Room 124 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
Christine Robinson – BBA Treasurer
Denise Yaneck – BBA Secretary

Outgoing Executive Board Members

Tom Rogers – (Outgoing) President
Tom Byron – (Outgoing) Vice President
Rod Shoemaker – (Outgoing) Treasurer
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
Lynne Nolan – NCHS Student Services
Jill Quick – Spirits
Karen Rogers – Website
Roland Tomsons – Media Communications & Historian
Michelle Crebo – Disney
Jon Grainger – Technology

OLD BUSINESS

The welcome letter has not yet been written.

Open positions: Michelle Fox will do spirit wear. Mr. Rogers will be meeting with BBA representatives regarding separating out the Volunteer Coordinator's responsibilities.

DIRECTOR'S REPORT

Mr. Alstadt thanked Mr. DeKruiff for positioning the marching band early in the Labor Day parade. Six to eight junior high students are sought to be part of opening the tarps during the marching band show at both football games and competitions. Marching band pictures will be taken at 9:00 a.m. on September 24th. IMEA auditions are on October 4th. Student musicians will perform when NCHS is dedicated to the community on October 23rd. At parent/teacher

conferences on October 6-7, do we want a BBA presence (i.e. a Booster sign-up table, spirit wear table)?

LYNNE'S REPORT/UPDATE

Ms. Nolan reported hearing good comments about the band in the Labor Day parade. There have been three football games in a row. At tomorrow night's game there will be a 9/11 tribute; it will also be senior night. She sent out an e-mail about Charms software. She has met with Vidya Padmanabhan regarding collecting Disney payments.

PRESIDENT'S REPORT

For the Operating Procedures Manual, Mr. DeKruiff wants everyone to provide input (such as how to run meetings/events, etc.). He requests that information be sent to him from now to December and he will compile the manual. Throughout this year a BBA Administrative Calendar will be compiled to list the key dates for all of our activities and responsibilities. A monthly checklist was suggested. Last year's events calendar can serve as a guideline. Coordinators will be contacted and asked to identify key dates. The calendar will be on the agenda each month. Parent participation: Topic was tabled.

TREASURER'S REPORT

Ms. Robinson reported that our cash balance increased from approximately \$45,000 to approximately \$61,000 due to collection of marching fees, Spirit funds, and Disney deposits. The audit extension has been filed. We have a letter of engagement with the auditing firm and the fee has increased \$50 over last year. There were no objections.

SECRETARY'S REPORT

Minutes of the August 18, 2011 meeting were approved. The newsletter has been completed. Ms. Rogers has provided Jane French with mailing addresses. Ms. Yaneck thanked everyone for providing content on such short notice. Mr. Alstadt likes the student focus in this first issue. Ideas are needed for the December issue.

Meeting dates for the remainder of this school year were agreed to as follows.

October 13
November 3
December 1
January 12
February 9
March 1
April 4
May 3
June – TBA

VOLUNTEER COORDINATOR REPORT

Ms. Donahue needs to know who chaperones will be. The Marching Classic has 88 volunteers so far, 14 of whom are alumni. Volunteers are still needed in logistics, 50/50, and runners. She will find out what spirit wear has been purchased. We missed the last Bears game. There are 14 signed up for this Sunday's Bears game. At Last Fling, one shift had 4 positions unfilled and another shift had 7 unfilled positions; this represents over \$400 in missed revenue. Ms. Donahue has a few dresses and extra shoes available. A couple people have expressed interest in how her

position will be divided up. Along the Labor Day parade route, a card was distributed promoting junior high students' free admission to the Marching Classic.

COMMITTEE/COORDINATOR REPORTS

Spirits: Ms. Quick reported that 2 girls left the squad; the total is now 26. Flags, costumes and shoes are in the works. All squad members need to have signed medical release forms. The Butter Braid fund raiser will start soon.

Media Communications: Mr. Tomsons presented a draft of a promotional item to be submitted to the Central Scenes newsletter. The deadline is tomorrow.

Market Day: Ms. Baniewicz reported that the first sale met the \$3,500 price break to receive 15% profit. Plenty of volunteer assistance was received.

Booster Enrollment: Ms. Heigl reported that \$3,100 has been received so far. She requested that the promotional flier from Mr. Tomsons be printed as a large poster, promoting all bands, to be displayed at various functions. Ms. Nolan can have the print shop handle mounting the poster. She added that the print shop needs about a week of turnaround time to produce items for the Classic.

Technology: Mr. Grainger addressed the proposal to enhance our e-mail communication. Various means have been suggested. We need to evaluate our electronic needs overall. Volunteer Spot and Charms do e-mail well, but Charms includes far more features such as tracking instruments, uniforms, volunteer coordination, support of multiple calendars, and other uses. Schools in our area utilizing this application include Plainfield, Lincolnway, and Romeoville. It can be checked out at charmsoffice.com.

OPEN FORUM

Mr. DeKruiff proposed developing a way to recognize parents/volunteers who have gone above and beyond in supporting the band program. Newsletters and programs could include a Volunteer Spotlight section. Ms. Yaneck volunteered to draft up a certificate of appreciation. "Student of the Month" was suggested. The topic of recognition will be included in the next agenda.

Little Marching Redhawks: This topic was tabled.

Ms. Nolan suggested that we could do our own version of "The Great American Garage Sale" at the school.

Mr. DeKruiff suggested planning an alumni dinner.

VICE PRESIDENT'S REPORT

Mr. DeKruiff relayed Paul Sweeney's thanks to everyone who helped with painting the tarps on Labor Day. The tarps need to be trimmed and weighted. Rick Jones provided assistance with the trailer. When dropping off students for practice, it would be helpful if parents could give about 30 minutes of their time to work on props or the trailer.

Travel this weekend: Mr. Rogers reported that an Enterprise truck has been reserved. Drivers have been scheduled.

Disney: All initial deposits have been received. Mr. Rogers stated that Bob Rogers Travel Agency has indicated they now want to coordinate the Disney trip. It is not clear how this would

benefit us. Ms. Crebo has already worked out the arrangements. The travel agency would not be providing service with moving the students or equipment at Disney. Also, fees already collected by Ms. Crebo would have to be refunded to parents, and then parents would have to pay the travel agency. It was agreed not to involve Bob Rogers at this point in time.

Marching Classic: Plans are being finalized. A meeting was held this evening at Benedictine. With construction at the site, parking is an issue. We must know in advance the number of buses, equipment trucks and trailers each band will be bringing. Mr. Rogers anticipates that we will be able to park these vehicles on Benedictine's property, but with no room for support type vehicles (such as cars with food for bands, etc.). Bus parking could be accommodated at Navistar, but it is a few miles away and would require a specific insurance policy. We are working with Benedictine on overflow parking for spectators. Ms. Nolan stated that she can do a facility request for Kennedy Jr. High.

Construction around the Rice Center will require altering the usual route used when taking bands from the practice field to the stadium.

Last year the directors' hospitality was utilized very little. Speculation is that it was not in a place where directors could easily see or find it. It was agreed to put the directors' hospitality area in the upper north side which will give them a good view of the performance field. The judges' area will be in the upper south side.

Mr. Estes suggested that the directors' badges have the day's schedule printed on the back side, and their badges will be used to gain access to the hospitality area.

It was requested that we have access to one or two golf carts.

The list of judges is needed.

Lighting needs to be ordered.

We need to get supplies together such as wristbands, etc.

Mr. Video will not be recording this year's performances.

Other: Parents have inquired whether they can tailgate and grill in the parking lot at Lake Park. A suggestion was made to have parents get together for a tailgate/potluck before traveling to competitions.

ADJOURNMENT

Mr. Byron moved, Ms. Robinson seconded the motion to adjourn the meeting at 9:10 p.m. All ayes; motion carried.

Respectfully submitted,
Denise Yaneck
BBA Secretary