

SSHS Music Booster Meeting Notes 08/03/2020

<b>DATE/TIME</b>	August 24, 2020, 6:33 PM-7:49 PM	
<b>DATE ISSUED</b>	September 11, 2020	
<b>RECORDED BY</b>	Kari Clawson, Secretary	
<b>PLACE</b>	ZOOM, in our own homes	
<b>SUBJECT</b>	<b>Monthly Board Meeting</b>	
<b>PARTICIPANTS:</b>		
Mary Ellen Scofield – President Kerry Drum – Vice President Kari Clawson – Secretary Lisa Udland – Treasurer Terri Crall – Treasurer Stacy Johnson—Band Representative	Hilory McIntyre – Choir Representative JJ Meyer – Band Director Dam Berdakin – Orchestra Director Charissa Legitt—Music Day Fundraising Chair Tiffany Hamilton—Pie Fundraising Chair Lisa Holliday—Holiday Greenery Fundraising Chair	
<b>ABSENT:</b>		
Dana McLaughlin – Orchestra Representative	Choir Director	
<b>HANDOUTS: Financial Report, Minutes from last month</b>		
<b>Action items appear in red print. Consensus appears in blue print</b>		
<b>Minutes vote</b>	<b>Lisa Udland motioned to Approve the August 3<sup>rd</sup> 2020 minutes. Kerry Drum seconded the motion. All approved. Minutes were adopted.</b>	
<b>Director Reports</b> Damian Berdakin JJ Meyer	<p>Our choir director has resigned, Mrs. Tiffin is interviewing great candidates.</p> <p>Damian—More info regarding this fall. No class lists yet, but directors are h meeting with administrators and are very grateful for the support and communication that is taking place. Most likely it will be 9<sup>th</sup>/10<sup>th</sup> graders for fall semester; 11<sup>th</sup>/12<sup>th</sup> spring semester. Due to social distancing in school and in order to prep for when students can be back in the schools with their teachers, cohorts will be established and cohorts will most likely be by grade level and not necessarily ensemble. Directors will try to connect with students during the semester they are not enrolled in music class. Damian reached out to his chamber leadership students, they will have a “summer camp for chamber strings” that will meet for 2 hours for 2 days to try online meetings as a group.</p> <p>JJ—receiving really positive emails from students, wind ensemble kids. One of the drum majors has suggested a Zoom Meet and Greet with incoming freshmen.</p>	
<b>Treasurer’s Report</b>	<p>Terri—no new financial report since this is our 2<sup>nd</sup> meeting in August. Next month we will see the final report for the 2019-2020 school year and a potential budget for the 2020-2021 school year. <b>Terri and Lisa are getting close to the finished document for the Treasurer’s Accounting Responsibilities and will try to email a draft to board members/directors before the next meeting so we can review it. Terri has asked us to read over the draft and email her before the meeting if we see things that need fixing. Terri is working on a form for fundraising chairs to keep information that can be passed on to future fundraising chairs. Lisa can review it and then they can send it to us.</b></p>	

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<p>Treasurer's Reports Continued</p>	<p>Lisa—Charms rollover is Done! Lisa put money from student's individual accounts towards any unpaid Fair Share they may have and she has dealt with the senior balances. She has seen many improvements with CHARMS this year compared to last year. <b>Lisa is creating a folder in google drive with notes of how things were done last year on CHARMS to make it easier to manage in the future.</b></p> <p><b>Terri is working on contacting the bank regarding removing Ann and adding Mary Ellen as a check signer.</b></p>
<p>September 12<sup>th</sup> Fundraiser</p>	<p><b>We will use this opportunity to raise money so that our 3 music directors can hire sectional coaches as well as money for the Scholarship Lesson Fund.</b> With the school's new online teaching system the directors should be able to assign coaches to teach group lessons to students during regular class time. Charissa is very willing to help with promoting this fundraiser. <b>We will have our website set up so people can donate online and it will be promoted as a Facebook Live event. JJ will promote via Facebook and JJ/Damian will see if it can be promoted via Instagram.</b> Lisa H suggested we look into getting a Venmo account to make some money transactions easier. <b>Charissa will call South and see if we can promote thru the school.</b> If we have a list of our biggest donors or alumni it would be great to reach out to them about the fundraiser. <b>Lisa U. will try to promote to alumni thru CHARMS. Can we modify the Music Day signs? If we do it by 08/29 maybe we can get those out there too. Mary Ellen will set up a google doc and make it shareable for us so we can work on language for the fundraiser.</b></p>
<p>Tiffany and Pie Fundraiser</p>	<p>Tiffany has been in contact with Willamette Valley Pie Company and they are extremely interested in how they can support us. We will still sell pie cards and they have also added a card for frozen fruit. They are working to find a clean room at their Silverton site and will coordinate pick up there—most likely a drive-thru system with a prescheduled pick up time. <b>Tiffany would like to use online format as much as possible as well as google forms. Tiffany suggests a Online Demo Day—can we have some type of incentive for the student seller?</b> Remind students they can use the \$ for private lessons, improvement of their instrument. <b>We will need to make sure payments for orders are linked to the correct student seller and encourage students to complete forms themselves. SSHMB will use Paypal and cover the Paypal fee with Admin funds.</b></p>
<p>Lisa and Holiday Greens</p>	<p>Lisa has been in contact with our vendors. Poinsettias should be able to be sold for the same price, wreaths and other greenery most likely will have a price increase and should know that number by 09/01. She needs orders be in by November 1<sup>st</sup> and have pickup be at her house.</p>
<p>All Fundraisers</p>	<p><b>Terri to set up Google Docs/folders to make it viewable to all board members/directors and individual folder accessible to applicable fundraising chairs, giving chairs/treasurers the ability to edit.</b></p>

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<p>Upbeat September 21<sup>st</sup>, 2020</p> <p>Fundraisers continued</p>	<p>Upbeat is to connect with 9<sup>th</sup> grade parents.  <a href="#">This could be a Zoom event.</a>          Unsure if Saxon Freshman nite is happening.  <b>Mary Ellen to reach out to South Administrators to see if it is.</b>          We could do Upbeat as a Zoom Webinar, slide presentation and people could write questions in a chat feature.          Parents like to meet directors during Upbeat          We usually introduce our fundraisers during Upbeat          Bottle drop—People can transfer money from their personal bottle drop account to South Salem Music Booster Bottle Drop Account as a donation.  <b>Remind parents that we are affiliated with the Oregon Cultural Trust</b></p> <p><b>Dates for future fundraisers?</b>  <b>Pie sale:</b>              starts____, orders due____, pick up on____ @_____  <b>Holiday green sale:</b>              starts _____, orders due 11/1, pick up on _____@ Lisa H’s house  <b>Mother’s Day Hanging Flower baskets:</b>              starts _____, orders due____, pick up on _____ @_____    <b>(Then there’s Hortlandia’s Hardy Plant Sale a weekend in Portland in April and Salem’s Art Fair a weekend in July)</b></p>
<p><b>NEXT MEETING</b>   <b>(all ZOOM until further notice)</b></p>	<ul style="list-style-type: none"> <li>• <b>September 14, 2020, 6:30 PM</b></li> <li>• September 21<sup>st</sup>, 2020, <b>Upbeat</b>, 7:30 PM</li> <li>• October 12, 2020 6:30</li> <li>• November 9<sup>th</sup>, 2020 6:30</li> <li>• December 14<sup>th</sup>, 2020 6:30</li> <li>• January 11<sup>th</sup>, 2021 6:30</li> <li>• February 8<sup>th</sup>, 2021 6:30</li> <li>• March 8<sup>th</sup>, 2021 6:30</li> <li>• April 12<sup>th</sup>, 2021 (may have choir conflict) 6:30</li> <li>• May 10<sup>th</sup>, 2021 (may have band/orch conflict) 6:30</li> <li>• June 14<sup>th</sup>, 2021 6:30</li> </ul>