

SSHS Music Booster Meeting Notes 08/16/2021

<b>DATE/TIME</b>	August 16, 2021	
<b>DATE ISSUED</b>	September 9 <sup>th</sup> , 2021	
<b>RECORDED BY</b>	Kari Clawson, Secretary	
<b>PLACE</b>	Upper part of Bush Park	
<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	Damian Berdakin – Orchestra Director JJ Meyer – Band Director Aubrey Dunham-Prince – Choir Director Tiffany Hamilton -- Pie Fundraising Chair Lisa Holiday – Greens Chair Alison Fisher – Music Parent	
Stacy Johnson—Band Representative	– Choir Representative – Orchestra Representative	
<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>Terri motioned to Approve the June 2021 minutes. Kerry Drum seconded the motion. All approved. June 2021 Minutes were adopted.</b>	
<b>Director Reports</b> JJ Meyer  Aubrey Dunham-Prince  Damian Berdakin	<p>JJ is prepping for band camp which will start on 08/23. The band really can't have access to the school until 08/30 after band camp is done. He's working on getting music, folders, instruments for band camp and South is letting him have a small area in the school for storage. He'll need help with food (lunch Mon-Thur) for band camp—will also need to follow District's COVID guidelines which means we buy from store/vendor and anyone handing out food to students must have a food handler's card—JJ will get his food handler's card.</p> <p>Aubrey is getting set up at South and is working on an email to the choir families to be sent out soon. Again, no access to the school until 08/30 but wants to do a meet and greet a couple of days before school starts. She has taught choirs for over 14 years, has also taught band, loves to teach and give back to the choir community, being heavily involved with the Illinois ACDA.</p> <p>Damian will have orchestra camp soon, it will be 09/02 and 09/03 from 3-5 PM and then will also have students help set up the class room on 08/31 and 09/01. He rides his bike by the Rose Auditorium and says seeing the new Rose is very inspiring. The music the orchestra commissioned is coming today or tomorrow and hopefully can be played at orchestra's first concert.</p>	
<b>Treasurer's report</b> Lisa Udland	<b>Lisa is prepping for rollover thru CHARMS and plans to do it this weekend</b> and will carryover balances for students who have not graduated, based on our last year's decision. It was a good choice as we have had people pay for previous money owed.	

<p><b>Treasurer's Report continued</b></p> <p>Terri Crall</p>	<p>The Financial Report was handed out in person and via Email. Terri has 2 months to report.</p> <p>Our income is mostly from graduating seniors who requested their moneys be donated to Music Boosters' Lesson Fund. There is also a deposit from the Chipotle Fundraiser and the Bottle Drop Fundraiser, but she doesn't remember a check from the Panera Fundraiser. <b>Kari Clawson will check with Panera regarding the fundraising moneys.</b> Other income is from students paying Fair Share for previous years. We also received a large online donation with no knowledge of the donor, the donor did reach out to Lara Tiffin and <b>we will write a thank you note and give the information to future board members so they are aware as it may happen in the future.</b></p> <p>Terri also did SSHMB's 2019-2020 taxes, so there was no payment to an accountant this year—THANK YOU Terri! Terri has Mary Ellen review the taxes before filing. There is a \$90 in the "other category" and that is to pay for the online filing system for taxes. Terri received a request from Will McLean for reimbursement for the choir website. Will has been charged for 3 years that he hasn't taught at South, so Terri had the choir reimburse him for the payments.</p> <p><b>We need to figure out how to access the choir website and change the payment information. It may also be a good idea to check other website choices for the choir's website. We could pay for the website with our debit card or paypal account. One year ago we had no money in the lesson fund, now we have \$8000 including \$900 donated from graduating seniors.</b> Other expenses have been transferring money from student ledgers to the students who have graduated and have requested money to be used for continuing on in music, whether for the purchase of new instruments, sheet music, lessons orclasses at Chemeketa.</p>
<p><b>Fundraising MUSIC DAY</b></p> <p>Salem Ironman?</p>	<p><b>Charissa will chair Music Day which will be 09/11/2021.</b> We will really need parent help-probably 38 parents, 150 students. Parents are required to have a current district background check, the application can be found on the district's website. Parents will be required to bring driver insurance information. Boosters will require that everyone follow current district COVID guidelines. <b>Mary Ellen will check in with Charissa about putting information about our online donation button on the Music Day flyer. Mary Ellen and Lisa will work on sending out information via CHARMS and the directors can send out information as well with their communication platform to students/parents.</b></p> <p>Salem will be hosting a ½ Ironman the next three summers and they are looking for volunteers to operate various booths, it would be a 3 year contract for a 1 day commitment. <b>Lisa will look into it. We probably have to have Mrs. Tiffin or the District approve the fundraiser</b></p>

SSHS Music Booster Meeting Notes 08/16/2021

<p><b>Fundraising</b> Continued</p> <p>Tiffany and Pies</p>	<p>We are still waiting to hear what district guidelines will be as far as student travel for the school year 2021-22. But the directors would like to take a trip, even if it is within the state, if at all possible.</p> <p>Dates are in place and Tiffany will coordinate with Lisa Holiday so that there is very little, if any overlap between the pies and greens fundraisers. <b>We need to take down the Spring Pie Sale Information from the website.</b></p>
<p><b>Fair Share</b></p>	<p>JJ sent out a very transparent thorough email to band parents regarding Fair share, with the amount tiered based on what ensemble students are in and a maximum amount per family. He will email that information to Lisa. We need to make sure we know how to use the scholarship entry in CHARMS for students on scholarship for fair share. <b>JJ may be interested in linking the band budget to the music booster page. He can email it to Lisa and she can put it on the booster web page.</b>  <b>Aubrey will look into what has been done for Choir Fair Share in the past; it makes sense to have it cover robes. We need to find a copy of the original choir handbook because it has the information on what has been charged for Choir Fair Share in the past and how the money was used.</b>                  Damian said at this point he will not charge for orchestra Fair Share as long as we do well for Music Day.</p>
<p><b>New Business</b> CHARMS statements</p> <p>Cut time</p> <p>Website</p>	<p>It would be good to email CHARMS statements in January and see if we as a boosters organization can make sure they know about Fair Share, including letting students know about scholarships. <b>In order to do this we need student emails and parent emails to be current in CHARMS.</b> Would it be possible to ask for donations for Fair Share so that families can sponsor students? We cannot ask for sponsorship for a specific individual, only for sponsorship to cover Fair Share for a particular music group. <b>CHARMS has an option in their “store” maybe we could set it up for people to pay for a donation that way.</b></p> <p>Cut time—similar to CHARMS, paid for by the district. Directors will be using it for inventory and their music library but we may want to look into it for student accounts since it is free. So far some things look better than CHARMS and other things look worse. Either way we have one more year of CHARMS that we’ve paid for before we have to make a decision. Lisa would like to have the opportunity to look at Cut Time more to see if it would work for our student accounts and communications. <b>Damian said he could help Lisa with if we bring it up on our October agenda.</b></p> <p>Website: It would be good to update the photos of the ensembles maybe have photos in the new classrooms/Rose Auditorium? <b>Please check out the website and see if there are any other updates/suggestions where we can improve.</b>                  Mary Ellen will use a google doc that hopefully everyone has access to to keep track of our work and what we are doing between meeting. She can use a google calendar invite and send it to members.</p>

SSHS Music Booster Meeting Notes 08/16/2021

<p><b>New Business</b> Where to meet? When is Upbeat?</p>	<p>How should we meet next? ZOOM? At School? <b>JJ will ask school administration and let us know if we can meet onsite</b></p> <p>Upbeat—plan on it happening, although looking at school calendar the only day that looks like it might be is the “New to South Night” scheduled for 09/21, 6-7PM. <b>Mary Ellen will ask South if Upbeat is happening on the 21<sup>st</sup> and do we need music booster representatives present?</b> Upbeat has been helping to connect with parents regarding communication media as well as fundraisers.</p> <p>Mary Ellen can also update SSHS and ask for new information regarding Music Boosters to be put into the school newsletter. The key is to have it done by the 20<sup>th</sup> of each month, <b>so if you have any new news, please email to Mary Ellen by the 15<sup>th</sup></b> and she will forward to Brianna at South so that they have it there by the 20<sup>th</sup> to be put in the school newsletter for the following month. .</p>
<p><b>Board and Fundraising Positions in Need</b></p>	<ul style="list-style-type: none"> <li>• Orchestra Representative</li> <li>• Choir Representative</li> <li>• Co-Chair for Fall Pie sale, to help Tiffany</li> <li>• Chair of Choir Jazz Auction—this is usually 2-3 people</li> <li>• Hardy Plant Sale Fundraiser—usually takes place on a Sat and Sun in April in Portland—we could also vote to no longer do this event, students get paid for working—they don’t have to sell goods</li> <li>• Co-Chair for Mother’s Day Flowers to help Kari</li> <li>• Concert Ticket coordinator—may be best to have 3 people involved, one per each music group.</li> </ul> <p>Please email Mary Ellen if you are interested in learning more about a position, or fulfilling the role or you’d like to invite a friend to come to a board meeting to learn more</p>
<p><b>NEXT MEETING</b> Via Zoom and at 6:30 PM, until further notice</p>	<ul style="list-style-type: none"> <li>• <b>September 13<sup>th</sup>, 2021</b></li> <li>• <b>September 21<sup>st</sup>—This may be Upbeat (and may be 6-745 PM)</b></li> <li>• October 11<sup>th</sup>, 2021</li> <li>• November 8<sup>th</sup>, 2021</li> <li>• December 13<sup>th</sup>, 2021</li> <li>• January 10<sup>th</sup>, 2022</li> <li>• February 7<sup>th</sup>, 2022</li> <li>• March 14<sup>th</sup>, 2022</li> <li>• April 11<sup>th</sup>, 2022</li> <li>• May 9<sup>th</sup>, 2022</li> <li>• June 13<sup>th</sup>, 2022</li> </ul>