

South Salem High School Music Boosters Meeting

Monday, July 11, 2022

Location: Jen Ackerson's home

Attendance:

Alison Fisher, President

Jen Ackerson, Vice President

Lisa Holliday, Secretary

Terri Crall, Co-treasurer

Tiffany Hamilton, Co-treasurer

Denise Majeski, Orchestra Rep

Amy Ditzel, Band Rep

Rebekah Guest, Choir Rep

Lena Ferguson, Concert Ticket Sales

Meeting began at 6:40pm

Introduction of members

Jen Ackerson as VP will oversee volunteers – when there are needs that exceed the capacity of the board, Jen will solicit volunteers, create a sign up genius, etc.

Please take notes on your roles so you can pass the document on to your successor, either a checklist or a month by month guide. Also keep track of hours you spend per week so that Terri can report on the tax return.

New Business:

Alison moves to approve June meeting minutes, Denise second. Terri Crall says to change spelling of Damian's name. Motion passed unanimously.

Alison moves to approve Rebekah Guest as the choir representative, Denise seconds. Motion passes unanimously.

Treasurer's Report:

Terri distributed the June financial report via email prior to the meeting and distributed paper copies as well. Terri will give a budget report in September, as our fiscal year ends in August. This will be helpful for new board members.

Terri gave some history of the position. The previous treasurer had some family issues and the most recent treasurer had professionals clean it up, but information was lost, no financial reports were distributed. There were no separate accounts for the 3 music groups. When Terri assumed the position, she had to reconstruct the records. We have a large admin account because that is where money goes if

it's not earmarked for one of the 3 music groups. She can only go back to Fall 2019, when she assumed the treasurer role.

The question was asked: what is fair share? Is an amount that choir and band has asked their students to pay to assist with cost of running the program such as festivals, transportation, instructors, etc. There is no repercussion for not paying the fair share. Students who can't pay fair share should ask their director for a scholarship. Orchestra does not charge fair share because the program doesn't need it.

Terri reviewed the report and solicited questions from the board.

Year in Review:

Alison distributed an overview of the SSHSMB volunteer opportunities throughout the year. Many of the fall semester opportunities fall under band, particularly marching band. This led to a conversation about the lack of parent volunteers last year. Band parents mostly didn't receive CHARMS communication last year. Tiffany offered to learn more about the problems with CHARMS and how we can improve communication to parents.

Fundraisers:

Music Day planning – Charissa is running this event. **This is our biggest fundraiser of the year for the 3 music groups – split equally.** The email has gone out to all 3 music groups. Alison asked that board members to reach out to friends to drive for Music Day. There is a signup genius for drivers and other volunteer needs. Drivers need to be vaccinated and have passed a background check. Tiffany has added this information to the website as well. Lena will reach out to the bottle drop coordinator, Angelique, in preparation for Music Day. Alison will reach out to the music directors and ask them to send the email again. Perhaps post on the Next Door app in advance – leave your bottles/cans out, leave an envelope outside your door if you won't be home. A QR code should be added to the flyer that is distributed.

Willamette Heritage Center – we have a credit for the Spinning Room from Jazz Night that was canceled during COVID. Do we want to revisit the Jazz Auction, or does Saxon Foundation want to use it? Amy says that Saxon Foundation already has a credit, but if it doesn't expire, they can use in the future perhaps?

Pie Sales – Tiffany reports that pies will be delivered November 9th to Salem for student pick-up. Tiffany will confirm with the directors whether she can do a pie tasting in the classrooms. We will coordinate greens sales and pie sales if we can. Tiffany will set up order forms in CHARMS for both sales if possible. There have been some changes to the menu of what we will sell. There might be a conflict with pie pick up day and the band concert.

Restaurant Fundraising – Peggy was unable to attend, but she will be spearheading all restaurant fundraisers for the SSHSMB. More information to come.

Finance protocols:

Lisa is spearheading the changing of the check signers for our accounts at Pioneer Trust Bank. The new signers are Lisa, Tiffany, Alison, and Jen. We will need to go down to the bank all together and take care of this. Lisa will email for availability. The board is going to keep the Vice President as a check signer because it's in the bylaws, but not in the financial protocols.

Lena would like to change the protocols for how money is handled during concerts. At the spring concert, the money was counted directly after the concert, out of the view of the public, with two people counting. There's been some problems with parent and attendee behavior at the ticket sales table. This led to a conversation regarding concert etiquette, and the need to educate concertgoers in a fun way.

Calendars:

Monday, August 15th was selected as the date for the next meeting. See the bottom of the agenda for the academic year meeting schedule. Jen, Tiffany, and Amy are unable to attend.

Lisa sent an email to the board with all dates from the music directors for the 2022-2023 academic year. Will try to link it to website so when the directors update it, the website will be updated.

Communication:

Website – postponed to next meeting.

Google Folder – we would like to move to a shared drive for the SSHSMB so we can all access the documents and maintain a folder for each position. More to come on this topic.

Music Concerts

We discussed bringing back the gold card for \$50 for a family to attend all concerts. There would be an excel spreadsheet at the door with a list of all gold card families. There has never been a physical card in recent years. There is less animosity from concertgoers now that we have the square. Tiffany suggested we purchase business cards that have a blank for the year and we can use them from year to year. Perhaps change the name to Rose Card. At the next meeting we need to discuss where the money goes from the sales of Rose Cards.

Lena would like to get rid of the hand stamp as part of the concert ticketing process. The board members agreed.

Square account – linked to Lena's individual phone with her own password. If you use it for a fundraiser, you need to set it up on your phone. Could we simplify and have one account? Rebecca says we should get a booster account.

Adjourned at 9:01 pm