

**CARL SANDBURG MUSIC BOOSTERS**  
**Minutes of the September 7, 2010 Meeting**

The meeting of Carl Sandburg Music Boosters held on Tuesday, September 7, 2010 was called to order at 7:00pm by Deb Kelly, President. Additional board members present were: Tammy Carmody, 1<sup>st</sup> Vice President, Don Vacha, 2<sup>nd</sup> Vice President, Mark Wiltgen, Treasurer, Marianne Malaychuk, Secretary, and Cathy Maher, Sergeant at Arms. Representatives from Sandburg administration and staff present were: Mrs. Levinson, Associate Principal for Student Services; Directors Mr. Bailey and Ms. Sarmiento (Band), Ms. Cacciato (Color Guard), and Ms. Sirvatka (Choir). Mrs. Grueneberg (Orchestra) was unable to attend but sent a written report.

**MINUTES**

The minutes of the previous Booster meeting held on May 5, 2010 were distributed and read. They were approved by Mike Kelly, and seconded by Rob Kalal. *(They are now posted on the Music Booster website.)*

**TREASURER'S REPORT**

Treasurer Mark Wiltgen reported that upon review of last year's costs, he discovered our costs included over \$400 in Sales Tax that was paid and reimbursed to individuals purchasing on behalf of the organization. We are a tax exempt organization and should not be paying Sales Tax. Copies of the tax exempt letter were made available at the meeting, or can be obtained from Mark. Deb Kelly added that some stores already have the tax exempt information on file, we just have to mention we are purchasing for Carl Sandburg Music at Office Max, Wal-Mart and Staples and the purchase will be tax exempt. The Boosters can no longer reimburse for sales tax paid.

Mark also stated he has developed a voucher form for everyone to use when requesting reimbursement. The form clarifies which budget category the costs belong in and will assist in bookkeeping. These also were made available at the meeting, or can be requested from Mark at our Booster e-mail address, [cshsmusicboosters@gmail.com](mailto:cshsmusicboosters@gmail.com). Receipts should be stapled to this voucher and it should be filled out completely before submitting to Mark for any reimbursements.

Mark then presented the financial activity to date from the beginning of our fiscal year on an overhead from his computer screen. Our fiscal year runs from July 1-June 30, and Mark now has all activity for this year computerized. He gave a demo of this program which included checks written along with any deposits to date. There have been disbursements for postage for summer mailings and photocopy expenses, plus a few marching band expenses. The bank balance is currently approximately \$52,000.00 which includes deposits from this year's fundraising. Mark clarified that all of this year's fundraising is for NEXT year's budget. A motion to approve the Treasurer's Report was made by Deb Feingold and seconded by Arlene DeHoff.

Next the budget for this fiscal year was presented totaling \$40,000. This amount was determined based on our cash balance at the end of June 2010. It is down from previous years due to reductions in fundraising participation. Also last year brought lower Craft Fair attendance. This especially hurt because the Craft Fair is our largest fundraiser, it generates almost half of our revenue. Many categories in the budget had to be reduced accordingly and the details were provided for discussion. A motion to approve the budget for this fiscal year was made by Tony Digrispino and seconded by Laura Mateja.

## DIRECTORS' NEWS

Ms. Sirvatka reported that Choir is off to a good start. There are several new people which is exciting. The choirs are gearing up for vocal testing and getting ready for the year. She recently held auditions for Chamber Singers and Eloquence, two of our a cappella groups. There is an informational meeting for Accidentals on September 9<sup>th</sup>. Chamber Singers has their first rehearsal tonight. IMEA auditions are October 12 and IMEA help is available for anyone interested after school on Mondays, Wednesdays, and Fridays. The Fall Choir Concert will be October 20.

Mrs. Grueneberg recently held auditions for band students to play with the orchestra for full symphony pieces. Auditions were also held for Honors String Quartet and Honors String Ensemble. The list of chosen students was posted, and rehearsals have begun. New this year is a Cello Choir (or ensemble). No audition necessary and rehearsals are held Tuesdays from 3:15-4:00pm. Private lessons are available at school during the day for violin, viola and bass. Please contact Mrs. Grueneberg if interested in getting more information. IMEA Pre-Auditions for orchestra have been taking place. Students must pre-audition if they plan on registering in October. Sectionals have started and all students should have a copy of their sectional schedule.

Mr. Bailey reported that September is a very busy month for Marching Band and thanked all the many parent volunteers who help with uniforms, equipment moving and chaperoning. The Marching Band will participate in Community Parades in Tinley Park on 9/12 and Palos Park on 9/18, also will compete in a parade/field competition in Dwight, Illinois on 9/19 and a field competition at Northern Illinois University on 9/25. The first "home" football game held 9/3 at Andrew High School was well attended and extra help with transporting students and equipment was greatly appreciated. Junior high band students were invited to the football game 9/18 which will be the inauguration of our new turf field. They will rehearse with the Marching Band on 9/14. Marching Band will be participating at the Pep Rally 9/29; Homecoming Game is 10/1. Also, **the marching band** received an invitation to perform at the 140<sup>th</sup> Anniversary of the Palmer House Hotel in downtown Chicago being held on 9/15. **One busload of students** will participate and will stand in uniform and play along side many Chicago dignitaries. The Marching Band was also invited to play at Pearl Harbor next November. Fundraising is underway to help the students with this cost. Thank you to parents Mark Vaccaro and Wendy Nault who will maintain the students' trip accounts, and to Jim Harmening who offered to assist with the computer program for tracking. A meeting is also planned here at Sandburg for junior high 8<sup>th</sup> grade parents to learn more about this trip; these students have the option to attend the trip next year as freshmen and may want to join in the fundraising this year. Last but not least, IMEA Pre-Auditions for Band and Jazz Band will be 9/16.

Mrs. Cacciato reported there was a Circuit Meeting at the end of August and the participation fee has been raised to \$550. The Color Guard is doing well and also is thankful for the parent volunteers at all the Marching Band events. The Winter Guard schedule is being set, and plans are forming for the upcoming Winter Guard competition hosted here at Sandburg on March 20. Last year a similar event featured 34 units; there is huge potential for this as a fundraiser for the music program but will require many, many hands to make this a success. Students from our Choir Program will sing the National Anthem, and Orchestra students will perform at the end of the competition while the scores are being tabulated. We have a large tarp, 50x90 feet, which needs to be painted; it will be used to cover the gym floor. Options on where to do this painting/drying are being evaluated; if anyone knows of an empty warehouse or building please contact Mrs. Cacciato. An indoor location is preferred, with the parking lot as a back-up option.

## **NEW BUSINESS**

Tammy Carmody reported on Membership and also that the new Music Booster member data base and e-mail accounts have almost all been entered. 107 families have not yet participated in our membership out of our total families of approximately 460, so the percentage remaining is around 25%. If we can get these families to join that will add over \$1,000 plus they would be part of our e-mail blasts. Membership is open until October 31 and parents attending were asked to spread the word. We will continue to make every effort to reach out to these remaining families and welcome suggestions.

Don Vacha reported on Fund Raising by stating our Golden Opportunity Book Fundraiser is winding down. We sold 387 books, which is well under last year's number of book sales, but many families opted to take the buy-out instead, so combined book sales/buyouts to date generated approximately \$10,000 in net profit which is on track with last year. We can no longer sell additional books as our unsold inventory must be returned to the vendor, but a buy out of this fundraiser is still available until October 31 to coincide with our membership deadline. Our next fundraiser is the Holiday Wreath Sale.

Deb Kelly reported on Student Trip Accounts and explained that in a trip year a separate bank account is established exclusively to hold these funds. We have parent volunteers in place to enter and keep track of each student's account. Additional Golden Opportunity Books sold for trip accounts netted \$1,232 which has been deposited in this account. Students with balances will have their first payment reduced by their trip account balance.

Next Deb reported on Winter Guard Competition Committee. This event is March 20 and our Craft Fair is the week before on March 13-14. We will be busy in March and we know this is a burden with back to back events but we had no control over these dates. Both events will benefit every group and we are counting on many, many volunteers. We welcome committee members, e-mail Deb Kelly if interested. A suggestion was made to be specific in volunteer requests, i.e., how many are needed, where they are needed, and perhaps keep a list on the website so everyone sees what is still open and where they can help. We can use our e-mail blasts for this as well. All agreed strong communication is the key.

## **COMMITTEE REPORTS**

**Craft Fair:** Deb Kelly reported a few crafters have already sent in their applications. We also put an ad in THE GRAPEVINE, a crafter quarterly publication that lists all craft fairs in the area. We can use yard signs from last year.

**DVD Concert Orders:** Marching Band DVD order forms will be available at the Instant Replay concert on 10/18. One of the parent chaperones from the London trip for Choir and Orchestra is putting together a DVD which will be available soon. DVD's from past events for all groups may still be available, e-mail [cshsmusicboosters@gmail.com](mailto:cshsmusicboosters@gmail.com) if interested with a specific performance date.

**Equipment/Trailer:** Tony Digrispino expressed thank you to the many new parents stepping up to help with equipment.

**Formalwear:** Tammy Carmody reported fittings are in process and we welcome our new parent volunteers who responded to our e-mail. The process will take about a week, and once completed we will send an e-mail to everyone instead of giving a note to the students.

**Fundraising:** Bridget Wolf reported that she would like to reach out to various restaurants in the community who are willing to contribute a % of sales on a given day back to our organization. She has some in mind

already and welcomes all suggestions. Patty Roberts offered to help with this committee. More help is needed, if interested please send an e-mail with FUNDRAISING in the subject line to [cshsmusicboosters@gmail.com](mailto:cshsmusicboosters@gmail.com).

**Hospitality & Concession:** Chris Helms reported on hospitality for marching band. It is crucial to provide water and with the size of our band, using large coolers with cups would not be feasible. We have been providing bottled water and on long competition days, we also provide a small snack for the bus. To cut costs, it was suggested to ask parents for donations of these items. It was agreed to purchase for this weekend's events and to solicit marching band family donations for the remaining events.

**Marching Band Uniforms:** Cathy Maher reported all students have been fitted which was a bit of a challenge, we have an inventory of 181 uniforms and fitted about 170 students so that doesn't allow for many options if the fit is not right. Thanks to all the parent helpers, we were able to find a suitable uniform for each student. Cathy is hoping to have another parent step up to shadow her as this is her last year and she is hoping to assist in training her replacement. It could also be a small group, 2-3 people who could all share the work. E-mail Cathy for more info.

**Publicity:** Caren Mossman reported Deb Feingold is working with her and explaining what has been done in the past. We will send articles/pictures to local newspapers about our events. Mrs. Levinson added that we should check with Carla Erdey before publishing photos to make sure there are no issues. There was also a discussion on how best to share parent photos from events with other parents.

**Security/Traffic Control:**No report.

**Spiritwear:** Carol Geary reported we are working on new designs and items along with creative ways to get rid of our old inventory. We are soliciting ideas from the students, and then considering having them vote. Also, a design for car decals is in the works.

**Telephoning:** No report.

**Website:** Deb Kelly reported she is working on updating our website with our web administrator, Annette Kirscher. Many areas need attention.

## **ADJOURNMENT**

A motion to adjourn was approved by Patty Roberts, and seconded by Mike Kelly. The meeting was adjourned at 8:05pm by Deb Kelly.

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Marianne T. Malaychuk, Secretary