

**CARL SANDBURG MUSIC BOOSTERS**  
**Minutes of the October 5, 2010 Meeting**

The meeting of Carl Sandburg Music Boosters held on Tuesday, October 5, 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), and Mrs. Cacciato (Color Guard). Ms. Sirvatka (Choir) and Mrs. Grueneberg (Orchestra) were unable to attend but sent reports.

**MINUTES**

The minutes of the previous Booster meeting held on September 7, 2010 were distributed and read. They were approved by Caren Mossman, and seconded by Tony Digrispino.

**TREASURER'S REPORT**

An overhead of accounting activity was presented by Mark Wiltgen. So far expenses are on track with budget with some slight variations; accounting fees were slightly higher due to additional time and questions in identifying and categorizing expenses from last year. All required filing has been completed and filed on time. Secondly, Marching Band Games/Parades is benefitting from parent donations of drinks and snacks so this expense will be lower than prior years. Parents were very generous and there is enough water and snacks for all remaining events. Fundraising to date was also presented. We had a strong response to our buyouts this year both for the Golden Opportunity Books and the Wreath Fundraiser. We continue to do our best to sell and reduce our SpiritWear inventory. So far we are ahead of fundraising numbers from last year at this time which is encouraging. Next the cash flow report was presented. Deposits totaled \$12,865 and disbursements were approximately \$7,500; ending bank balance is \$60,332.

A motion to approve the Treasurer's Report was made by Mike Kelly and seconded by Rob Kalal.

**DIRECTORS' NEWS**

Mrs. Cacciato reported Color Guard has been working really hard and getting in extra practices early mornings on late start Wednesdays. Practice is paying off, the Guard recently scored second place at a recent band competition at Northern Illinois University.

Mr. Bailey reported Marching Band is going strong. They marched in parades in Palos Park as well as Dwight, Illinois. Dwight was a competition and Sandburg was awarded Grand Champion. At NIU, the band placed 6<sup>th</sup> out of 32 and 4<sup>th</sup> in its division. The final field competition of the year will be at U of I on 10/16. On 9/27 there was a meeting with 8<sup>th</sup> graders regarding next year's Hawaii trip. On 10/12 IMEA auditions will be held at Hinsdale Central. Mr. Bailey clarified the date for Marching Band's Instant Replay is, Tuesday 10/19 with a dress rehearsal on 10/18. Senior Night is at the last regular season home game on 10/22 and the Junior High tour is 10/26. Jazz Ensembles auditions are 10/25. The first full band concerts for this year are 11/3; performances are 7:00pm for Varsity, Symphonic 2 and Percussion 2 bands, and 8:15pm for Symphonic 1, Percussion 1 and District 135 8<sup>th</sup> grade. Mr. Bailey also thanked the parents who have been helping for all of the various events.

## **DIRECTORS' NEWS**, continued

Ms. Sirvatka's report mentioned also about the upcoming IMEA auditions. Schedules and times have been assigned to all participants and Sandburg students have a convenient time block from 5:00pm-6:00pm. She and Mr. Bailey will be among those judging the students. We have about 55 students in all participating and will be taking two buses to Hinsdale Central on the 12<sup>th</sup>. First choir concert this year is October 20<sup>th</sup> at 7:00pm. Arlene DeHoff will be fitting robes this week. The 8<sup>th</sup> graders at District 135 have been invited and will be performing with the Varsity Choir at the concert. They will come for rehearsal on October 18<sup>th</sup>.

Mrs. Grueneberg's report also included the IMEA auditions. Secondly, the 8<sup>th</sup> grade string students have been invited to play with the Concert Orchestra on their first piece at the upcoming orchestra concert on October 27<sup>th</sup>. They will be here to rehearse from 4:00pm-6:30pm on 10/18/2010 plus will share pizza, drinks and desserts with the Concert Orchestra. Parent volunteers are requested to assist with this, stop by after tonight's meeting if you can help. Dress rehearsals for the fall concerts are October 26. Call time for the concert is 5:30pm because there will be pictures taken beforehand.

## **NEW BUSINESS**

The Boosters will have a table at all groups' concerts this year. We want to be more visible at all music events and hopefully encourage more families to join. We will be selling spiritwear plus we will have various forms available.

Marianne Malaychuk reported on Membership that there are still about 100 families that have not joined the Boosters this year which is about 20% of our total group. We looked at our membership breakdown by group; Band families have the highest percentage of membership at 90%; Orchestra is second at around 81%, and Choir families are around 64%. We will keep trying to reach out to families and will have membership forms available at all the concerts, maybe we can get a few more families to join then. It is not something we can force, we just have to keep trying and hope families respond and support our efforts to supplement our music programs. We are hoping "word of mouth" will also help as more families receive our e-mails and like them, other families will want to join too so they can be on the e-mail distribution list. If parents can see a direct benefit to them in addition to helping the students maybe that will help.

Deb Kelly reported on Fundraising that the Annual Wreath Fundraising will be mailed out soon and will run from 10/25 through 11/12 with delivery on 12/4 here at Sandburg. The delivery is a week later than last year so it doesn't conflict with the Athletic Boosters Craft Show and to allow for a more convenient pick up for parents here at Sandburg. Next Deb reported that the Winter Guard Competition preparation has begun with discussing the necessary committees. An e-mail requesting volunteers will be forthcoming.

Tammy Carmody reported we recently attended a District 230 Parent Advisory Meeting. An overview of Skyward was discussed and handouts were made available to parents. At the upcoming parent teacher conferences, training will be available and any questions related to Skyward can be answered. Parents were encouraged to sign in to the program and check it out! Students should be checking regularly as well. Campus safety was also discussed. Residency checks will now be done annually. Also, canine searches for narcotics will be conducted at random times throughout the year at all District 230 campuses. There is an anonymous safety and security tip line available for students and parents to call anytime. The Sandburg number is 708-671-3100 ext.3222. A handout, "Teen Safety Tips for Parents" was distributed. There was also a joint booster meeting here at Sandburg with Mrs. Boniface and the assistant principals. The teachers have been using the late start Wednesdays to meet within departments for more uniformity throughout classes. Also, a new program has been initiated allowing interested students to meet with a professional who can explain their job to the students.

The first one was a veterinarian who came during lunch and allowed the students to ask and interact on a personal level. It was very successful and many more such visits are planned. Also encourage students to take advantage of the wonderful electives offered here at Sandburg, and to spend some time on the Career Cruising program.

## **COMMITTEE REPORTS**

**CRAFT SHOW:** Deb Kelly reported so far going well, getting some crafters in. Doesn't really gear up until after Christmas. Craft Show dates March 12<sup>th</sup> and March 13<sup>th</sup>.

**DVD ORDERS:** No report

**EQUIPMENT/TRAILER:** Everything ok

**FORMALWEAR:** Tammy Carmody working on getting everything here by October 12 so should be all set for the concerts. Some tuxedos are out for alterations. We had some volunteers step up to help with the concerts, thank you!

**FUNDRAISING:** Bridget Wolf reported she has met with some local businesses. We hope to do an eat and share at Champ's sometime in November; she has another appointment with Oberweis and has also met with Marcus Theatre who offers discount tickets and other packages for fundraising. Also we will be doing Christmas wrapping at Border's this year for donations. The hope is for eat and shares at least once monthly.

**HOSPITALITY and CONCESSIONS:** Chris Helms reported the parents response to donations has been fantastic and we will not need any more items for Marching Band. Thanks to all parents who donated. Next is Senior Night and signs and flowers are being ordered for the seniors. We will use the same photographer as Athletics.

**MARCHING BAND UNIFORMS:** Still need someone to take over for Cathy Maher next year.

**PUBLICITY:** Caren Mossman has been getting info to our local papers. She is working with Carla Erdey at the District office. The Orland Park Prairie is going to start featuring a student each week.... in addition to an athlete. So keep our music students' achievements in mind!

**SECURITY/TRAFFIC CONTROL:** So far So safe!

**SPIRIT WEAR:** Continuing to solicit new ideas from students.

**WEBSITE:** No report.

## **ADJOURNMENT**

A motion to adjourn was approved by Bridget Wolf, and seconded by Patti Brucki. The meeting was adjourned at 7:55pm by Deb Kelly.

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Marianne T. Malaychuk, Secretary

10/06/10  
Cash Basis

Carl Sandburg Music Boosters, Inc  
**Budget vs. Actual**  
July 2010 through June 2011

	<u>Jul '10 - Jun 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
<b>MUSIC BOOSTER BUDGETED ACCOUNTS</b>			
Accounting Fees	590.00	550.00	40.00
Awards	0.00	6,500.00	-6,500.00
Awards Banquet	0.00	500.00	-500.00
Camp Scholarships	200.00	3,000.00	-2,800.00
Chamber singers	0.00	500.00	-500.00
Color Guard	0.00	1,000.00	-1,000.00
Concert Supplies & Flowers	0.00	500.00	-500.00
Contest / Clinic & Festival Fee	0.00	3,000.00	-3,000.00
Director Discretionary Fund	73.80	1,500.00	-1,426.20
Eloquence Singers	0.00	100.00	-100.00
Jazz Band	0.00	400.00	-400.00
Leadership Camp (Marching Band)	0.00	4,000.00	-4,000.00
Marching Band - Games / Parades	226.99	800.00	-573.01
Marching Band Percussion Inst.	0.00	3,000.00	-3,000.00
MISC.- Booster Budget Expense	0.00	300.00	-300.00
Office Supplies	0.00	200.00	-200.00
Orchestra Ensembles	0.00	200.00	-200.00
Postage,Printing, Mailing, etc	582.99	600.00	-17.01
Senior Scholarships	0.00	8,000.00	-8,000.00
Solo & Ensemble Contests	0.00	200.00	-200.00
Spring Musical	0.00	600.00	-600.00
Trailer / Tractor Maintenance	488.00	500.00	-12.00
Website	0.00	300.00	-300.00
Winter Guard	550.00	750.00	-200.00
XEROX	704.32	3,000.00	-2,295.68
<b>Total MUSIC BOOSTER BUDGETED ACCOUNTS</b>	<u>3,416.10</u>	<u>40,000.00</u>	<u>-36,583.90</u>
<b>Total Expense</b>	<u>3,888.85</u>	<u>40,000.00</u>	<u>-36,111.15</u>
<b>Net Income</b>	<u><u>-3,888.85</u></u>	<u><u>-40,000.00</u></u>	<u><u>36,111.15</u></u>

**Carl Sandburg Music Boosters, Inc**  
**FUNDRAISING - Prev Year Comparison**  
 July 2010 through June 2011

10/06/10  
 Cash Basis

	Jul '10 - Jun 11	Jul '09 - Jun 10	\$ Change
<b>Income</b>			
<b>MUSIC BOOSTER - Fundraising</b>			
Borders Gift Wrap	0.00	260.23	-260.23
Butter Braid	0.00	0.00	0.00
CDs/DVDs	96.00	1,655.66	-1,559.66
Craft Fair	1,035.00	24,996.02	-23,961.02
Decals	0.00	273.05	-273.05
Donations from Businesses	20.00	729.67	-709.67
Donations from Individuals	96.00	830.00	-734.00
Entertainment Books	17,093.00	4,070.45	13,022.55
Membership Dues	955.00	3,827.00	-2,872.00
MISC. Revenue	300.15	13,440.18	-13,140.03
Spiritwear	1,158.70	1,370.00	-211.30
Wreaths	2,772.00	0.00	2,772.00
<b>MUSIC BOOSTER - Fundraising - Other</b>	0.00	2,502.69	-2,502.69
<b>Total MUSIC BOOSTER - Fundraising</b>	<u>23,525.85</u>	<u>53,954.95</u>	<u>-30,429.10</u>
<b>Total Income</b>	23,525.85	53,954.95	-30,429.10
<b>Expense</b>	0.00	0.00	0.00
<b>Net Income</b>	<u><u>23,525.85</u></u>	<u><u>53,954.95</u></u>	<u><u>-30,429.10</u></u>

10/05/10

**Carl Sandburg Music Boosters, Inc**  
**Reconciliation Summary**  
**Checking - Palos Bank & Trust, Period Ending 09/30/2010**

	<u>Sep 30, 10</u>
<b>Beginning Balance</b>	57,539.73
<b>Cleared Transactions</b>	
Checks and Payments - 13 items	-7,456.58
Deposits and Credits - 3 items	12,865.00
<b>Total Cleared Transactions</b>	<u>5,408.42</u>
<b>Cleared Balance</b>	<u><b>62,948.15</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 10 items	-2,615.25
<b>Total Uncleared Transactions</b>	<u>-2,615.25</u>
<b>Register Balance as of 09/30/2010</b>	<u><b>60,332.90</b></u>
<b>Ending Balance</b>	60,332.90