

DUBLIN MUSIC BOOSTERS

EXECUTIVE BOARD MEETING

Version #: 1.0

Issue Date: 8/25/15

Minutes of Meeting

Location: Dublin Coffman Band Room **Date:** 8/24/15 **Time:** 6:41 p.m.

Officers: Ron Gilliland, Lisa McClellan, Bill Jacob, Dave Magan, David DeLong, John Beebe, Denise Hayes, Loren Pusey, Lisa Snide, Carmie Grooms, Chris Carr

Coffman Directors: Jeremy Bradstreet, Ivan De la Cruz, Kevin Wallick

Jerome Directors: Brian Stevens

Scioto Directors: Unable to attend

Guest: Dan Lamachia from Emerald City Games Show Committee

Absent: Ron Roman, Jim Gray, Susann Barrett, Andrew Garner, Jeff Chesser, Jeanne Wohlgamuth

Welcome & Introductions – Ron Gilliland

- The meeting was called to order at 6:41 p.m.
- Introductions of new Board Members including Mr. Bill Jacob – taking over main Treasurer role and Mrs. Denise Hayes – VP for Scioto
- Dan Lamachia with Emerald City Music Games (ECMG) Show Committee – provided an overview of the DCI show held this past July at Coffman stadium. The 2015 show included a change from the previous year with food truck layout moving inside and limit to 5 trucks allowing them to serve until end of show. Two primary goals 1) generate revenue and 2) provide more options for Concessions food as well as minimize congestion during intermission; the ECMG attendance set record of 3900 total attendees; noted that Dublin venue is highly requested stop on the tour; with show corps waiting list to come to Dublin. Mr. Lamachia presented Ron with 5 checks from the contributing food truck vendors; their 10% portion of gross sales collected and totaling \$1,302.51 made payable to DMB directly. He also expressed his thanks and appreciation of the many volunteers manning the stadium, parking lot and concessions; he will provide the results from their show survey once available. Dan left the meeting and discussion followed about overall show and possible improvements for next year.
- Website change – Ron suggested that we combine both Executive & General meeting times on the website and that if other guests attend we will excuse certain items to Executive session as necessary. Lisa Snide will make the changes to the existing website.

Concessions – Loren Pusey

- Reported that Concessions team is working on a new reporting process for tracking income/expenses on a monthly basis in electronic format as well as documenting standard cash handling procedures for all 3 schools.
- Sam's Club account access has been established for all Concession representatives and a few open slots remain; Lisa Snide suggested that Special Events Chairs for each school be added.
- Loren will be working with Lisa to coordinate email account set-up for all Assistant Treasurers and Concessions to use Square account for on-site credit card processing; discuss possible use of Paypal account too; will finalize setup within next week
- Addressed VPs and Committee Chairs about using Concessions account to purchase things for other Booster related activities; goal for better tracking; need to account for the proper channels and coming out of the annual budget and appropriate G/L accounts.
- Kona Ice – Dairy Queen (DQ) has closed their store so Concessions will no longer be able to offer DQ treats; Kona Ice approached Boosters after the ECMG show; 25% of proceeds to go to the DMB; Ron Gilliland and Loren Pusey will be finalizing the details soon.
- LaRosa's Pizza has also contacted Dublin City Schools to serve as pizza vendor for all 3 schools concessions during football games; meeting scheduled for Wed 8/26 at Central Office for 10am to discuss details; primary advantage would be LaRosa's assuming the risk of all pizza sales and manning the Concessions tent.

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- Annual Fund Drive – Ron received a letter from parent who thought we should be giving something as acknowledgement during door-to-door solicitations and donation; some difficulties in finalizing the arrangements but he thought it might be \$5 gift card; hasn't solidified the actual arrangement; discussion followed and Mr. Stevens and other Board members expressed some concern about students canvassing the area and providing free labor/promotion for a proprietor. Ron will wait to see if the final offer is a \$5 gift card vs. coupon before finalizing arrangements and may defer for consideration next year.

President-Elect – Lisa McClellan

- Fund Drive update – permits obtained and distributed to all VPs; 2500 door hangers ordered for reprint and purchase and should arrive on Wed 8/26; she will distribute for next week's Annual Fund Drive; reference to DublinMusic.org for online donations
- Irish Festival – first year for serving; distant and sunny location by back lot – new stand; surveyed volunteers; ice shortage; fight broke out near stand; staffing for 4; would like no more than 2 students/2 adults; overall good exposure and location; still haven't finalized the accounting and funds to distribute; will have update report by next meeting.

VP Scioto -- Denise Hayes

- Introduced herself with incoming Freshman daughter this year and couldn't say enough great things about her personal Band Camp experience and getting season started off right
- Fall Fund Drive – volunteers coming in slowly; will be stuffing envelopes later this week; target for 25 drivers and working on new maps for the Scioto area

Recording Secretary's Report – Lisa Snide

- May 18th meeting minutes were distributed via email over the Summer and approved as presented.

Corresponding Secretary – Carmie Grooms

- Reported that she is ready for directory updates and needs student roster from all 3 schools; she asked for each school to provide her with final Directory spreadsheet and she will compile remaining pages and send final proof to each school for verification. Discussion followed about possibly moving to online version and/or PDF file to be posted to website for distribution. Lisa Snide will work with 3 high school directors to provide online directory access in secure private section of the website.

VP – David DeLong

- **Dublin Band Showcase** – provided a status update 49 days and counting with the event to be held on 10/10/2015. Just like last year, Coffman to handle Concessions; Scioto will handle Parking & Program responsibilities and Jerome will cover the overall Event coordination, hosting and trophies. Improvements for this year include opening school for bathroom access; 11 bands signed up to date; down 1 from last year, but Grove City has signed up; all judges are secured; invited Jon Waters (former OSU Band Director) to come and participate as special guest adjudicator. Trophy sponsorships will be made available on DublinMusic.org website with 36 trophy spots available; Show t-shirt purchases will also be made available pre-sale at \$12/each and on-site \$15/each. It was decided that last year's show proceeds will be split evenly between the 3 Director Fund accounts; \$2000 for each school and leaving \$400 for start-up costs for 2015 event.

Treasurer's Report – Bill Jacob

- **July 2015 Financial Statement** - distributed copies for initial review; all bank accounts are reconciled – everything is in good standing. Bill discussed desire to improve current data collection process of spreadsheets and sharing information with Assistant Treasurers; will be working on new process and August financials will be posted shortly; goal to move to more real-time accounting and reporting; lots of August activity and will be meeting with Don Hayes to finalize a complete set of August financials together for next Board meeting
- Communicated w/ Treasurers about bounced checks and some that haven't cleared the bank
- Bank Statements were made available for review following the meeting.

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Fundraising - Chris Carr

- Max & Erma's – sent email request to support the Dublin Music Boosters – 20% proceeds for dinner sales on designated date; Jerome has already scheduled a FUNdraiser; Chris will coordinate the information with both Scioto and Coffman Directors and Special Event Chairs.

Website Status Update – Lisa Snide

- Reported that the new website www.DublinMusic.org launched successfully in July as well as respective sites for all 3 high schools: www.DublinCoffmanBand.org, www.DublinJeromeBand.org and www.DublinSciotoBand.org; over 80 development hours went into the initial sites design, structure and training; Lisa asked that any future content updates to be sent to her for posting to the site and ideally hope to secure Booster representatives from each school to serve as webmasters.

VP Jerome – David DeLong

- Dublin Marching Band Showcase scheduled for Saturday, October 10th and starting to finalize details for trophy solicitation, t-shirt design/sales and volunteer coordination
- 8th Grade Night – scheduled for Friday, September 25th – community concert; tailgate and boxed dinner provided by Jason's Deli
- Band Camp – reported another successful year; his 8th and final year serving as chaperone
- Ready for another great Marching Band season
- Annual Fund Drive – mentioned special 'Thank You' note – shares all music programs to be held during the month of September and reference to www.DublinMusic.org website for online donations; David will send sample electronic file to other VPs for consideration

VP Coffman – Dave Magan

- Great Band Camp – couldn't be better
- Annual Fund Drive – next Thurs 9/3
- Community Concert next Friday 9/4

DIRECTOR UPDATES:

Mr. Bradstreet

- **Uniform Update** – new uniforms distributed to students last week; new warm-ups will be ordered soon; students were allowed to pay in full, or rent over 2-3 years; need Booster funds to cover rental use; $\$70 \times 200 = \$14,000$ (75% purchasing) and 25% students renting (\$20/year) + \$10/standard uniform fee; need approx \$2500 to cover initial expense this year; target projection 3 years before breaking even. Discussion followed; Treasurer Bill Jacob suggested that we pay bill from G/L #6020 and run negative balance thru the fiscal year 2015-16 and determine how to handle difference at the end of the year and moving forward
- Football Friday Nights – new video/audio segment will debut this Friday night on NBC Channel 4
- Band Camp – great start to the season; special thanks to Lisa Snide finished her 6th and final year serving as Band Camp Coordinator; thankful for her many years of service.
- New Choreographer – Mr. De la Cruz provided an update on new instructor Chelsea Bolman; dance major from Washington State joined the staff this past week; last Thurs/Fri rehearsals focused on choreography; requiring more body movement and nice change of pace for students.

Mr. Stevens

- Great camp – first half show; special thanks to David DeLong for his 8 years of service
- Biggest band in school history – keeping up with growth
- Debut this Friday night against Upper Arlington at home

Mr. Gray – sent apologies via text to Mr. Stevens that he couldn't attend tonight's meeting due to unexpected situation that needed his attention

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NEW BUSINESS

- Memorial Tournament – Mr. Carr mentioned special thanks to the students from Scioto for entertaining crowds during the tournament.

Adjournment at 8:15 p.m.

- Dave Magan made a motion to adjourn the meeting; seconded by David DeLong. Meeting adjourned at 8:15 p.m.

Next Meeting:

- Jerome High School on Monday, September 21st – Agenda and Minutes to be posted to the website.