

# Dow High Music Booster Meeting Minutes

November 14, 2023

6:00 pm-Dow High Orchestra Room

Members Present: Matt Hansen, Linda Stachowiak, Shauna Barbeau, Sarah Haskett, Sherry Swier, Toko Togashi, Clark Cummings, Cindy Cummings, Heather Miller, Cindy Stemple, Jenny Lowe, Kathy Rasette, Christy English, Christine Hong, Amy Larry, Stephen DeRees, Amanda Thoms, Adam Gardner-Northrop

	Agenda Item	Special Notes or Information
1	Call to Order and Welcome: Matt Hansen	➤ Welcome to the meeting and introductions Meeting Called to Order at 6:07 pm
2	Review and Approve October 2023 meeting minutes: Linda Stachowiak	Motion made to approved the October Minutes by Clark Cummings, second by Heather Miller. Motion passes.
3	Review and Approve November 2023 Treasurer's Report: Clark Cummings	<p>Motion made to pass the November Treasurer's Report by Shauna Barbeau, second by Cindy Stemple. Motion passes.</p> <p>➤ Budget Update Marching Band Showcase brought in greater funds this year than in years past. It was a great night, great weather and amazing bands.</p> <p>Christine Hong, has volunteered to do our taxes.</p> <p>Mark Stachowiak will shadow Clark for the remainder of the year as a plan to step into the Treasurer role next year.</p> <p>➤ Financial Audit Report</p> <p>Matt and Linda,</p> <p>I am writing to summarize the outcome of the DHMB financial review for the 2022-2023 activity. I am happy to cover this topic during the next booster meeting if you need me to. Regardless, I also wanted to document the review here in order to help with the details for the meeting minutes.</p> <p>Clark, Mark and I met on October 18, 2023 to review the financial records covering the Dow High Music Boosters activity for September 1, 2022 – August 31, 2023. I selected sixteen of the more significant transactions for review. This included four debit card payments, five deposits, and seven checks. The selections were verified against a download of the bank statements, and reviewed for proper support and approval. Overall, items were well organized and documented. It appears that the process is operating as designed with no critical issues that I see. I shared with Clark a few thoughts on some minor documenting adjustments in order to be more transparent to people reviewing the transactions. There were 2 items that were missing receipts, and they were 2 transactions on the same day to Dominos Pizza. It was determined that no receipt or direct documentation made it to the Treasurer from the event held at the school. Clark was able to provide me a copy of the minutes for May 2022 Board Meeting that did discuss a pizza party to celebrate the Seniors and does directly reference pizza from Dominos.</p> <p>Based on the bylaws, as long as the expenditure is part of the approved budget, it is considered approved. Based on the 2022-2023 original Budget and Balance Sheet dated 8/31/23 the total spending was below the approved budget.</p> <p>The records were well organized and easy to follow, and I have no issues to report. Again, I want to give a special thank you to Clark for all of his efforts in keeping things so</p>

		<p>well organized. Let me know if you have any questions or concerns.</p> <p>Regards, Anirban Ghose</p>
4	Business Reports	<p>➤ Uniform Update – Kathy Rasette Total bill for tuxedo bags came in lower than expected- \$1734. We'll start using these next year. There has been lots of zipper attrition.</p> <p>➤ Spirit Wear Update – Toko Togashi Online store is open and closes tomorrow night. We have 45 clothing items. We need 5 more clothing items to avoid a charge of \$150. Toko may purchase a tshirt if needed to hit the 50 total and Music boosters will reimburse Toko to donate the shirt for a music event.</p> <p>➤ Capital Project Update – Shauna Barbeau Amanda and Shauna working on how to partner with MCTV to live stream concerts at Central Auditorium. First step is to reach out to MPS technology to ensure there is man power to run equipment. Amanda learned that Dow Chemical has funds to pay for this kind of stuff and will explore possible contribution to the need of equipment- estimated cost \$20,000. Stay tuned...</p> <p>➤ Marching Band Showcase – Sarah Haskett Do we want to have printed programs or QR code for future events? QR code worked well, it was just suggested to post the QR code a bit farther from the ticket taking to keep traffic flowing. 10% of sales were online.</p> <p>Herter's Coupon is included in program so Sarah will have a discussion with Herter's to decide how to best proceed if we are no longer going to have programs.</p> <p>MCTV volunteers to record Showcase but there was a person who live streamed the concert without permission. Issue is being addressed with that school and will plan next year to make announcement about not recording event.</p> <p>Frankenmuth High and SVSU will perform next year.</p> <p>➤ RenFair – Jenny Lowe Had MC auditions tonight. Hearing acts on Thursday and Friday. There is a meeting on Friday before auditions to go over ticketing and make sure everything is organized.</p> <p>➤ Fruit Sale – Cindy Cummings Kick off Monday- Cindy will be going into the Music Classes Website is updated and ready to go live Saturday morning IF we have enough students from Orchestra and Choir to walk behind the band to pass out fruit flyers. Otherwise the website will be live Monday morning. December 4<sup>th</sup> is when the fruit committee will begin community promotions. Will give students 2 weeks to try to sell before Boosters promotes in the community.</p> <p>Thursday November 30<sup>th</sup> from 4-6 phone blitz.</p> <ul style="list-style-type: none"> <li>○ Computer Purchase Request</li> <li>○ Current laptop was purchased in 2014. It is running slowly and not always booting up.</li> <li>○ Motion to increase misc. line item by \$1000 for purchase of a new computer made by Heather Miller, second Amy Larry. Motion passes.</li> </ul> <p>➤ Jazz and More – Angela Kalcec – No updates</p> <p>➤ Sponsorship – Christy English \$8,549 (possible \$1500 email commitment)</p>

5	Director Reports	<p>➤ Band - Steve DeRees Great marching season. Bands are split and preparing for Holiday Concert in December. For Santa parade, kids will show up at Dow High and bus will take them to start of parade. 9:00am at Dow High Parade start at 10:00. Should be done by 11:30ish.</p> <p>Steve would like to have additional purchases made this year (music, equipment, etc.), so he will have a request ready for January meeting.</p> <p>Steve also requested help in spreading the word for a better way to schedule events (not just music) across the building and district. Right now only the building secretary has access to an event calendar Espace powered by Microsoft. Amanda shared there is no view only mode. The problem is not just scheduling a room, but the physical presence of the students at events. Booster members are wondering what is the barrier- the tool? multiple user access? to allow others to see/view scheduled events. <b>Can we have a better calendar system that allows all programs in building/district to view events that students would be engaging in, including off site happenings.</b> Can we help spread the word on how this is a problem for the music directors?</p> <p>➤ Choir - Adam Gardner-Northrup Winter concert December 6th Moving forward in purchasing robes for chorus- cost should be less than \$10,000 Budget has \$15,000. Will consider robes for Chambers next year. Estimated 12 week ordering time, should have robes before Festival. MPS covers cleaning uniforms- Boosters has been supplementing the cleaning budget.</p> <p>➤ Orchestra - Amanda Thoms Full orchestra is on a roll!</p> <ul style="list-style-type: none"> <li>• One dozen students auditioned for the All-State Honors Orchestra. Results of who made it in should come out this week.</li> <li>• The Grove Music Festival Masterclass was a success. Mia Bayardo and Ian Koh performed.</li> <li>• Composite photos are happening this week.</li> <li>• We are still recruiting students to walk with the band for the Santa Parade.</li> <li>• Several Dow High students will be performing for MSBOA Adjudicator Training on December 9.</li> <li>• The next concert will be on December 12, 2023 at 7:30PM.</li> </ul> <ul style="list-style-type: none"> <li>• RenFair is moving forward. Emcee auditions happened this evening. Act auditions are Thursday and Friday. The RenFair committee will be meeting on Friday to work out other details.</li> <li>• I met with Matt Thomas from MCTV and JR to talk about installing cameras at Central. There is a range of prices we could work with, but it would cost around \$20,000. We also discussed getting MPS-TV involved with the actual livestreaming moving forward.</li> </ul>
6	Other Items and To Do Items?	➤ Next meeting – Tues, Jan 9th – 6:00 PM
7	Adjourn: Matt Hansen	<p>Motion made by Cindy Stemple to adjourn the meeting. Sarah Hasket second. Motion Passes Meeting adjourned 7:08</p>