**Granville Music Booster Minutes**

**October 18, 2017**

Attending: Steve Krak, Don Charlton, Pam Hooker, Renee Guerin, April Crum, Brad Betts, Kris Whiting

Recording – Steve Krak for Marla Krak

**Secretary’s Report**

Minutes from last meeting amended.

Motion to accept Brad, seconded by Chris, accepted unanimously.

**Treasurer’s Report**

T-shirts were ordered for Ace Appellas.

Brad sent an email about Kroger check coming to the Boosters, but we’ve not seen it yet. Mr. Smith checked Booster PO Box recently, and the Kroger check was not there. Brad will look for that Kroger email and follow up.

Mr. Smith is waiting for a large invoice from Bandwagon.

The Treasurer is reconciling purchases and contacting those who have not turned in receipts.

Don received a replacement debit card and informed the bank Brad will no longer have a card assigned to him. All paperwork is done for the current debit cards.

In order to better manage the entire process, the team discussed an approach to managing the debit/credit cards and including instructions on the cards themselves to turn in receipts. The conclusion of the discussion was the following:

1. Two marching band cards will be controlled by Mr. Smith. Mr. Smith will hold one and store the other in the band room safe. The sticker on the cards will remind the user to take a photo of their receipt immediately and email to Granville bands (Smith).
2. Three Booster cards will be managed by Don, Kris, and one will be stored in the band room safe. The sticker on the cards will remind the user to take a photo of their receipt immediately and email to Pam.

Both stickers will also remind the user these cards are for budgeted purchases only unless approval is received. Off-budget, unapproved purchases will be the user’s responsibility.

Renee Guerin moved to accept Treasurer’s report, Brad seconded and the report was accepted unanimously.

**Old Business**

Craft show

There are currently 20 vendors signed up for the event on November 4, 9a-3p. Popcorn and Steamroller will be outside. Signs will go up around town and teachers will be given information to share. Mr. Smith will use the Remind app to get the word out just before the event. Chris will “boost” the Facebook event page. Marla will use the Facebook Q&A page to get the word out.

Vendors need access on the evening of Friday, November 3. Renee will check to make sure the room is reserved for November 3 and 4.

April explained the concessions set-up. We will have donuts and coffee and the candy that is already there. This only takes one person to manage.

After this craft show, this fund raiser will be reviewed by the Boosters.

Website

Brad asked if there is a place on the website where we recognize members and sponsors. Chris said this is next on her list to do and will implement this. PayPal seems to be working well for collecting new member dues through the website.

Emails

Renee shared that there were 280 click-throughs to the website from emails. Concern was shared that the current email format is small and hard to read on a phone.

General Concessions

Mr. Smith asked who will do meals for OMEA large group and, Solo & Ensemble. Don did large group last year (that vendor is out of business). Renee will talk to Tanya Sherburn, and will contact Michael Carnahan who is head of the CTEC culinary school and supported the band for band camp.

**New Business**

Uniforms

Don passed out an estimate for eleven full uniforms. An order should probably be placed within the next month. Mr. Smith shared that we have zero extra currently and his concern that we should order more than eleven. We also need more parts. Mr. Smith will do an “intent poll” after middle school marching band night to get a new count. Brad mentioned we also have around $5,000 sitting in savings that could be applied. Don asked that we have the numbers by the next meeting so the order can be placed quickly. Brad suggested he will ask the vendor for information on the next price break by quantity.

Brad suggested we still need a uniform coordinator to manage all uniform issues, including repair processes and participants. Don shared that Kristen Snyder has been asked to talk to the current supporters of uniforms to recruit a coordinator. Mr. Smith will follow up with Mrs. Snyder.

The uniform budget has been used so far this year to replace choral uniforms (dresses, tuxes) and marching band braids. Mr. Smith shared that we will need to buy new plumes for next year as well.

Mr. Smith raised the need for more garment bags. We are out of all types (concert and marching). The cost is around $31 per bag plus a $30 one-time setup fee (Ray Klein). Two dozen may get us through next year. Mrs. Snyder will be asked about her needs, although we know that only half of her girls have garment bags.

Renee moved that money be applied to garment bag purchases, Kris seconded and the motion was approved.

**Music Director Report**

Mr. Smith gave Don an invoice for Kettering from Kristen Snyder.

Brad moved to adjourn, Pam seconded, motion to adjourn was approved.