**Granville Music Booster Minutes**

**September 20, 2017**

Attending: Steve Krak, Don Charleton, Pam Hooker, Kris Whiting, Kristin Snyder, Renee Guerin, Andrew Krumm, Shelli Shepherd

Recording-Marla Krak

**Secretary’s Report**

Change Melissa’s email address to [pawlikowski.8@osu.edu](mailto:pawlikowski.8@osu.edu)

Corrections will be sent to Don and then to Kris for the website.

Motion to accept Pam, seconded by Kris.

**Treasure’s Report**

Many credit card expenses were made in the last few days with tuxes and dresses for choir. Need some documentation on some of the other recent credit card expenses. We have two bank accounts, one for boosters and one for marching band. The booster card expired so we had to use the marching band account to pay for GMB. We will have three new cards for GMB and Kris, Renee and Don will have these cards. We need to link the savings account to checking account.

August monies that came in were small retail checks and memberships. Expenses were payments for blue notes, Ace-apellas, cleanings and OMEA fees.

Motion to accept Renee, seconded by Kris.

**New Business**

GMB as funds conduit for Jazz and Steel Drum

We discussed the idea of operating Jazz and Steel Drum accounts like the Marching Band account. We are custodians of the Marching Band account and we’re testing to see how it’s working. Is it working well enough that we can do this for Jazz band and Steel Drum. We want to be careful from a procedural stand point. We had $28.40 in extra charges that were added because we had too many transactions with depositing checks form students. Dawn tracks the transactions but we have to be better with receipts. If we add these other accounts, we have to have Dawn or someone else monitor all of these transactions. Andrew said steel drum and jazz wouldn’t have nearly as many transactions as marching band. Could be we have one account with a spreadsheet categorizing everything, especially seeing that donations go to the correct group.

We like the idea but holding off until procedures with marching band is better understood. The next step is creating procedures with Jerod, Dawn and Pam. We need to know how the accounts will be reconciled. Pam is the destination for the receipts. One procedure is all receipts immediately get emailed to Granville Bands after a purchase is made. We currently have several receipts unaccounted for. Pam will show Jerod the transactions and see if those purchases can be verified. Steve suggested putting a cap on cash expenditures.

Craft Show

Shelli – ad will cost same as last year for online and print - $262. We tend to make about $1000 after ad. There is a Facebook event created and we can boost that. Need to work how to fit the bigger music group sizes into the cafeteria. Discussed combining mattress sale with craft show and hold in the gym a little later in the fall. Bring up in a future meeting. Work on community partnerships – Granville Rec selling bricks, drama selling tickets for the show. Renee will email Kevin and directors about combining events for next year. We decided that vendors could use GMB website for collecting vendor payments. Could use donate button and designate in note section “Craft Show”. Vendors will let Shelli know if they paid that way and she will verify with Pam.

Outback bowl jackets

Extra jackets $130 each. Requesting monies for 3 jackets for Andrew, Brookly and Aaron

Motion to approve Renee, Kris seconded. All approved.

**Old Business**

Concessions

Home football concession new procedures went very well. Last year’s concessions checks came in at around $5,000 - that goes on this year’s budget. Renee will use sign up genius for the next football game concession sign ups.

Website/Calendar update

Renee would like to use Mail Chimp for mass emails on announcements and upcoming events and has the idea of on publishing a monthly or quarterly newsletter. She will send draft email version of newsletter. Sign up genius will still be used for sign ups.

**Music Director Report**

Kristin

-Suggested we have one point person from GMB for uniforms.

This point person would-

-hold a uniform training session for everyone involved in helping

-be in charge of ordering  
-be the repository of information

Andrew

-Started doing mass rehearsals with 6th graders

-Steel drum is booked every month for the year except February

-Guest artist coming May 8 and it would be great to allocate funds for that this year but may not need, as in last year. Fall show is Nov. 8

Motion to adjourn by Pam, seconded by Kris.