



## MEETING MINUTES

### Band Boosters of Lake Zurich Thursday, September, 20 2018

**1. Call to Order:** The meeting was called to order by Nina Handeland at 7:01 PM.

**2. Attendees:** Beth Slaughter, Nina Handeland, Kathy Frosch, Christopher Buti, Debbie Theys-Dice, JoAnn Niemeyer, SunJae Choi, Paul Pike, Elizabeth Miller, Joshua Thompson, Sheri Conover

### **3. New Business:**

- Scholarships - Summer Camp - Daniel Polites submitted for DM and Music Camp. Scholarships were approved. Sheri to remind students again.
- Marching Uniform Buttons and Hangers -
  - Waiting for Kathy's buttons invoice
  - Josh will send the hangers invoice to the district.
- Poinsettias Update from Donna
  - Knupper's has closed, but the owners graciously agreed to provide plants this year for our fundraiser. We won't be able to return any plants to the store, so we will likely need to order more extras this year to cover any issues that may come up. The cost is the same as last year at \$10 each. We will sell them for \$16. One dollar of each plant sold goes back to the band program and \$5 to the student's account.
  - The student sale started Wednesday, 9/19. Jill Polites and Bettina Kraus our MSN and MSS coordinators, respectively, assembled the middle school packets and distributed them to the band directors. Donna Young handled the high school packets. Karen Nolan is in the process of recruiting volunteers for the business sales. She will hold a separate training meeting for these volunteers on 9/27.
  - The student sale will end on October 16th. Delivery and parent pick up of plants at MSN will be on November 30th.
  - Volunteer Sign Up Sheet was passed around. You can also volunteer online.
- Jazz By the Lake - Confirmed February 8, 2019.
  - Royal Melbourne is available.
  - The theme will be LaLa Land.
- Per Josh's requests, "overage" funds (\$17K) in BBLZ account will be spent on:
  - Bulletin Board/Display Case - \$300
    - For displaying alumni college marching band photos
  - Instruments - 1 tuba (\$8500) 2 used euphoniums/valve trombones (\$700) each

- Decided to hold off on tuba until next semester – after fundraising
- Josh to look on Ebay for marching option for our euphonium players. Would like to either buy more valve trombones (we own one) or marching baritones.
- Sweatshirts for entire band - (\$4,400)
  - Nina to get quotes from Melon Ink and one other.
- Football game Senior Night/Recognition
  - Would like to have volunteers head up doing something extra for Senior Night such as a banner to hang on the fence at the football field. Maybe the class parent rep could lead this? New Role – Senior Recognition Coordinator
- Concert Hospitality Coordinator Volunteers:
  - October 16th – No hospitality
  - December 20th - Nicole Boehm
  - March 5th - Wei Wang
  - March 15<sup>th</sup> – Wind Ensemble - Debbie Theys-Dice
  - May 16th - Mary Kalafut

#### 4. Band Director's Report:

- Formal ceremony will be held on September 27<sup>th</sup> to invite band to London New Year's Day Parade 2020 by the Lord Mayoralty of The City of Westminster.

#### 5. Financial Officer's Report:

**BBLZ Finance Committee Report**  
As of September 14, 2018

1. Financial Report – page 2
2. Income Highlights
  - a. Overall - \$4,904.60 against budget of \$21,800
  - b. Car Wash (\$2,500) - \$2,151.31 (\$2,486 last year)
  - c. Buzz Books (\$3,000) - \$2,138.50 to date (\$2,834.16 last year)
    1. Advertising - \$1,715
    2. Sales – \$1,241
    3. Expenses - \$817.50
  - d. Yard Signs - \$201.50 to date
  - e. Great Lake Scrip
    1. Student Accounts - \$659.19 to date
    2. BBLZ - \$0
3. Expense Highlights
  - a. Overall - \$1,019.50 against budget of \$20,630
  - b. Admin - \$10 for Secretary of State filing fee
  - c. Middle School Recruiting - \$709.50 for 7/8 grade t-shirts
  - d. Scholarship - \$300
4. Overage Expenses Highlights
  - a. Overall - \$0 against budget of \$17,000
5. Monthly reconciliation performed for August – no issues
6. Illinois Secretary of State Filing – completed and mailed 9/15

Itemized Categories - Year To Date  
7/1/2018 through 9/14/2018

9/14/2018

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Date	Num	Description	Memo	Amount
<b>INCOME</b>				<b>4,904.60</b>
2 - Fund Raising - Budgeted (\$21,800)				4,653.36
2.01 - Donations (\$12,000)				6.00
Friends of BBLZ (\$2,500)				6.00
FOBS - Band Member level > \$25				6.00
2.02 - Car Wash (\$2,500)				2,151.31
CW - In				2,151.31
2.04 - Buzz Book (\$3,000)				2,138.50
Buzz Book - Advertising				1,715.00
Buzz Books - Advertising - Buzz Book				1,110.00
Buzz Books - Advertising - Concert pgm				605.00
Buzz Book Sales				423.50
Buzz Books - Ex				-817.50
Buzz Books - In				1,241.00
2.09 - Fund Raising - Not Spec (\$500)				357.55
Amazon Smile				6.05
Sales at Events				150.00
Yard Signs				201.50
Yard Signs - Ex				-648.50
Yard Signs - In				850.00
4 - Net Fund Raising - SA (should be \$0)				251.24
MANNA or GLS				251.24
MAN or GLS - In				659.19
Man or GLS - Stu				-407.95
<b>EXPENSES</b>				<b>-1,019.50</b>
3 - Annual Budget (\$20,630)				-1,019.50
Admin (\$1,205)				-10.00
Incorporation Costs (\$25)				-10.00
9/12/2018	1213	Secretary Of State	annual IL filing fee	-10.00
Events(\$3,925)				-709.50
Middle School Recruiting (\$1,100)				-709.50
9/12/2018	1215	Melon Ink	tshirts for 7/8 grade night football performance	-709.50
Scholarship (\$2,700)				-300.00
8/30/2018	1210	Jill Polites	Illinois Summer Youth Music - Daniel	-300.00
<b>OVERALL TOTAL</b>				<b>3,885.10</b>

## 6. Fundraising

- Buzz Books -
  - Printing - Special Thank you to Gary O'Brill at K&M Printing
    - Printed 180 and 50
  - Sales - Sold 180 between Residency and Curriculum Night. Took orders for 25 more at Curriculum Night. Got payment for 15. 31 Extras to office staff and possibly sell at concerts/Choir Festival???
  - Thank you to Karen Kasregis, Paul Pike, and Tri-M students for their help!

## 7. Uniforms (Marching Band & Concert)

- Concert Jackets and Dresses have been cleaned/laundered.
  - Jacket and dresses cleaning bill submitted to district for payment.

**Meeting was adjourned at 7:56 PM.**

**Next Meeting: THURSDAY, October 18, 2018 @ 7:00 PM in the band room**