

Sycamore High School Vocal Boosters

Meeting: January 26, 2015

6:00 – 7:00 p.m. Choir Room

Attendees: Ken Holdt, Julie Miller, Sarah Carl, Dan Carl, Amy Rosenberg, Jackie Lombardi, Michele Brarens, Karen Staffiera, Christy Clough, Wayne Brown, Nicole Brown, Terri Torres. Cindy Marsland, Marianne O'Leary

MINUTES

Item: Secretary Report

Presenter: Marianne

Minutes from November 24, 2014 meeting approved as submitted.

Item: Treasurer Report

Presenter: Dan

1. The ending balance of the Boostersø checking account as of January 26, 2015 is \$16,117.16;
 2. The money from the Paypal account was transferred to the Boostersø checking account. Dan is working on recording the lump sum received from Paypal into the proper budget categories.
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Item: Checking Account Debit Card

Presenter: Ken

Ken reported that there is no longer a need for a bank account debit card for Paypal. The website was using Paypal Pro, which required a bank account debit card. However, for security reasons the website will switch back to Paypal Free, which does not require a bank account debit card. This change will have no effect on parents paying for anything through the website.

Item: Kroger Income**Presenter: Julie**

Julie reported that the Boosters received a check from Krogers in the amount of \$416.00. The Kroger income budget is \$1,200.00. Ken will put instructions on how to register Kroger cards on the website.

Item: Petty Cash**Presenter: Julie**

There is \$225.00 in the budget for Ken's expenses. It was suggested to give Ken petty cash up front so he does not have to pay his expenses out-of-pocket and be reimbursed at a later date. Ken would then provide a report along with receipts stating how the money was spent. After discussion, it was decided that the better procedure would be for Ken to continue paying his expenses out-of-pocket and submit his receipts for reimbursement.

Item: Program Marketing Initiatives**Presenter: Ken**

Ken is continuing to work on promoting the Choral Program. Ken reported that he is still working with Steve at Allegra Printing regarding mailing out postcards to current 8th graders. The postcard will mention the trip to Disney next school year. In addition, Ken also sent out 320 individual emails to students to market the program. The base of the email was generic, but included some personalization pertaining to each student.

Item: After-Prom Donation**Presenter: Julie**

The After-Prom committee is in need of donations. In the past, the Vocal Boosters have donated \$100.00 to the After-Prom. Julie motioned to donate \$100.00 again this year. The motion was seconded and carried.

Item: Upcoming Events**Presenter: Ken**

1. Cabaret: Cabaret is scheduled for Saturday, February 7th. The Sign-up Genius is set up and on-line. Set-up for this event will be held on Friday, February 6th. The

- students will help clean up. Tickets are being sold on-line and at lunch on Friday, February 6th;
2. Academic Fair: Academic Fair is scheduled for Thursday, February 5th. The Vocal Boosters will have a table in the Commons. Shadow boxes will be set up, and Madrigal will perform;
 3. Fine Arts Concert: Fine Arts Concert is scheduled for March 5th. Dress rehearsal will be held Wednesday, March 4th. Students with a last name beginning with the letters I through R will be responsible for set up on February 25th, and concert strike on Friday March 6th;
 4. Disney: Students going to Disney in November, 2015 will need to pay the first installment of \$200.00 by February 6th. Ken will send out postcards with the Disney information to current 8th grade choral students who may be interested in attending the Disney trip.
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The next Vocal Booster meeting is scheduled for Monday, February 23, 2015 at 6:00 p.m. in the Choir Room.