
Northglenn High School Music Program Board Meeting

Thursday April 21st, 2022

6:30pm

Attendees

Jessica Bottger: President, Jeanine Ashley: Finance Chair, Cassandra VanBlaricom: Bingo Chair, Ally Dawson Brown: Fundraising Chair – Not Present, Eric VanBlaricom: Website & Communication Chair, Freddie Smith: Volunteer Chair – Joined via phone, Eric Stehle: Band Director

Agenda

Introduction of members and guests. Michelle Haynes joined us to get more information on the finance chair.

Approval of March meeting minutes – motioned and passed

Open board positions – Vice President, Secretary, Uniform Chair – Have a few parents who have reached out. – Did reach out to Diana to help with the dinning fundraisers.

New Business

1. Update from Eric S.:
 - a. Next Year's show –
 - Do you have a contract for Kenney Bailey? – No contract yet. He has changed his email several times and we were having issues getting in connection with him.
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- Music purchase? – Emailed invoice came over without the invoice attached. Stehle resent it with the invoice on 4/22 for \$2360. Resent invoice again on 4/26 with corrected amount of \$2108.
 - The only staff that we have is Mr. Kenney and Becca. – Stehle has possibly found a few different people for drumline and pit.
- b. Eric S. can you go through your keys and get into the shed. We need access and need to make keys so that we can get to our stuff. – Checked the keys on 4/22. He has 2 keys 1 he will keep and the other will be given to the President. Now we need to schedule a time to go through the shed to clean it out and get items stored.
- c. When are leadership decisions made? – Should be posted Monday 4/25
2. President update: Jessica to present
- a. Budget Proposal – went through budget and updated a few items that were in question. Need to know if we are going to get Nancy for the summer orchestra camp.
- b. By-law review – to be read in September Meeting
- c. Nomination Committee – Jeanine is going to take this on.
- d. Kick off meeting – food budget and ideas
- Tacos Aye, Aye, Aye - \$1000 food and Drink
 - Dunk Tank - \$250 with a lot of additional options.
 - Sign-up sheets- Jessica will make and send out prior to the 11th
 - Agenda – with the leadership help – Jessica will create and send out prior to the 11th
 - Need to have shirt designs for next year – Orchestra, Guard, Band, Parents – Marching Band by August
- e. Next year’s trip – Cassi working on quotes. Nick sent over the packet for out of state travel. We are looking at March 16th-19th which is the 1st weekend of spring break.
- f. Need Guard dates from Becca – Becca will be looking up due dates for WGI. That way we know when we need to have the request in to Host a show and when the fees are due.

3. Communications update: Eric V

- a. Eric S. How is the google doc coming? – Did this get completed? Can this be an assignment at the beginning of every year? – Stehle sent this to Eric so that we can get the spotlight started and will make a new assignment at the beginning of every school year so that we can have updated info.
- b. Website Update
 - Talk with Hector about setting up an online store for merchandise
 1. Would like to have this up by the beginning of the year next year! – Goal is to have completed by August
 2. Discuss the items that Hector sent to me for options
- c. Final Concert – May 5th
- d. Leadership Meeting May 11th 1:30-3:30
- e. Graduation – May 17th
- f. Annual Kick off dinner – May 24th
- g. 1st Marching Band Practice June 14th
- h. Leadership Meeting #2 June 15th 6-8
- i. Marching Bonding off – June 16th

4. Bingo updates: Jessica/Cassi to present

- a. Rent increase – Motioned and approved – Jessica sent over to Bill at RMBS to have the changes done before May 6th
- b. Pricing increase – Proposing \$10 -1 pack, \$13 -2 pack, \$15 – 3 Pack, \$22 for the All Paper Special, \$35, \$45, \$60 for the machines
- c. Rocky Mountain Bingo March invoice - \$4682.50 -
- d. Early Bird Must-Go on April 1st – Transferred \$4963.50 Total for the night \$9102. Accidentally transferred the regular Jackpot proceeds as well.
- e. Derby Went on 4/8 – Total transferred from that night was \$6519
- f. Big Must-Go May 6th – Anticipating \$12K+

5. Fundraising updates: Ally to present – Not present – so no update available

- a. Mattress Fundraiser – April 3rd - How did it go?
 - b. Tumblers
 - c. Bulbs
 - d. Jessica working on the new worksheet for next year
 - e. Diana – Ella’s mom is going to help with the Dinning Fundraisers
6. Finance update: Jeanine to present
- a. Anything from last month that did not get paid? – Everything was paid – Waiting on some checks to still clear.
 - b. Bank Reconciliation – Stehle and Eric reviewed and signed
 - c. Review current monthly reports – Jeanine went through reports – no questions
 - d. Reminded Jeanine that Quarterly reports were due to the district by 5/1
 - e. Additional bills to be paid –
 - Motioned for \$1500 for food & drinks - passed
 - \$150 for the Corn Hole Boards - passed
 - \$250 for dunk tank - passed
 - \$4682.50 for RMBS - passed
7. Volunteer Update: Freddy to present
- a. Ideas to get more volunteers
 - What are we doing with the questionnaire? – Eric was having issues getting the information from the survey. Will let us know when he has been able to get it.

Next Month's Meeting: May 25th @ 6:30pm at the high school.

Notes

Action Items

Eric Stehle –

- Contract for Kenney Bailey
- Check Keys
- Post Leadership
- Resend music invoice
- Talk to Nancy about the Summer Orchestra Camp
- Look into bus invoices and custodian invoices
- Figure out the Jazz band camp for the summer

Becca-

- Get all deadline dates for Jessica for WGI

Jessica –

- Kick off Layout/set up
- Sign-up sheets/info sheets
- Agenda for the kick-off meeting
- Meeting Minutes
- Update Budget for final number
- Order Corn Hole boards for the kick-off
- Print the new Bingo Formats & Get them to Bill to upload before May 6th
- Finish the Bingo Quarterly reporting
- Work on pay-pal/square payment stuff
- Send Diana the list of restaurant fundraising

Cassi –

- Book Taco's Aye, Aye, Aye
- Book the dunk tank
- Quotes for the trip

Eric V –

- Get the spotlight segment going in the weekly emails
- Flyer for the students for handout about the kick-off

Ally –

- Can you update us on the Mattress fundraiser and how that went?
- Any other updates on fundraising

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- Send Jessica the list of restaurants that we have done in the past

Jeanine –

- Set up nominations information and send out
- Payments to RMBS, Becca, Music
- Finish Quarterly reporting for the district

Freddie –

- Work with Jessica on all the kick off stuff for the dinner