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# Northglenn High School Music Program Board Meeting Minutes

Thursday June 23rd, 2022

6:30 pm

## Attendees

Jessica Bottger: President, Jeanine Ashley: Outgoing Finance Chair, Michelle Haynes: Incoming Finance Chair

Ally Dawson Brown: Fundraising Chair & Rebecca Prewett: Color Guard Instructor - Via phone

Not in attendance: Cassandra VanBlaricom: Bingo Chair; Eric VanBlaricom: Website & Communication Chair, Freddie Smith: Volunteer Chair, Eric Stehle: Band Director

## Agenda

Introduction of members and guests - None

Approval of May meeting minutes – Changes made per Michelle catching some typos

Open board positions – Vice President, Bingo, Communications, Fundraising

## New Business

1. Update from Eric S.:
    - a. Next Year's show –
      - Sent Jessica the new list of contracts – **Jessica is going to get these written and sent over to Stehle for signature.**
      - Any other props or items that you know of right now?
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1. Need to order the Art- **Need this info if we are going to order**
  2. President update: Jessica to present
    - a. Next year's trip – \$1800-\$2000 per person – could be less if the occupancy changes
    - b. Need to write the contracts by next Tuesday to send with Savannah for Signature
    - c. Need to place orders with Becca – **Let Becca know to just let me know and we will schedule a time to get things ordered. If she has pricing, she can request motion from the board outside the meeting via text or email.**
    - d. General Liability Insurance – Due July \$850 – **Need to find out from Sharee if the boosters or the High School would repair/replace instruments in the event of an accident. – Motioned and passed for \$850 knowing that it might be less if we are not needing the property coverage**
    - e. Charms – August? – **Requested the invoice from Charms. Will have by next month's meeting**
    - f. **Jessica will be transferring the emails with Ally (Fundraising/Uniform) after the Peach Fundraiser & Cassi (Bingo/Secretary) in the first week of July.**
    - g. **Jessica ordered the new podium and the Synth Cart. Podium is supposed to be here in July and the Synth Cart is several months out.**
  3. Communications/Website update: Eric V
    - a. 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
    - b. July dates
      - Marching Band Practice: 12<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup>, 28<sup>th</sup> from 9am-2pm
      - Bingo: Week 1 – July 1<sup>st</sup>, Week 2 – July 8<sup>th</sup>, Week 3 – July 15<sup>th</sup>, Week 4 – July 22<sup>nd</sup>, Week 5 – is Week 3's 5<sup>th</sup> week July 29<sup>th</sup>
      - Drums Along the Rockies – July 15<sup>th</sup>

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- Orchestra Camp – 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> 9am-12pm
  - Jazz Camp – 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> 9am-1pm
  - Booster Meeting July 21<sup>st</sup> – Jessica’s house 6:30-8:30
  - Leadership Meeting – Savannah’s house July 20<sup>th</sup> 6-8
- c. August at a glance
- Marching Band Practices: August 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> 9am-2mp
  - Marching Band Practices: August 9<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, 25<sup>th</sup> & 30<sup>th</sup> 1 6pm – 9pm
  - Bingo: Week 1- August 5<sup>th</sup>, Week 2 – August 12<sup>th</sup>, Week 3 – August 19<sup>th</sup>, Week 4 – Closed
  - 1<sup>st</sup> Day of School – August 16 – Freshman & August 17<sup>th</sup> all classes
  - I-25 Rivalry Game against Thornton – Friday August 26<sup>th</sup> 5:30-10
  - Booster Meeting – August 18<sup>th</sup> 6:30-8 – Main office?
  - Leadership Meeting – August 10<sup>th</sup> – Savannah’s house 6-8
4. Bingo updates: Jessica/Cassi to present
- a. Rocky Mountain Bingo March invoice - \$5152.50 – **motioned and passed**
  - b. Bingo Docs Invoice - \$720 – **motioned and passed**
5. Fundraising updates: Ally to present
- a. Peaches Update – **info has been sent out the last 2 weeks. Peaches will be done the 25<sup>th</sup> of July. Will send some forms with Savannah to have at the high school and will send out a separate email to everyone to make sure that everyone knows that they can participate. Will also take some to Bingo so we can talk about it there as well. 100% of the profits going to the students.**
  - b. **Jessica will be setting up the rest of the fundraisers before the July meeting and will reach out to Ally if she needs any help with them.**
6. Finance update: Jeanine to present
- a. Anything from last month that did not get paid? – **Everything was paid from last month. RMBS was paid late because we were waiting on a 2<sup>nd</sup> signature.**
  - b. Bank Reconciliation – **this will have to be done at the next meeting because no one was physically present at the meeting to complete.**

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- c. Review current monthly reports – Jeanine found missing profits that we had been looking for in the Progressive account and fixed with updating the Journal Entries.
  - d. Additional bills to be paid – Upcoming payroll – All payroll motioned and passed. Checks will be done once the contracts & W-9's are received for each person.
    - Gena Rumsey – Drill - \$2500
    - Gena Rumsey – WW - \$400
    - Jonathan Kenny – Brass - \$400
    - Aaron Lundblad – Pit - \$400
    - Rebecca Prewett – CG - \$600
    - Erin Bender – CGA - \$400
7. Volunteer Update: Freddy to present
- a. Anything?

Next Month's Meeting: July 21st @ 6:30pm at Jessica's house.

## Notes

## Action Items