

1/10/12 Band Booster Minutes

Attendees: Kyle Wellfare, Nan & Rod Snow, Michelle Robrahn, Craig Harris, Scott & Leeann Bont, Paul Gerndt, Michelle Miller, Dawn Schumaker

President Nan Snow

- Officer elections are right around the corner. We need to replace both president & vice president positions, and possibly the treasurer position. February/March we accept nominations & April we place our votes. Please let us know if you are interested or if you know anyone you think would make a great candidate, we will be more than happy to contact them.
- Chili Cook Off is right around the corner (tentatively March 23rd). Kyle plans to work on firming that date up in the next week. Need to charge everyone who comes in the door even those that only plan to stay for the music. Kyle said we have a new band this year called the Grand River Big Band and there will be swing dancing. This event is a lot of fun so please consider making your favorite tasty chili!
- We need volunteers to chair the Casino Night coming in May 25th, 26th, 27th, 28th. Please let us know if you are interested. If we get 1 chair person to work on getting volunteers & then 4 co-chairs to work (one per day) this will lighten the load so it won't land just on one person's lap. We earn a lot of money for little work; it just takes a little time. See proposed shifts below under fundraisers.
- We need a chair & co-chair for the Cal Classic, please consider this position or one of the Committee Heads (see positions under Fund Raisers).
- Nan & Kyle received a note from Jennifer Hamming about painting & decals for the trailer. This will run about \$500 which is an awesome price & we will consider doing this after we find out how much we make on the May Casino fundraiser. Nan will get back with Jennifer & let her know our plans.

Vice President Rod Snow

- Because we are a 501C3 non-profit organization, Rod's company Kellogg's pays \$10 for every volunteer hour. Kellogg's donated \$500 on Rod's behalf to the Caledonia Band Boosters. It might be worth checking out with your HR department to see if they have such a program. Rod was surprised when he found out!

Treasurer Michelle Robrahn

- We have about \$10,600 in our band booster's account. Kyle & Don contributed by playing the Trombone in Hastings taking in \$231 in random donations!!! We received the \$1,000 from working football concessions, a few more checks from our fundraiser trickled in along with some marching band reimbursements.
- Michelle offered 3 to 4 tub containers to store the middle school band sweaters. Thank You Michelle.
- If you go into your YES CARD profile online (myyesrewards.com) you can have it set up to include the Caledonia Band as a donation option when you shop at Spartan stores. Please take a few minutes to add this to your profile, this is easy money. Just go to myyesrewards.com, login using your e-mail address when you signed up for the rewards card, go to your profile (upper right corner) and under Cash For Class check the Yes box & pull down to select Caledonia Band (Caledonia). If you don't have a password then click on forgot password & they will send you one. If you have questions you can respond to this note or send an email to caledoniabands@gmail.com, Dawn will help you out.

Secretary Dawn Schumaker

- Michelle Robrahn will send out agenda & take meeting minutes in February while Dawn is out. Thanks Michelle

HS Band Director Kyle Wellfare

- Nan asked if Don will need help with the Middle School band festival on April 14th. Kyle said they will need volunteers to make sure judges are fed & for concessions. If you can volunteer please let Don Raaymakers know.
- The Jazz band will play in Hastings at the Fall Creek Jazz Night in February.

MS Band Director Don Raaymakers

No report

Uniform Manager Mary Beth Jack

No report

Webmaster Craig Harris

Nothing new

Pit Chief Dave VanPutten

No Report

Fundraising

Casino Weekend May 25th through the 28th shifts needed (1 person per shift) if you have questions please contact us on Charms, respond to this note or send an email to caledoniabands@gmail.com. **Please consider volunteering just a few hours can raise a lot of money for our kids.**

Friday May 25th

2:00pm-6:00

6:00-10:00

10:00-2:00am

2:00pm to 2:00am 1 co-chair needed

Saturday May 26th

Noon-5:00

5:00-10:00

10:00-2:00am

Noon to 2:00am 1 co-chair needed

Sunday May 27th

Noon-4:00

4:00-8:00

8:00-Midnight

Noon-Midnight 1 co-chair needed

Monday May 28th

2:00pm-6:00

6:00-10:00

10:00-2:00am

2:00pm to 2:00am – 1 co-chair needed

CAL CLASSIC Volunteers Needed

LEAD CHAIR OF EVENT

- Oversee various committees & manage the planning and execution of the event.
- Announce and preside over event meetings.
- Monitor task vs. timeline progress
- Keep detailed notes during the process as well as provide thorough post-event notes for our records.

VOLUNTEER RECRUITMENT & COORDINATION CHAIR

- Secure, schedule, confirm, educate and manage volunteer staff for event
- Recruitment from Middle School & High School band parents

MARKETING CHAIR

- Design event logo & tag line
- Design & produce all event materials (introduction letter, letter of intent, Band Entry form, Musical Program, Information Form, T-shirts, Map of School Grounds etc.)
- Design event t-shirts for workers (and for sale at event if a no-risk investment situation is secured).
- Design, typeset, secure production of event programs
- Create laminated “cheat sheet” of key cell numbers of key volunteer personnel for key personnel to wear around neck for any troubleshooting needs
- Posters – design, print & place 11x17 posters in business and school windows
- Marquee - arrange for advertising on high school marquee
- News Stations – submit press release of event & discuss possible coverage as news story of parade and or group performance, clinics etc.
- Newspapers – create ads (if parade) and submit press release to “Advance” & “Sun”
- Radio Ads – research possibility of free radio spots, especially if there is a parade
- Work with webmaster to get event information onto website
- Design, produce and hang signs in stands . . . “Please silence cell phones and remain seated during performances. Thank You!” & and any other etiquette signage Kyle has requested.
- Sell advertising space in our competition program to local businesses
- Possibly sell ad sponsorships on the back of event t-shirt
- Secure, schedule, manage and execute team for sale of programs & possible t-shirts.
- Secure supplies and run 50-50 raffle at merchandise table and in stands (maybe at concessions too)
- Design & print maps of campus w/phone #'s

FOOD CHAIR

- Athletic Boosters will allow us to use and reimburse for their concession inventory
- Arrange for proper education of volunteers on facilities and training of food preparation prior to event
- Work with volunteer coordinator to secure & schedule sufficient staff for event

- Suggestive sell 50-50 raffle tickets to adult customers (placing cash in separate bank)
- Research and assess needs for refreshments and meals of guest band schools
- Purchase necessary refreshments for guest band schools (water, Gatorade, snacks etc.)
- Consider and coordinate which refreshments (if any) will be complimentary (or worked into entry fee) and which will be available for a cost, ie. will there be a cart of chilled waters visiting guest team locations giving away chilled waters or maybe freeze pops or selling them with Gatorades.
- Possible coordination of closing BBQ for Caledonia band and parents after event.

HOSPITALITY CHAIR

Gates:

- Secure, schedule, manage and execute team for collecting gate fees
- Secure, schedule, manage and execute volunteer to be gate greeter and information go-to.

Registration: _____

- Secure, schedule, manage and execute team for registering high school bands
- Secure, schedule, manage and execute volunteer to be gate greeter and information go-to.

Troubleshooting : _____

- Secure, schedule and manage a team of volunteers to troubleshoot any problems that arise throughout the event (run errands for supplies, etc.)

Emergency & First Aid: _____

- Research requirements & recommendations of emergency and first aid personnel/supplies
- Secure and manage first aid supplies. Perhaps there should be a mobile first aid golf cart with qualified medical support staff (volunteer?). This “first aid cart” contact number would appear on all “cheat sheet” laminated cards of all volunteers

Judges & Announcer Liaison: _____

- Greet & fulfill all needs of the judges and announcer for the event day
- Plan, create and place favor basket for each of the judges and announcer (including waters, snacks etc.) in the judges/announcer booth location
- Welcome judges that will be driven (in separate golf carts) to and from their clinic locations and then back to the competition location

FIELDS CHAIR

- Create list of set-up & break-down responsibilities
- Marking the clinic fields with “yard” marks for performances
- Secure and set-up of “directors stand” for clinicians at clinic fields
- Coordinate Pit Crew team for any guest band assistance requested & Fighting Scot performance
- Secure and manage group of volunteers for set-up and break-down
- Execute all related tasks.

LOGISTICS CHAIR

