

# MINUTES

1/11/11 Meeting 7PM at Band Room

In attendance: Rod Snow, Nan Snow, Laura Niemann, Mary Beth Jack, Leeann Bont, Michelle Robrahn, Dave VanPutten, Lauri Hiltunen, Mike Hiltunen, Michelle Miller, Lisa Harris, Craig Harris, Dawn Schumaker, Sheila Lacina, Barb Donker, Shelley Austin, Dana Jack, Ruth Sallee (18)

Call to order at 7:02

## **PIT CHIEF & WEBMASTER: Dave VanPutten**

Trailer Repair/Maintenance: Estimated quotes on trailer servicing, is approx. \$300 for trailer. Can do at any time, regardless of the weather. Rod will notify Dave to go forward with trailer repair immediately. **Schedule repairs to finish by February 15<sup>th</sup>.**

Webmaster: Nothing new

## **FUNDRAISING UPDATES: Dave VanPutten, Rod Snow**

Candy Cane Lane: Rod voiced concern about making sure the start date for planning was earlier enough next year so we would avoid running out of time like this year and having it cancelled. Rod mentioned that the first meeting was the week of Thanksgiving break and many couldn't attend, as well as it was lightening and raining that night. Dave said that you don't want to start installing CCL too soon, because kids mess with it during school days. Dave recommends that we put a notice out around the time of the last football game to get started in the future.

Caledonia Classic, Marching Exposition & Clinic: Sat. 9/24<sup>th</sup> (may be a conflict with the date and be rescheduled as we've learned that's also the Homecoming dance) 3pm-approx. 7:30-8pm. we're estimating 8-10 bands to participate. Kyle will be doing the solicitation of area bands. We're going to preliminarily contact bands that don't typically participate in band competitions. Ours is more of an exposition rather than a competition. Scores will not be announced, but given to bands in confidence for their own use. A mini-clinic will be given to each band. There may also be a parade of the bands down Caledonia's main street to kick off the event. We're looking to secure a university band as a special guest performance. This is a tremendous fundraising opportunity. \$5 per spectator, concessions etc. We need a boat-load of volunteers. PLEASE contact [caledoniabands@gmail.com](mailto:caledoniabands@gmail.com) if you're able to help and haven't already responded to do so. We'll have many various tasks to choose from.

Chili Cook-Off & Jazz Night: See below in Kyle's Directors Report

## **PRESIDENT: Rod Snow**

Service Appreciation Program (Lisa & Craig Harris/Mary Beth Jack):

Please read through and consider the Proposed Program below. Send any comments, suggestions to [Caledoniabands@gmail.com](mailto:Caledoniabands@gmail.com) . **We will vote on decisions about this program at the next meeting on 2/8.** Please contact Nan at [Caledoniabands@gmail.com](mailto:Caledoniabands@gmail.com) to voice opinion.

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## **BAND BOOSTER VOLUNTEER/DONOR APPRECIATION PROGRAM**

### **GOALS**

1. Publicly recognize the contribution of volunteers and donors
2. Generate excitement and interest in Band Booster activities, and
3. Encourage student and family participation and volunteering.

**Additional considerations**

1. Equitable for senior parents as well as freshmen, sophomore and junior parents
2. Fair to all volunteers
3. Considers fundraiser, event and support volunteers equally
4. Provides some basis or recognition of hours
5. Timeliness
6. Tracking and data accumulation, with a focus on simplicity.
7. Must not be considered pay or compensation which could violate the rules of a non-profit organization
8. Must not violate the Booster bylaws

**PROPOSED PROGRAM (MULTI-PART)**

Regardless of the program, some degree of time keeping/tracking is needed:

- a. Needs to be easy so as to not add more work for the coordinator
- b. Tracking volunteers and time not only records “who” but “how much time” which can help considerably in determining fundraiser’s effort
- c. The use and explanation of tracking hours should be mentioned at the Parent Meeting and possibly in the handbook

Parents/Volunteers will be given the opportunity to remain anonymous (their name will not be published or announced ) for privacy reasons, at their request.

**1. Part I – Volunteer/Donor Recognition at the Indoor Marching Concert in November**

- Identify and thank all volunteers/donors who have given their time/money since the end of the previous school year:
  - i. Pit
  - ii. Uniforms
  - iii. Caledonia Classic
  - iv. Cow Pie
  - v. Band Camp
  - vi. Hospitality
  - vii. Casino night, etc.
  - viii. For those fundraisers, events and support functions which involve a small number of volunteers, combine these people into one group
  - ix. People who have donated supplies/instrument/money
- Raffle a small prize, such as T-shirt, Wendy’s card, candy etc. (for volunteers)
  - i. One raffle per volunteer opportunity
  - ii. One chance per hour volunteered
- (Optional) Provide refreshments after the show in honor of the volunteers/donors

<b>PROS</b>	<b>CONS</b>
Covers most, if not all of the primary and secondary goals	Some cost is associated with prizes, however extra items the Boosters already have could be used (i.e., items leftover from fundraisers, water bottles, extra T-shirts)
Volunteers/donors are recognized in a very public forum	Someone with more hours only has a better chance and is not necessarily rewarded at the corresponding level or degree of their

	contribution
Accuracy of time tracking, although still important, is not 100% critical. However, event coordinators should have a good idea of who they have to help them anyway	The same person can win repeatedly
The raffle provides a somewhat immediate reward and level of excitement	Volunteer hour tracking adds some level of work for the coordinator

## 2. Part II – Spring Concert Volunteer/Donor Appreciation Dessert

- An “end of year” dessert following the concert as a “thank you” to recognize all volunteers/donors throughout the year
- Small visible tokens of appreciation also could be handed out or a display put together:
  - i. Suggested gift ideas – to be given to all volunteers
    1. Small lapel pins
    2. Small candle with a card saying “You light the way” or “No one can hold a candle to you”
    3. Permanent marker with a card saying “You’ve made a lasting and permanent contribution to the band.”
    4. Gold chocolate coins with a card saying “Volunteers are worth their weight in gold”
    5. Ruler/tape measure with a card saying “It’s easy to measure the difference you’ve made in our group – you’re amazing!”
  - ii. (Optional) Suggested gift ideas – to be given to a few volunteers with lots of hours or large donors
    1. Clock – “Thanks for the time you’ve given to our group!”
    2. Shirt – “We know you’d give the shirt off your back...so here’s an extra one for the next time you give your all.”
    3. Shamrock plant – “We grow luckier every day you’re with us.”
  - iii. Display ideas
    1. Giant thank you note signed by all the kids
    2. Take pictures during volunteer opportunities for a “Wall of Fame”
    3. Decorate a wall with the volunteers name on a star – “Our Brightest Stars”
    4. Decorate a wall with hand prints signed by the kids with a top banner saying “Thanks for lending a hand”
  - iv. Other idea - Depending on cost, renting the movie theater and hosting a “movie night” (about \$15 per family) instead of dessert after a concert

PROS	CONS
Covers most, if not all of the primary and secondary goals	Some cost is associated with prizes and dessert
Volunteers/donors are recognized in a very public forum	Presentation or announcement of gifts/dessert could be awkward and will add time to the performance. However,

	the announcement(s) could occur while the bands are switching. Time could be saved by handing out gifts after the concert or sent home with students
Accuracy of time tracking, although still important, is not 100% critical.	Volunteer hour tracking adds some level of work for the coordinator
Everyone is recognized	Risk of forgetting someone

### 3. Part III – Ongoing Volunteer Recognition

- Recognition of volunteers in the programs printed for band events.
- Volunteers “categorized” based on their accumulated volunteer hours:
  - i. “Band Member Volunteer”
  - ii. “Section Leader Volunteer”
  - iii. “Drum Major Volunteer”
  - iv. “Director Volunteer”
- Do not show the number of hours, but instead group based on the accumulated hours.
- Also display this recognition on the band web page. A public thank you that would also allow for anyone to periodically see their “category”

PROS	CONS
Covers most, if not all of the primary and secondary goals	Some cost is associated with prizes and dessert
Volunteers/donors are recognized in a very public forum	Some volunteers may not want their names listed
Accuracy of time tracking, although still important, is not 100% critical.	Volunteer hour tracking adds some level of work for the coordinator
Everyone is recognized	Risk of forgetting someone
The website and program provides a somewhat immediate reward, as well as review for accuracy to a lesser degree.	
Minimal cost required	

Nan also added a proposed idea to consider for Volunteer Appreciation. The boosters could set up a “Volunteer” Scholarship (of a certain value ) that would be awarded based on a vote by the general membership for the outstanding booster volunteer of the year. This scholarship could be used toward their students band camp, music supplies etc.

Niemann Family Donation: Laura Niemann was thanked for her family's generous financial donation to boosters.

**TREASURER'S REPORT: Michelle Robrahn:**

- \* We have 4 games. 9/23<sup>rd</sup> = Homecoming Game and Homecoming Dance is the 24<sup>th</sup> (PROBLEM WITH CALEDONIA CLASSIC), Senior Night = 10/7 (Be sure to schedule BAND BASH Tailgate party on a different night)
- \* We can sell our credit card machine if anyone is interested since we cancelled our use of credit cards.
- \* Payments have been paid: Kubota Rental, Uniforms etc.
- \* We have just under \$14,000. Approx. \$2500 of that allocated to the student individual student account.

**H.S. DIRECTOR'S REPORT: Ready by Rod Snow**

Festival Preparations are under way. Registration sent and will so learn the final date and time. Pre-Festival Concert will be held Tues. 2/22 at 7pm in the H.S. F.A.C.

MSBOA District 10 Jazz Festival will be held at C.H.S. on Thursday 3/17 during the day in the H.S. F.A.C. **Needed help from boosters includes**, 1 parent to be a coordinator/contact for this event. Responsible for A.) being a contact for Mr. Wellfare for the event. B.) Organizing a lunch for the 4 judges C.) Have snacks and water available for sale as a concession.

Chili Cook-Off & Jazz Night- Friday 3/25 from 6-9:30 is the date and time. Admission is \$6/person, \$10/couple, \$20/family of 4 or more. **Needed help includes**: 1 adult to help student volunteers at the front door with money collection. 1-2 adults to help with set-up at 3pm on Friday. 1-2 adults to help with tear down at the end around 9:30pm. EVERYONE to spread the word, enter chili, and get as many people as possible to this fun event! Kyle has provided notes from last year. We will be doing newspaper notices, posters, mailings, emailings etc. More ideas are welcome especially if you have connections somewhere. [caledoniabands@gmail.com](mailto:caledoniabands@gmail.com) if you have connections or would like to help.

8<sup>th</sup> Grade Parent Night- Monday, 2/7 the band will have a table set up from 6-7pm to let people see some of the things that we do and ask questions. I'll have several students there and if any booster parents are interested contact me.

**UNIFORM MANGER: Mary Beth Jack**

- \* Mary Beth has purchased uniform pieces as previously discussed and would like to continue fundraising to complete all uniforms for the students.
- \* She will be talking with past booster coordinators to see if there are any improvements we can make to our processes for fittings, distribution and collection.

**NEW TOPIC / CONCERNS OF MEMBERS:**

- \* Michelle Robrahn: will be asking for any JV/Freshman games that we can work concessions to raise money.
- \* Cowpie: Rod has been kicking around ideas to streamline operations to lessen workload and still do the event. Feels lead to continue with it since we have a deficit from CCL being cancelled. However experienced opinions were voiced that with the date being so close to the Caledonia Classic, and with the great fundraising potential of the Classic and it being our first year with it, . . . it may be a much wiser investment of valuable resources to focus on that only.
- \* Proposed policy for Appointment of Chair positions: made by Nan. Please read the proposition below, voice any comments or questions. **We will be voting on this policy at the next meeting on 2/8.**
- \* **If more than one member would like to be Chair of an event, voting by secret ballot is held.**
- \* **Announcement of Chair selection/election (date/time) must be made at least 1 week in advance.**
- \* **Interested members should notify officers prior to the election for consideration.**
- \* **There will be only 1 "Head Chairperson" elected per event/committee. There should no longer be "Co-Chair" positions (eliminating any unproductive conflict of shared leadership positions of equal authority & responsibility).**

\* “Assistant Chair” roles are encouraged as needed. If a person seeking the Head Chair position thinks they’d like an Assistant Chair, they should discuss this in advance with their “running mate” of choice and “run on the same ticket” as a team for consideration.

An additional idea was suggested shortly after the meeting by Craig & Lisa Harris. They suggest having a foundational form that is filled out by any new chairperson within 1 week of their appointment to be turned in to the officers. This form would include the timeline of tasks for the event, estimated funds needed, potential sub-committees etc. Please consider this idea for discussion at the next meeting. Thanks.

Adjourned: 7:58pm

A huge thank you to everyone that was able to attend, everyone that read through these minutes to this point, everyone that contributes to our awesome band program in any way! Go Scots!