# Big Hollow Middle School Fine Arts Boosters

# Meeting Minutes

Tuesday, January 10th 2023

1. **Call to order**

Lauren called to order the meeting of the **Big Hollow Middle School Fine Arts Boosters** at 7:05pm on Tuesday, January 10th 2023.

1. **Roll call**

The following persons were present: President: Lauren Shogren,Treasurer: Allison Johnson Secretary: Laura Sovsky, Director of Events and Communications: Kim Carpenter, Director of Volunteers and Committees: Cori Blanquel, Member at large: Lea Langhoff, Teacher Liaisons: Julie Dee (Choir) and Denise Maifield (Speech/Acting & Plays/Musicals).

The following people were absent: Vice President: Sharron Pruski, Teacher Liaisons Kori Paulson (Art) and Dan Knowles (Band) and Member at large Syndey Menning

1. **Approval of minutes from last meeting**

Lauren motioned to approve the minutes from the November 1st and December 1st meetings; Kim seconded the motion - all approved; motion carried.

1. **Updates**

* **Choir update: Julie**
  + New students have joined this semester.
  + Tour went well.
  + Show choir auditions are January 26th.

* **Band update: Julie**
  + percussion requests:

tambourine: $234

chimes with a damper: $170

castanets: $60

Kim motioned to approve the purchases; Alison seconded the motion - all approved; motion carried.

* **Art Club/Set Crew update: Julie**
  + They are working on the details for paint night for February 23rd with Grant NAHS students.
* **Speech update: Denise**
  + Program begins February 14th.
  + Email was sent looking for an assistant coach.
  + Laura motioned to approve $200 to purchase new materials; Alison seconded the motion - all approved; motion carried.

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* **Theater update: Denise**
  + Play was selected: “It’s a Madhouse”
  + Wishlist: We would like to.offer a theater trip to the 9th grade theater students. You're a Good Man Charlie Brown at Lincolnshire Theater 1:00 show. We will approve over email once we know how many tickets are available.
* **Volunteers & Committees**
  + None at this time
* **Communications & Events:** 
  + Culver’s is planned for January 24th 5:00-8:00pm
  + Rock Paper Scissors Tournament will be March 10th
  + Savers March 11 9:00-11:00 am
  + nerf blaster blast into summer nerf blaster party in May 20-23 players approximately $300 for 4th grade-8th grade
* **Miscellaneous: All**
  + variety show auditions are January 20th
    - $3 for student, $5 adult
    - concessions: Alison will purchase concessions
    - Kim will do fan grams
    - Sharon, Kim, Laura will volunteer
  + recruiting for board members:
    - personal invite from staff
    - introduction to the fine arts programs for 4th grade students April 18th
    - Kids to give speech about needing volunteers at March concert
    - Thank you cards to send to people who have donated: Alison motioned to approve $200 to purchase cards with our logo; Kim seconded the motion - all approved; motion carried.
* **Finance Report: Allison**
  + Beginning balance as of $33,982.37
  + Ending balance as of 12/31/22 $35,226.38
  + See attached finance report for details
* **Open Public Forum: All**
  + none

1. **Adjournment**

Meeting adjourned at **8:40** **pm**. Lauren motioned to adjourn; Alison seconded the motion – all approved; motion carried.

Minutes submitted by: Secretary Laura Sovsky

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| **Finance Report - December 2022** | | | | | |
| Balance includes locked expenditures, deposits, debit card purchases, checks written between meetings, checks cleared and outstanding. | | | | | |
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| Beginning Balance as of 11/30/22 | | | | | 33,982.37 |
| **Locked Expenditures:** |  |  |  |  |  |
|  | Amount |  |  |  | Notes |
|  |  |  |  |  |  |
| Total | $ - |  |  |  |  |
|  |  |  |  |  |  |
| **Deposits** |  |  |  |  |  |
| Date | Amount |  |  |  | Notes |
| 12/1/2022 | $ 100.00 | T | Transfer | CheddarUp | Boosters - Donations from online Giving Tuesday |
| 12/2/2022 | $ 56.00 | x | Cash | BMO | Boosters - Donations from acrylic box |
| 12/2/2022 | $ 153.00 | x | Checks | BMO | Solo & Ensemble registrations |
| 12/2/2022 | $ 845.00 | x | Checks | BMO | Musical - $250 Activity Fees, $595 Volunteer Fees |
| 12/8/2022 | $ 750.00 | T | Transfer | CheddarUp | Boosters Fundraiser - Photo Books |
| 12/13/2022 | $ 75.00 | T | Transfer | CheddarUp | Jazz Band - Registration Fees |
| 12/13/2022 | $ 225.00 | T | Transfer | CheddarUp | Auditioned Choir - Registration Fees |
| 12/13/2022 | $ 600.00 | T | Transfer | CheddarUp | Backstage Crew - Registration Fees |
| 12/13/2022 | $ 1,089.79 | T | Transfer | CheddarUp | Boosters Fundraiser - Paint Night - Ornaments purchased |
| 12/14/2022 | $ 4.00 | T | Transfer | CheddarUp | Boosters Fundraiser - Paint Night - Concessions |
| 12/14/2022 | $ 71.41 | T | Transfer | CheddarUp | Boosters Fundraiser - Paint Night - additional ornaments |
| 12/15/2022 | $ 96.00 | x | cash | BMO | Boosters Fundraiser - Paint Night - additional ornaments |
| 12/15/2022 | $ 124.00 | x | cash | BMO | Boosters Fundraiser - Paint Night - concessions |
| 12/15/2022 | $ 336.00 | x | check | BMO | Booster Fundraiser - Little Caesars |
|  |  |  |  |  |  |
| 12/31/2022 | $ 0.30 |  |  | BMO Harris | Interest |
| Total | $ 4,525.50 |  |  |  |  |
|  |  |  |  |  |  |
| **Debits** |  |  |  |  |  |
| Date | Amount |  |  |  | Notes |
| 12/7/2022 | $ 8.04 |  | AJ debit | Jewel | Boosters Fundraiser - Paint Night - water for concessions |
| 12/8/2022 | $ 36.00 | x | ACH | CheddarUp | Software - monthly upgrade |
| 12/8/2022 | $ 630.00 | X | LS debit | Ultimate Screen Printing | Auditioned Choir - sweatshirts |
| 12/9/2022 | $ 22.84 | R | AJ debit | Dollar Tree | Boosters - Office Supplies |
| 12/16/2022 | $ 6.47 | X | LS debit | Music Notes | Choir - Solo & Ensemble - music |
| 12/19/2022 | $ 13.08 | X | LS debit | Jewel | Auditioned Choir - Snacks |
| 12/19/2022 | $ 27.50 | X | ACH | Quick Books | Software - monthly upgrade |
| 12/22/2022 | $ 4.99 | R | LS debit | Sheet Music Direct | Choir - Solo & Ensemble - music |
| 12/22/2022 | $ 6.25 | R | LS debit | Music Notes | Choir - Solo & Ensemble - music |
| 12/23/2022 | $ 27.38 | R | LS debit | Amazon | Show Choir - sheet music |
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|  |  |  |  |  |  |
| Total | $ 782.55 |  |  |  |  |
|  |  |  |  |  |  |
| **Checks** |  |  |  |  |  |
| Date Written | Amount |  | Check # | To | For |
| 12/1/2022 | $ 388.00 | x | 1783 | Northern Illinois Music Conf. | Solo & Ensemble (Entry fee 288, Piano fee 100) |
|  |  |  |  |  | Curricular Choir $194, Curricular Band $194 |
| 12/1/2022 | $ 196.93 | x | 1784 | Denise Mayfield | Reimburs -Theater (Props 45.99, Set 89.80, Costumes 61.14) |
| 12/1/2022 | $ 455.71 | x | 1785 | Kim Christesen | Reimburs - Booster Fundraiser - Photo book purchase |
| 12/2/2022 | $ 17.88 | x | 1786 | Kim Carpenter | Reimburs - Booster - Theater ticketing expenses |
| 12/8/2022 | $ 270.42 | x | 1787 | Willow Bend Theatrics | Boosters - Theater Fund - Frozen Wands |
| 12/9/2022 |  |  | 1788 | Laura Sovsky | Boosters - Musical - Backdrops for photo op 43.18 |
| 12/12/2022 | $ 945.00 | x | 1789 | Ceramics For You | Boosters Fundraiser - Paint Night - Ornaments |
| 11/19/2022 | $ 25.00 | x | 1781 | Kim/Erik Johnson | Musical - Sibling Discount Reimbursement |
| 11/28/2022 | $ 200.00 | x | 1782 | Maddie Wallace | Speech and Acting - assistant |
|  |  |  |  |  |  |
| Total | $ 2,498.94 |  |  |  |  |
|  |  |  |  |  |  |
| Ending Balance as of 12/31/22 | | | | | 35,226.38 |