***Big Hollow Middle School Fine Arts Boosters***

***Meeting Minutes***

Tuesday November 7th 2023

 I. **Call to order**

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

II. **Roll call**

The following persons were present: President: Lauren Shogren, Vice President: Sharon Pruski, Secretary: Laura Sovsky, Co-director of Communications: Tisha Eisenmenger, Treasurer: Rachel Meuser, Co-treasurer: Marissa Rivera, Director of Events and Volunteers: Cori Blanquel, Members at Large: Laura Grimes, Heather Brook, Leah Langhoff, Cari Miller, and Teacher Liaisons: Julie Dee (Choir), Denise Maifield (Speech/Acting & Plays/Musicals), and Josh Kumpula (Band)

The following people were absent: Kori Paulson (Art), Co-director of Communications: Amaryah LaBeff, Members at large Josh Langhoff, Jean Meyers, Marne Gehring, Angela McDaniel, Teresa Hidalgo, Kim Johnson, Barbara Ayers and Sallymar McBean

Guest present: none

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

Lauren motioned to approve the minutes from the meeting on October 3rd, 2023; Heather seconded the motion - all approved; motion carried.

IV. **Updates**

* **Choir update: Julie**
	+ ACDA trip went well
	+ Volo tree lighting is coming soon
	+ PTO requested the choir sing at the Winter Ball but we declined.
	+ Solo and ensemble is soon and there is a December 1st due date for fees. Solo and ensemble $150 Lauren motioned to approve $150 for accompaniment piano fees. Marisa seconded the motion - all approved; motion carried.
	+ Upcoming concert December 13th
		- 5th/6th concert at 6:00-7:00
		- 7th-8th concert 7:30-9:00
		- Pizza for audition choir and jazz band students staying for both concerts
		- Lauren motioned to approve $200 for pizza Sharon seconded the motion - all approved; motion carried.
		- 50/50 raffle. We will need 5s and singles for change.
* **Band update: Josh**
	+ Grant high school marching band visits went well. They played for 7th and 8th grade students.
	+ Jash talked about the need for a bass guitar and amp set for curricular band and jazz band.
	+ Lauren motioned to approve $600 to purchase a bass guitar and amp set. Rachel seconded the motion - all approved; motion carried.

* **Art Club/Set Crew update: Julie**

o The set is mostly complete.

* **Speech update: Denise**
	+ Showcase on November 14th @7pm. Admission is free
	+ No booster help needed except for people to take pictures.
	+ Promotions needed for website, social media post and flier
	+ $600 stipend for Nicole Buschek is needed. This has already been approved in the budget.

* **Theater update: Denise**
	+ Volunteer sign-ups have been sent out.
	+ Other grant HS alums will be helping out as well.
	+ Concessions needed for all shows
	+ Laura will order 500 wooden flowers and candy at $2 a piece
	+ Mrs Domkey volunteered to take headshots
	+ Tickets for the show are being finalized.
	+ Front row for 8th grade families.
	+ We need a fan gram poster board. Heather and Tisha will work on this.
	+ We need a parent to put a slideshow together of 8th grade bios and headshots.
	+ Program information will be sent to Josh Langhoff
	+ Meet and greet in the back of the cafeteria
	+ Promotions: 8x10 fliers are ready to go
	+ Marisa will print the list of ticket purchases

* **Events & Volunteers: Cori**
	+ Lou Malnati’s Fundraiser November 14th
	+ Other food Nights are scheduled
	+ Other upcoming events
		- Ornament Paint Night December 8th 6-8pm
			* We will charge $12.50 per ornament
			* Donation updates:
				+ Barbara Starbucks (coffee, cups, etc)?
				+ Cori Nothing Bundt Cakes, cookies?
			* Volunteers
				+ Purchase items still needed whipped cream, coffee creamer, hot cocoa
				+ Check people in
				+ Snack table
				+ NJHS students to help with hot cocoa

* **Communications:**
	+ None at this time

* **Miscellaneous: All**
	+ We are canceling the December meeting.
	+ Update on activity fees
		- School board has discussed the sports cap and our need to charge fees.
		- We are interested in getting further clarification from Mr Gold about this issue.

* **Finance Report: Rachel**
	+ We need to file our 2022 taxes by November 15th but we may have an extension
	+ Beginning balance as of 9/30/23 $ 30,055.38
	+ Ending balance as of 10/31/23 $ 32,550.10
	+ See attached finance report for details
* **Open Public Forum: All**

* **Adjournment**

Meeting adjourned at **8:57 pm**. Lauren motioned to adjourn; Marisa seconded the motion – all approved; motion carried.

 Minutes submitted by: Secretary Laura Sovsky

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Finance Report - October 2023** |  |  |  |
|  | Balance includes locked expenditures, deposits for the month, debit card purchases, checks written between |  |  |  |
|  | meetings, checks cleared and outstanding. |  |  |  |
|  |  | Beginning Balance as of | 9/30/2023 | $ 30,055.38 |
|  | **Locked Expenditures:** |  |  |  |
|  |  | Amount |  | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total | $ - |  |  |
|  |  |  |  |  |
|  | **Deposits** |  |  |  |
|  | Date | Amount |  | Notes |
|  | 10/2/23 | $ 195.00 | checks | Set Crew participation fee |
|  | 10/2/2023 | $ 435.00 | checks | Jazz Band Participation fee |
|  | 10/2/2023 | $ 575.00 | checks | Audition Choir participation fee |
|  | 10/2/2023 | $ 1,070.00 | checks | Musical participation fee |
|  | 10/2/23 | $ 1,729.00 | cash | Dance fundraiser (admissions, concessions, etc) |
|  | 10/31/23 | $ 0.28 | BMO Harris | Interest |
|  | Total | $ 4,004.28 |  |  |
|  |  |  |  |  |
|  | **Debit Card** |  |  |  |
|  | Date | Amount |  | Notes |
|  | 10/2/2023 | $ 289.11 |  | Dominos pizza for Dance |
|  | 10/3/2023 | $ 1.99 | Green room | Script for Speech and Acting |
|  | 10/3/2023 | $ 1.99 | Green room | Script for Speech and Acting |
|  | 10/4/2023 | $ 24.36 | Amazon | Candy for Trunk or Treat |
|  | 10/10/2023 | $ 21.38 | Amazon | Candy for Trunk or Treat |
|  | 10/10/2023 | $ 36.00 | Cheddar Up | monthly fee |
|  | 10/10/2023 | $ 1.99 | Green Room press | Script for Speech and Acting |
|  | 10/11/2023 | $ 1.99 | Green Room press | Script for Speech and Acting |
|  | 10/12/2023 | $ 220.50 | Ultimate Screen Printingq | Speech & Acting Tshirts |
|  | 10/12/2023 | $ 106.96 | Amazon | Musical -props |
|  | 10/16/2023 | $ 21.71 | Amazon | Musical - Pom poms |
|  | 10/16/2023 | $ 21.71 | Amazon | Musical - Pom poms |
|  | 10/17/2023 | $ 14.00 | State of IL | IL NFP Annual Report |
|  | 10/18/2023 | $ 11.87 | Amazon | Candy for Trunk or Treat |
|  | 10/19/2023 | $ 60.00 | Quick Books |  |
|  | 10/23/2023 | $ 36.13 | Amazon | Musical set decorations |
|  | 10/24/2023 | $ 237.48 | Amazon | 6 changing room pop ups for Musical |
|  | 10/27/2023 | $ 129.00 | Amazon | Business Prime Essentials Membership fee |
|  | 10/30/23 | $ 96.29 | Epic Sports | Musical Costumes |
|  | Total | $ 1,334.46 |  |  |
|  |  |  |  |  |
|  | **Checks** |  |  |  |
|  | Date | Amount | Check # |  |
|  | 10/5/2023 | $ 26.33 | 1827 | set materials (reinbures Denise Maitfield) |
|  | 10/10/2023 | $ 82.50 | 1825 | Sheet Music (reinburse Julie Dee |
|  | 10/24/2023 | $ 66.27 | 1826 | Musical Fliers printed (reinburse Marissa) |
|  |  |  |  |  |
|  | Total | $ 175.10 |  |  |
|  |  |  |  |  |
|  |  | Ending Balance as of 10/31/23 |  | $ 32,550.10 |