

Big Hollow Middle School Fine Arts Boosters

Meeting Minutes

Thursday, December 1st 2022

I. Call to order

Lauren called to order the meeting of the **Big Hollow Middle School Fine Arts Boosters** at 7:05pm on **Thursday December 1st 2022**.

II. Roll call

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

The following people were absent: Teacher Liaisons Kori Paulson (Art) and Dan Knowles (Band) and Members at large Josh & Lea Langhoff

III. Approval of minutes from last meeting

Minutes from the November meeting will be approved at the January meeting.

IV. Updates

● Choir update: Julie

- Audition choir tour: December 20th
 - waiting on the whistle stop to respond
 - primary and elementary
 - culvers
 - starbucks
 - thomas place
 - other fox lake area businesses
- There are a few students with outstanding fees for audition choir. They need to pay their fee before getting the sweatshirt.
- Holiday concert:
 - More help is needed after the concert. Ms Dee will ask NJHS students for help and will sign up students to help.
 - Raffle tickets for the May concert will be sold. There will be a winner for the band concert and a winner for the choir pops concert.

● Band update: Dan

- None at this time

● Art Club/Set Crew update: Julie

- NAHS at Grant High School could facilitate a paint night: possibly February 23rd

● Speech update: Denise

- The showcase went well.

- We had a lot of new students
- Would like to order new material for next semester
- Speech and acting will begin again the 2nd week of February
- **Theater update: Denise**
 - We are still finalizing the budget
 - Still narrowing down choice for the play
 - Auditions will be the 1st week of February
- **Volunteers & Committees**
 - None at this time
- **Communications & Events:**
 - Little Caesars earned about half as much as last year. We will run this every other year.
 - Ceramics For You
 - We are still waiting to hear back from starbucks and dunkin donuts about donated donuts coffee and coco.
 - We want to play holiday music
 - Culver's is planned for January 24th 5:00-8:00pm
 - Julie will follow up and ask if they need volunteers there during the fundraiser
 - Rock Paper Scissors Tournament will be March 10th
 - Savers March 11 9:00-11:00 am
 - Jazz and pie will be in April
 - Maybe with brunch for the spring play
 - 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 9th
 - we should sell tickets and concessions
 - purchasing wishlist items: directors will submit detailed wishlists
 - possible fundraiser ideas: movie theater, jump zone, pool
- **Finance Report: Allison**
 - Allison motions to purchase 2 new cash boxes and miscellaneous treasurer office supplies for a total \$100, Lauren seconded the motion - all approved; motion carried.
 - Missing recites for pizza (laura will provide), backdrops, wands company with send invoice after they receive the wands.
 - Beginning balance as of 10/31/22 is \$15,905.85
 - Ending balance as of 9/30/22: \$33,982.37
 - See attached finance report for details
- **Open Public Forum: All**
 - none

V. Adjournment

Meeting adjourned at **8:44 pm**. Lauren motioned to adjourn; Allison seconded the motion – all approved; motion carried.

Minutes submitted by: Secretary Laura Sovsky

Finance Report - November 2022

Balance includes locked expenditures, deposits for the month, debit card purchases, checks written between meetings, checks cleared and outstanding.

Beginning Balance as of 10/31/22 \$ 15,905.85

Deposits					
Date	Amount				Notes
11/4/2022	\$ 164.55		Transfer	CheddarUp	Frozen Tshirt orders
11/4/2022	\$ 1,500.00		Transfer	CheddarUp	Band Choir
11/4/2022	\$ 118.22			Walmart	Costumes RETURN
11/14/2022	37.86			Amazon	RETURN of ?
11/15/2022	24.00		cash	BMO Harris	Band/Choir Tshirts - purchases at 5th/6th concert
11/16/2022	260.00		cash	BMO Harris	Boosters - Preferred Seating Raffle - 5th/6th concert
11/18/2022	149.00		cash	BMO Harris	Musical - Tickets from Student Performance
11/18/2022	426.10		cash	BMO Harris	Musical - Concessions from Student Performance
11/18/2022	450.00		checks	BMO Harris	Speech & Acting - Activity Fees
11/18/2022	825.00		cash/cks	BMO Harris	Jazz Band - Activity Fees
11/24/2022	45.00		cash	BMO Harris	Boosters - Theater - Flowers for Directors, cast payment
11/21/2022	50.15			Amazon Smile	
11/21/2022	60.00		checks	BMO Harris	Speech & Acting - ILMEA participation fees
11/21/2022	210.00		cash/cks	BMO Harris	Theater - Tickets - Friday and Saturday
11/21/2022	231.00		cash	BMO Harris	Boosters - Theater - Saturday Concessions
11/21/2022	253.00		cash	BMO Harris	Boosters - Theater - 50/50 Raffle Friday and Saturday

11/21/2022	288.00		cash	BMO Harris	Boosters - Theater - Fan Grams
11/21/2022	302.00		cash	BMO Harris	Boosters - Theater - Souvenirs on Saturday
11/21/2022	312.00		cash/cks	BMO Harris	Band/Choir Tshirts - 2nd round deposit
11/21/2022	368.00		cash	BMO Harris	Boosters - Theater - Souvenirs & Concessions of Friday
11/21/2022	585.00		cash/cks	BMO Harris	Auditioned Choir - Activity Fees

11/21/2022	\$ 750.00	x	cash/cks	BMO Harris	Set Crew - Activity Fees
11/21/2022	\$ 3,525.00		checks	BMO Harris	Theater - Activity Fees
11/25/1955	\$ 3.00		Transfer	CheddarUp	Boosters - Theater - Fan Grams
11/25/2022	\$ 16.00		Transfer	CheddarUp	Boosters - Theater - Concessions
11/25/2022	\$ 20.00		Transfer	CheddarUp	Boosters - Theater - Raffle
11/25/2022	\$ 80.00		Transfer	CheddarUp	Boosters - Theater - Souvenirs
11/25/2022	\$ 84.00		Transfer	CheddarUp	Band & Choir Tshirts
11/25/2022	\$ 135.00		Transfer	CheddarUp	Auditioned Choir - ILMEA
11/25/2022	\$ 525.00		Transfer	CheddarUp	Jazz Band - Activity Fee
11/25/2022	\$ 600.00		Transfer	CheddarUp	Auditioned Choir - Activity Fee
11/25/2022	\$ 3,860.00		Transfer	CheddarUp	Theater - Activity Fee
11/25/2022	\$ 5,415.24		Transfer	CheddarUp	Theater - Tickets for Friday and Saturday
11/30/2022	\$ 19.41		Transfer	CheddarUp	Theater -
11/30/2022	\$ 0.17			BMO Harris	Interest
Total	\$ 21,691.70				

Debits					
Date	Amount				Notes
11/1/2022	\$ 17.94		LS debit	Amazon	Boosters - Theater - Fan Grams - Blue Paper

11/3/2022	\$ 53.82		LS debit	Amazon	Theater - Programs - Blue Paper
11/8/2022	\$ 36.00			CheddarUp	software
11/8/2022	\$ 330.00		LS debit	ILMEA	Auditioned Choir
11/14/2022	\$ 152.00		LS debit	Ultimate Screen Printing	Theater Tshirts - 20 additional
11/14/2022	\$ 21.35		LS debit	Sweetwater Sound	Theater - Gaffers tape
11/15/2022	\$ 197.98		AJ debit	Sams Club	Theater - Concessions for Student Performance
11/16/2022	\$ 185.00		LS debit	Prunellas Flowers	Theater - 8th grade flowers
11/17/2022	\$ 25.89		AJ debit	Menards	Boosters - Theater - Photo Op decorations
11/17/2022	\$ 8.06		AJ debit	Jewel Osco	Theater - Concessions (water) for Friday Perform
11/18/2022	\$ 157.90		LS debit	The Home Depot	Theater - (Set Batteries 57.90) (Gift card to Randy)
11/18/2022	\$ 123.40		AJ debit	Woodmans	Theater - Concessions for Friday/Saturday Perform
11/21/2022	200.00		LS debit	Amazon	Theater - Gift cards to Maddie and Ashlyn
11/21/2022	10.87		AJ debit	Woodmans	Theater - Concessions (water) for Saturday Perform
11/21/2022	27.50		Auto	Quickbooks	Software
11/22/2022	162.78		LS debit	Dominos	Theater - Cast Party

11/23/2022	\$ 59.92		LS debit	Dominos	Speech & Acting Party
11/30/2022	\$ 3.20			BMO Harris	Service charge
Total	\$ 1,773.61				

Checks					
Date	Amount		Check #	To	For

Cashed				
11/3/2022	\$ 214.04		4 Denise Mayfield	Theater (Props 8.03) (Set materials 206.01) Reimburs
11/14/2022	\$ 100.00		5 Christi Nicholson	Theater Costumes - Rental
11/22/2022	\$ 40.28		7 Kim Carpenter	Boosters - Theater (Fan Grams 27.80) Flowers (12.48)
11/22/2022	\$ 600.00		0 Kori Paulson	Set Crew Stipend
11/25/2022	\$ 574.25		3 Kim Christesen	Theater - Costumes - Reimbursement
11/25/2022	\$ 300.00		9 Kim Christesen	Theater - Costume Director Stipend
11/30/2022	\$ 13.00		5 Secretary of State	Boosters - Annual Registration
Total	\$ 1,841.57			

Ending Balance as of 11/30/22 \$ 33,982.37
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