

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

## **Meeting Minutes**

Tuesday, November 1st 2022

### **I. Call to order**

Lauren called to order the meeting of the **Big Hollow Middle School Fine Arts Boosters** at 7:00pm on **Thursday November 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, Members at large: Josh Langoff, Teacher Liaisons: Julie Dee (Choir), Denise Maifield (Speech/Acting & Plays/Musicals)

The following people were absent: Members at large Sydney Menning and Lea Langhoff, Teacher Liaisons Kori Paulson (Art) and Dan Knowles (Band).

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

Lauren motioned to approve the minutes from the meeting from the October 4th meeting; Allison seconded the motion - all approved; motion carried.

### **IV. Updates**

- **Choir update: Julie**
  - We would like to order sweatshirts for Audition Choir for the tour.
  - Julie is starting to book tour places.
- **Band update: Julie**
  - no updates
- **Art Club/Set Crew update: Julie**
  - They are working hard on the sets for the musical.
  - We will provide one free ticket for set crew students to the show. We will print a list.
- **Speech update: Denise**
  - A \$200 gift card will be provided to Maddie Wallace who has been assisting with this activity.
- **Theater update: Denise**
  - Concessions: Allison will purchase concessions
  - pictures with characters: Laura will order 2 backdrops for a total of \$40
    - Olaf, christoff, sven
    - Anna and Elsa
    - Hans
  - reimbursement check needed for \$100 for rental of Anna and Elsa costumes.
  - budget review

- The original budget was made when expecting a smaller cast. Props and sets will be over budget and the cast party will be over budget because of this.
  - Lauren motioned to approve an additional \$500 to cover the addition costs; Kim seconded the motion - all approved; motion carried
- programs/8th grade bios:
  - Kim will make a slideshow of the 8th grade bios. There are 26 8th graders this year.
  - Josh will make the program. Deadline for this will be November 11. Please send the final draft to Julie. We will print them at the school.
- Cori will handle corresponding with parents to plan the seating chart/signs for 8th grade front row seats. Kim will work with her. Deadline to close the form to request will be the week before.
- Before the friday show we need a parent volunteer to hang up signs.
- Lauren motioned to increase the costume designer stipend by an additional \$100, Sharron seconded the motion - all approved; motion carried.
- Elementary performance will be Tuesday 11/15 at 2
- Laura motioned to approve the budget for the spring play. Sharron seconded the motion - all approved; motion carried.
- Photo books will be created and sold by Kim Christenson

● **Volunteers & Committees**

- sign up genius: we need to add more people to fold programs
- lanyards for volunteers with their job written on it will be provided to parent volunteers.

● **Communications & Events:**

- Little Caesars: We have 16 orders so far. Julie will send out another email. We will include it on the program for the 5th/6th concert.
- Ceramics For You
  - December 9th
  - ornaments are \$9 cost
  - we will provide snack. Laura will call jewel, woodmans, mariono's, walmart.
  - we will add a facebook event for this
- Cori and Sharron will see raffle tickets and Volunteer at the 5th/6th grade concert.

● **Miscellaneous: All**

- fine arts student of the month: we will order tee-shirts
- booster's tee-shirts have been ordered

● **Finance Report: Allison**

- Beginning balance as of 9/30/22 is \$16,147.68
- Ending balance as of 10/31/22: \$15905.85
- See attached finance report for details

● **Open Public Forum: All**

- next meeting Thursday December 1st at 7:00

V. **Adjournment**

Meeting adjourned at **8:54pm**. Lauren motioned to adjourn; Sharron seconded the motion – all approved; motion carried.

<b>Finance Report - October 2022</b>				
Balance includes locked expenditures, deposits for the month, debit card purchases, checks written between				
meetings, checks cleared and outstanding.				
	Beginning Balance as of 9/30/22			\$ 16,147.68
<b>Locked Expenditures:</b>				
	Amount			Notes
<b>Total</b>	\$ -			
<b>Deposits</b>				
Date	Amount			Notes
10/3/2022	\$ 100.00	cash	BMO deposit	Replacement of singles for the dance
10/3/2022	\$ 1,832.25	cash	BMO deposit	Fall Dance
10/7/2022	\$ 1,575.00	CheddarUp	Transfer	Online payments - Speech & Acting
10/24/2022	\$ 81.00	check	BMO deposit	Donation from Benevity Community Impact Fund
10/24/2022	\$ 99.00	cash	BMO deposit	Donation - Raffle from 10/20 Concert Raffle
10/24/2022	\$ 317.54	check	BMO deposit	Chipotle Fundraiser
10/24/2022	\$ 552.00	checks	BMO deposit	Checks from Band/Choir T-shirts
10/24/2022	\$ 600.00	cash	BMO deposit	Cash from Band/Choir T-shirts
10/27/2022	\$ 91.84	EBT	BMO deposit	13.12 x 7 (refund of costumes not shipped)
10/31/2022	\$ 0.14			Interest
<b>Total</b>	\$ 5,248.77			
<b>Debit Card</b>				
Date	Amount			Notes

10/3/2022	\$ 171.82	x	LS debit	Amazon	Set Crew - Theater Set supplies
10/7/2022	\$ 1,916.00	x	LS debit	Ultimate Screen Printing	Band/Choir T-shirts
10/7/2022	\$ 100.88	x	LS debit	Amazon	Boosters- Wooden flowers for sale
10/11/2022	\$ 29.40	x	LS debit	Amazon	Set Crew - Theater Set supplies
10/11/2022	\$ 36.00		Auto debit	CheddarUP	Software
10/12/2022	\$ 13.93	x	LS debit	Green Room	Speech & Acting - Scripts
10/13/2022	\$ 49.29	x	LS debit	Amazon	Boosters - Wrap/ribbon for wooden flowers
10/17/2022	\$ 124.00	x	LS debit	Ultimate Screen Printing	Boosters - T-shirts - FAB Volunteers
10/17/2022	\$ 112.00	x	LS debit	IMLEA	Auditioned Choir
10/17/2022	\$ 37.56	x	LS debit	Amazon	Boosters - Wooden flowers additional
10/18/2022	\$ 37.86	x	LS debit	Amazon	Theater - Costumes - Bavarian costume
10/19/2022	\$ 51.43	x	LS debit	Amazon	Theater - Costumes - Prince costume
10/19/2022	\$ 18.27	x	LS debit	Amazon	Theater - props - beach balls
10/20/2022	\$ 1,009.52	x	LS debit	Amazon	Theater - Costumes and props
10/20/2022	\$ 64.97	x	LS debit	Amazon	Theater - Costumes and props
10/20/2022	\$ 18.21	x	LS debit	Amazon	Theater - Costumes and props
10/20/2022	\$ 27.50		Auto debit	Quick Books	Software
10/24/2022	\$ 61.19	x	LS debit	Amazon	Theater - Costumes - Prince Uniform
10/24/2022	\$ 210.06	x	LS debit	Walmart	Theater - Costumes
10/25/2022	\$ 683.00	x	LS debit	Ultimate Screen Printing	Theater - T shirts - Frozen
10/28/2002	\$ 48.15	x	LS debit	Amazon	Theater - Lighting - Filters
10/28/2022	\$ 18.50	x	LS debit	Amazon	Theater - Lighting - Filters
10/28/2022	\$ 14.14	x	LS debit	Amazon	Theater - Costumes - makeup
10/31/2022	\$ 84.26	x	LS debit	Amazon	Theater - Costumes - makeup
10/31/2022	\$ 45.69	x	LS debit	Amazon	Theater - Costumes
10/31/2022	\$ 18.50	x	LS debit	Amazon	Theater - Lighting - Filters
10/31/2022	\$ 226.00	x	LS debit	Ultimate Screen Printing	Speech & Acting - T shirts
<b>Total</b>	<b>\$ 5,228.13</b>				
<b>Checks</b>					
<b>Date Cashed</b>	<b>Amount</b>		<b>Check #</b>	<b>To</b>	<b>For</b>
10/6/2022	\$ 25.92		1770	Denise Maifield	Set - Theater - Reimbursement
10/11/2022	\$ 180.45		1771	Kori Paulson	Set - Theater - Reimbursement
10/17/2022	\$ 20.10		1772	Alison Johnson	Boosters -B to School Bash - Reimburs for popsicles
10/19/2022	\$ 36.00		1773	Paul Nielsen	Auditioned Choir - Addt'l students
<b>Total</b>	<b>\$ 262.47</b>				

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