

WHS Choral Boosters Inc.
Meeting Minutes
September 9, 2014

Attendees: Joanna Dietz, Shawn Barnes, Becky Martin, Cindy Schelhorn, and Katie Pierce

The meeting started 7:09pm. There were no minutes to review as the previous meeting was June 2014 and the minutes were approved via e-mail prior to the end of the fiscal year.

Open Positions

- Jessica Slater has agreed to serve as Volunteer Coordinator. She will create sign-up sheets for Choir Night for parents interested in helping with various positions/events.
- Additional positions which still need a Coordinator include:
 - Treasurer Assistant—year long position working with current Treasurer to learn Charms finance procedures and assume position July 2015
 - Uniform Coordinator—year long position coordinating uniform assignments, inventory, dry cleaning, etc.
 - Pie Sales Coordinator—coordinating order form collection, deposits, Delivery Day
 - Cookie Dough Sales Coordinator—coordinating order form collection, deposits, Delivery Day
 - Spirit Wear/Items Sales—coordinate delivery, distribution

Treasurer Report

- There are three sub accounts within the single PNC checking account maintained by CBI. These three are the “Booster Account” the “Course Account” and the “Student Account”. The current balance for each is as follows:
 - Booster Account: \$ 27,554.78 (Money carried over from last year, minus \$600 to pay 3 year fee for Charms)
 - Course Account: \$0 (money will be collected this month from students – \$50/student)
 - Student Account: \$ 2193.23 (represents the total of all individual positive student balances)
- The CBI projects to collect \$12,940 in the Booster Account (income) and spend \$18,870 from this account (expense), representing \$5930 in deficit spending. This deficit is acceptable and due, in large part, to Capital–Equipment expense of \$4,000 for approved audio purchases. The Booster Account is the most complex of the three and some discussion took place to explain all line items. In general, CBI Board is trying to be conservative on most estimated budget amounts. Most categories are based on actual figures from previous years. The CBI does not set a budget for the Student Account as this is driven by individual student actions.
- Motion: Cindy Schelhorn motioned to approve the Booster Account budget as presented. Becky Martin seconded. The Booster Account budget was accepted by unanimous vote.
- The CBI projects to collect \$5000 in the Course Account (income) and spend \$5000 from this account (expense). Course Account tracks the Course Fee payments the CBI collects on behalf of the school. New items to be paid for with Course Account funds, include, but are not limited to a choir t-shirt for each student and a class set of sight-reading books, Level 1. Reproducible companion pages are included that expand what is in the student book. Katie will consider adding a smaller number of higher level books if some ensembles work through the Level 1 book.
- Student Account is reflection of total positive balances in Misc. Ledger (active and inactive). Students with negative balances means CBI is tracking payments not received from previous year. All students not returning to choral program with positive balances were transferred to Booster account. Inactive students (not currently enrolled in choir) with positive amounts in Misc. Ledger and no chance of coming back to WHS have had Misc. Ledger total transferred from the Student Account to the Booster Account as stated on Course Fee form. Balances cannot be paid out to students as funds were raised in the name of the CBI and are not payments from students.
- Totals of Booster, Course and Student Accounts equal PNC bank account balance of 29,998.01 (1 check for \$250 not yet cashed)
 - There is one outstanding check from last fiscal year. Honorarium check to Atlanta workshop presenter for \$250 has not been cashed. Katie will contact Dr. Ulrich to see if it was lost and needs to be replaced or if he does not intend to cash it.
- Becky Martin motioned to accept the Course Account and Student Account budgets and Cindy Schelhorn seconded the motion. The budgets were accepted by unanimous vote.

Music Boosters Club

- Shawn Barnes, MBC President, stated that the Bulldog BBQ went great and it is expected to have similar profits to last year. No significant lessons learned, but we didn't need as many volunteer to assist food vendors, but did need more during set-up. Thanks to Choral Boosters parents for their support.

- For Tag Day, Nellie Waldorf and Natalie Camarata are doing a great job as coordinators. Need students help starting Friday, 9/12. SignUp Genius is open for parents/students to sign up. If a student has a significant conflict and cannot participate on a Tag Day team, the student must come to their Director first. Directors are tracking students in their program who have authorization to volunteer at alternate events.
- MBC will hold early October meeting (not to conflict with other Booster meetings) to review Tag Day and when disbursement will happen. Elect new board (President, Treasurer, Tag Day Coordinator) in the spring.
- Joanna's goal is to send weekly updates on Mondays and will include Tag Day events in next week's e-mail.

Ensemble/Student Updates

- Students/parents can request a transfer from Misc. Ledger funds to pay for uniform as well as Course Fee. Email Katie/Shawn if you want to use this option.
- Enrollment is up some from last year. Currently ensemble totals are:

✦ Treble: 25	✦ Bel Canto: 20
✦ Chorale: 35 (20 men/15 women—6 previously registered moved during summer)	✦ Chambers: 21 (down from 25 due to schedule conflicts; 2 transferred to other choir)
- Joanna can work with Chorale groups in sectionals. Might be ready to start splitting up by end of next week.
- Chambers students got an addendum to syllabus, as it only applies to them, stating expectations of advanced singers. Chambers men will sing with Chorale men as Troubadours and have 30 members. Chambers women are asked to sing with Treble or Chorale. Chambers students will be vocal models and help with balance. Each students needs to learn their method of learning music on their own, with guidance to figure out how to approach that process. Rehearsals will be during Bulldog Block and/or lunch closer to concert dates.
- Show Choir auditions started on 9/9. Turnout was lower than expected, but there were a few newer students. Men from last year aren't sure if they want join again. School-wide announcements have happened.
- GoldTones auditions are next week and will be announced Monday in morning announcements.

Choir Night, September 16

- Choir Packet and Handbook was distributed to each student in class last week.
- Katie is attempting to borrow a laptop cart from a department chair. Each choir will go to the computer lab this week for Charms tutorial and make sure each student can log in, check info. and balance. Hope is that Board can assist parents with log in at Choir Night so they will access Charms more frequently throughout the year.
- Request for Treasurer Understudy to be announced. If no one comes forward, Shawn will make sure current board members understand Finance section and will build continuity binder for next Treasurer with calendar/how-to's.
- Additional details about the Orlando trip will be announced. The trip details are in pretty good shape.
- Uniform fittings will take place during the meeting. Will ask for a parent volunteer prior to next Tuesday to assist girls and log sizes for freshman girls and new students who need to order a dress (approx.. 30). Stan Schelhorn will measure men for tux order and log which students will borrow a CBI tux jacket for this year.
- Cindy recommended an e-mail reminder to parents to have students who have a tux/ dress from last year to try it on the make sure it still fits. Order for dresses/tuxes will be placed no later than September 19 in order to receive the uniforms before the October concert.

Parent Mentors

- Cindy Schelhorn is coordinating this new program. Last spring we discussed ways to get middle school students/parents more engaged and increase their interest in becoming part of WHS choral program. Some middle schools aren't strong feeders and we want to encourage more students to continue with choir in high school.
- Looking for Parent Liaison for each middle school (Stone, Franklin, Rocky Run, Rachael Carson) to support what Katie is doing. Duties would include finding out when MS concerts are and possibly host a reception or have a table.
- Cindy will create a calendar of all concert dates and determine if we want to host a reception or have a table.
- Recommend freshman parents as liaisons. For example, all WHS choir parents could call the Rocky Run Parent Liaison whose student previously attended that middle school.
- The Parent Mentor program coincides with Katie's goal of strengthening the communication and bond with middle school teachers and students.

Pyramid Event

- Choir Directors at elementary schools in our pyramid received a letter from Katie recently. She is trying to start a Google Doc as a means to work out details of the event. For example, would it be better as one big event with all the schools participating or having a few smaller events with fewer schools at each event.

- Our Pyramid is different from direct feeder schools. The only WHS feeder school that is also in our pyramid is Stone MS. It's FCPS way to organize school system into smaller groups.
- Goal is for Katie to visit in each school in October, December and February.

CBI Monthly Meetings

- Typically will be held on second Tuesday of each month at 7pm in the Choir Room.
- Want to include a Parent Mixer with October meeting and hold it at Bowl America nearby. Katie has not heard a response from owner about our request to rent their party room so Joanna will try to get answers this week.
- April meeting falls on the night we leave for Orlando. Rather than asking people to come to school two nights in a row, it was recommended CBI meeting be held that night along with the Trip Meeting. All agreed and it will be posted on Charms and website calendars.

Orlando Trip, April 14-19, 2015

- Registration Packets will be distributed in October with 4 payment deadlines.
- Trip Meeting on night we leave. Purpose is to review rules/expectations and check luggage. Registration packets will be handed out earlier for additional time to answer questions prior to Trip Meeting.
- Meeting chaperone is biggest part of Trip meeting. Presently considering having brief Chaperone meet-and-greet after Pre-Assessment concert in mid-March. This concert is typically shorter as each ensemble performs 3 pieces.
- Students were polled about their preference to participate in a competition or workshop. Workshop won. Katie will submit this request to Disney. Disney runs the workshops and, pending acceptance into the program, may send pieces to be learned.
- Show Choir will participate in the competition as well as a workshop.
- Our schedule has Wed/Thurs/Fri/Sat in Orlando with a 3-day Park Hopper pass that includes Epcot, Magic Kingdom, Hollywood Studios and Animal Park.
- We can add \$17 upgrade to include Cocoa Beach or Park Hopper pass with water park and Disney Quest (3-D video/virtual reality/shopping place). Waiting to see if FCPS will approve water park.
- Choir, Orchestra, Band, Guitar and Theatre are all going to Orlando at the same time. Individual trips will be similar but different. If student participates in different groups (i.e., choir and band) the student must pick which group he/she will register with for the whole trip. Student will pay that amount, stay in room with students from that group and ride their bus.
- Choir will not stay on Disney property but in hotel similar to last year's Embassy Suites with rooms that have 2 queen beds and a sleeper sofa. It is likely 5 students will be assigned to each room. Students are encouraged to bring a sleeping bag/inflatable mattress to make sleeping more comfortable.
- Trip price is based on number of students per bus and per room. 4-5 in a room makes a difference in the price. Based on number of students registering, price will tentatively be between \$700-\$750 per student. If more students register the price may decrease.
- There is a \$100 per ensemble competition fee for Show Choir. This amount will be added to their per student price. There is no separate fee for their workshop.

Senior Honors Choir Auditions

- 5 seniors will be auditioning on Saturday, October 11, at Longwood University in Farmville, VA.

Fundraising

- Claire's Gourmet sales start Friday, September 12. Delivery Day pick up time is the afternoon of the October 22 concert. If parent is dropping student off at 6pm, they can take the items home and come back for concert at 7:30pm. It is hoped that this will allow more items to be taken home that night and not stored in the Choir Room.

Meeting ended at 8:46pm.

Upcoming Dates

9/12 Claire's Gourmet sales begin	9/23 Drivers Meeting	10/10 Senior Honors Choir Audition
9/12 Choir Packet/Course Fee due	9/24 Drivers Meeting (2)	10/14 CBI Monthly Meeting
9/12 Tag Day Packet Stuffing	9/26 Tag Day Set Up	10/22 Fall Concert
9/15 GoldTones Auditions	9/27 Tag Day	10/22 Claire's Delivery Day
9/16 Choir Night	9/29 Claire's Gourmet orders due	

