

**Association of Music Parent (AMP) Board Meeting Minutes
Sept. 6, 2017 (Orchestra/Choir Room at GBW)**

Present: Sherry Scheller, Channing Johnson, Jennifer Pembroke Johnson, Heidi Hoppe, Pam Kelleher, Jeff Laird, Kim Laird, Rashesh Shah, Lynne Morris, Susan Blatt, Mary LaVaque, Ginna Nemecek Jarrett, Melissa Herlihy, Janet Wuertzer, Sharon Creaser, Amelia Goodman, Ita Fischer, Jaime Harman, Jonathan Walsh, Betsy Talbott

1. Call to Order—Presidents Kim and Jeff Laird. Jeff called the meeting to order at 7:03pm, summarizing the many music and AMP events of the school year so far.
2. Review and approval of minutes from the last board meeting of AMP: (a) Aug. 9, 2017 minutes—revised in accordance with Mr. Walsh’s instructions; & (b) minutes from the curtain raiser general membership meeting (Aug. 28, 2017). Mary LaVaque moved to approve the minutes; Heidi Hoppe seconded. All were in favor.
3. Presidents’ Report—Jeff and Kim Laird (see above)
4. Vice Presidents’ Report—Rashesh Shah (band VP): Noted that the audit pre-meeting has been held, with the expectation that the work will be complete in Oct. Thanks to all who have volunteered to help with the audit. Lynne Morris (orchestra VP) described the success of the curtain raiser activities, noting that we had prepared too-few handouts (this was a good thing!). Amy Raczka (choir VP) had no report.
5. Choir Director’s Report—Andy Jeffrey (Jon Walsh reported on behalf of Mr. Jeffrey): We had our choir BBQ on circle drive on August 25th and had about 60 kids attend. Beautiful weather and great help from parents as well. Special thanks to Jeff Laird for being the grill master for the entire evening. Good turnout for curtain raiser and back to school night. Kids felt very positive about their first performance of the year. Musical auditions have taken place and rehearsals start this week. Many of the choir students will be performing in Footloose! We are embarking on Sightreading factory assignments with all choirs which is a web based tool to help assess singers in their sightreading skills. Voice teachers are also starting this week and next week and final schedule is being put together for students. Voice scholarships are now available on schoology and will be due next Friday. D87 Men's festival next Thursday at South. ILMEA preparation rehearsal starts next week for all interested students. First rehearsal is at East from 6-8 on 9/12.
6. Orchestra Director’s Report—Bill Ortega (Jon Walsh reported on behalf of Mr. Ortega): All string players played for me last week and the kids now have a seating chart. The front stand stays the same, but the stands behind rotate once a week like the Chicago Symphony does. All cookie dough orders have been turned in. 3rd graders from District 41 will visit Glenbard West on Tuesday, September 26 to enjoy a demonstration of instrumental music. Weather permitting, they will watch the Marching Band outside period 5 and the orchestra period 6 in the Auditorium. **ILLINOIS MUSIC EDUCATORS ASSOCIATION DISTRICT 9 AUDITION:** All audition music and information can be found on the GW Orchestra web page See the [new link](#). ILMEA dates: Tuesday, October 3 = audition @ Addison Trail HS; Saturday, October 4 = all day festival @ Elgin High School

DISTRICT 87 CONCERT ORCHESTRA

Our first public performance will be the D87 Concert Orchestra where we combine forces with the other Glenbards under the direction of a guest conductor Brian Groner from Northeastern Illinois University and the Fox Valley Symphony. There will be three evening rehearsals and an all-day rehearsal in preparation for this concert. 1st Rehearsal: 7:00-9:00pm, Monday, October 2 @ G. South. Concert: Thursday, October 19 @ G. East. **LYRIC OPERA FIELD TRIP** Friday, December 8 @ 7:30pm - "Turandot" by Puccini. Information to come...

7. Band Director's Report—Jon Walsh introduced the band president, Jaime Harman. Jaime noted that marching band was going well thus far, and band buddies too! What are band buddies? Upper class people buy something for freshmen, and at the end of the season freshmen buy something for the upperclass band buddies. Parents asked Jaime for advice and he responded very thoughtfully, suggesting parents could help the band by sending food with their kids on Saturday's trip to Ball State. Jaime reported that new uniforms have been well-received. Jaime participated in a question-answer session with the AMP board, which was helpful and informative.

Mr. Walsh noted that the band has completed all tux and dress fittings; and that the parent show for marching band took place on a lovely Sept. evening @ Memorial Field. Pictures were taken—Sharon Creaser has the information about how to order pictures and will send out to parents. Mr. Walsh noted that we can all enjoy the halftime show from the first football game on Comcast!

The curtain raiser performance was very successful for the band, as was the band's performance at the second football game.

Cookie dough orders are under way---Mr. Walsh has boxes of them to give Heidi Hoppe. Upcoming: Ball State on Sat.; load busses at 6am. Canadian Brass is performing! West is participating in the halftime performance with a patriotic celebration for Sept. 11. First band concert will take place in 2 weeks (Sept. 21); contributors' donations and ads will be due for this program.

8th graders are coming to visit from Hadley—the band will be performing for the elementary school students as well. Homecoming weekend is Oct. 7.

8. Corporate Treasurer's Report--Channing Johnson. Channing does not yet have the Aug. statements complete, but will send them out as soon as they are ready. Mr. Walsh will bring the new treasurers and presidents to the bank to sign. Channing will follow up with Mr. Walsh regarding online payments.
9. Student Account Treasurer's Report—Heidi Hoppe. She raised a question that had been raised by a parent of a music student. "Is it possible for parents to contribute to their students' account(s)? Do we want to do this?" (Pam Kelleher noted that family members can contribute to student accounts by purchasing through SCRIPS.) There was a discussion about this, regarding whether our volunteer organization should be accepting checks throughout the year, in effect acting as a bank. Jeff noted that there could be

liability concerns with this, and others wondered why families would like to do this. Channing suggested that we encourage parents to contribute through the regular fundraisers (i.e., Scrips). Mr. Walsh suggested that we add this as an operating procedure/clarified policy for the person in the student accounts/treasurer role. He noted that that we might also consider revisiting the bylaws, as this revision has not taken place for 5 years. (Jeff will look for the materials with all of the AMP board job descriptions, etc. to share with us at a future meeting).

10. Secretary's Report—Betsy Talbott. No report.

11. Committee Reports

- a. Volunteer Coordinator- Mary Villmow: all positions are filled for the next event, but we still need volunteers for the band concert Sept. 21.
- b. Social Committee-Jennifer Pembroke Johnson. Thank you Ginna and Jack for hosting the first tail-gate! We broke even at this event (therefore, it was a success!). 78 adults attended + 45 kids from the marching band. We talked about having a pre-homecoming parade tailgate, and maybe also at another football game. Stay tuned!
- c. Fundraising - Ita Fischer. Welcome Ita! So far Ita has contacted everyone who is in charge of an event, and we collected her email address to keep her informed.
- d. Annual Contributions - Sherry Scheller. The appeal at the curtain raiser was great! Contributions are coming in. All may contribute up to 1 week before the band concert on Sept 21. Sherry asked whether she should contact graduates' families to solicit contributions? If so, how can she obtain email addresses? (We noted that Ann Marie Perez will likely have these addresses.)
There was a brief discussion of the possibility of corporate matching in donations; Mr. Walsh remembered approving some corporate-matching approvals last year (e.g., McDonalds).
- e. Marching Band volunteers – Sharon Creaser. Sharon said that we have had an abundance of volunteers for each marching band event, including parents of freshmen. Good news!
- f. Great Lakes Scrips - Pam Kelleher. According to Pam, Scrips is exploding, with many people (and their relatives) signing up. She reminded us of the process and answered a few questions about how it works.
- g. Barones- Lee Fruit—Lee sent a message to the board letting us know that she is happy to continue with the Barone's fundraiser this year, despite not having a child at West until 2018! Lee, kindly send us the dates when you are ready!
- h. Greens - Ed & Melissa Herlihy. Dates were sent for greens: Oct. 4 would be a great day for the Herlihys to deliver forms to Mr. Walsh (prior to homecoming week).
- i. Communications - Ann Marie Perez. Has asked us to kindly check the list of email addresses that have bounced back for spelling errors & etc. The directors will also help with correcting the email list! Mr. Ortega: kindly send your email list to Ann Marie & Mary Villmow when you can.

- j. Yard Signs - Nicole Krueger/Chrissy Dougherty. Jeff shared Nicole's report: yard signs were distributed at the curtain raiser, and parents bought additional signs at this event as well.
 - k. Marketing/Promotion/Website - Ginna Nemeč Jarrett. Ginna has a receipt for the annual renewal of the website at \$192 to deliver to Channing. Ginna liked the Laird's welcome letter to parents, and this sparked the idea of her creating a newcomer page--Ginna will put something together, and invite us to submit content. Ginna added a link at the bottom of the website containing "latest news." If you see a typo, please tell Ginna! Several folks commented on how great the website looks.
 - l. Cookie Dough - Heidi Hoppe. Heidi asked Mr. Walsh to confirm the cookie dough delivery process. Oct. 17 is the delivery date. Ginna will update the website accordingly.
 - m. Poinsettias - Susan Blatt
 - n. Floral Symphony – Mary Villmow
 - o. Butterbraids - Claire Doran
 - p. Concessions - Mary LaVaque/Jeff Laird. Mary noted that we don't yet have a report regarding sales from the concessions on Sept. 2; we are still waiting for the report. Mr. Walsh confirmed that the process is as follows: he receives a report in his activity account, and then cuts a check for AMP to give to Channing. (Anecdotally from Mary LaVaque: there was a steady stream of business from the JV football game through halftime, but not a huge volume of sales—kids sold leftover food to students in the stands). A lot of food was left over. Jennifer Pembroke Johnson asked about planning for succession in this role—when does Mary plan to step down, and what would succession-planning look like? (it's never too early.) Several individuals commented that concessions has improved substantially over the years with Dan from the Stand organizing and delivering the food.
 - q. Madrigals/Cabaret Night
 - r. Program Ads – Mary LaVaque. Mary has updated the program ad letter, with new information about size of ads and associated costs. We discussed the possibility of adding SCRIPS and contributions to the program as well.
12. Unfinished Business/New Business: Mary LaVaque mentioned an app called Band that helps large groups like ours stay organized (i.e., like Remind for kids), and asked whether we might be interested in this. We discussed briefly using various options for parents, such as Remind or Google calendar, as well as the Band app. The consensus was to explore these (and other) options at a future meeting.

Adjourn @ 8:17—

Next Meeting Sept. 27, 2017 at 7pm