

**Association of Music Parent (AMP) Board Meeting Minutes
Nov. 7, 2018 (Orchestra/Choir Room at GBW)**

Attendance: Channing Johnson, Sharon Creaser, Wendy Garland, Janet Wuertzer, Susan Blatt, Amy Goodman, William Ortega, Andy Jeffrey, Mary LaVaque, Bari Maaske, Jodi Baltimore, Heidi Hoppe, Nicole Krueger, Ginna Nemece, Sherry Scheller, Mary Villmow, Jon Walsh, Kim Laird, Jeff Laird, Nancy Perlman, Mary Campagna, Ita Fischer, Betsy Talbott, Cherri Morawski

1. Call to Order—Presidents Kim Laird @ 7pm.
2. Review and approval of minutes from the last board meeting of AMP (Oct. 10, 2018). Mary LaVaque voted to approve the minutes. Ginna Nemece seconded. All were in favor of approving the minutes.
3. Presidents' Report—Kim Laird. VPs and committee chairs: Please check the volunteer sign up sheets in advance of your events. Changes might occur from year-to-year, so please confirm with your director and with Cherri Morawski. Reminder to those finishing up your positions this year: Please help recruit someone to fill your shoes! An AMP google doc was created -- circa 2015 (see the overview of AMP on the website). If this doc can be updated, that would be great!
4. Vice Presidents' Report— Amy Goodman: no report. Susan Blatt: we completed the audit; thanks to Ita for keeping us on track. Note regarding the audit from Ita: Thank you for all your work in completing the 2018 AMP Audit in record time. All the documents have been reviewed, procedures validated, and necessary signatures secured. The main document with all the requisite check marks and signatures can be found on a Google Docs link. The Student Account documentation has been scanned and attached in an email to the board. Observations from Ita: The 2018 financial statements are prepared in a timely and transparent manner; all 2018 Financial procedures and policies are clearly stated, accessible, and appear to be followed; all 2018 cash is being disbursed in accordance with documented procedure. Audit will be published on the website.

VPs: Completed the scholarship process and checks will go out soon. Amy Raczka has begun to assemble the tasks for madrigals, and Cherri Morawski has already created a spreadsheet for volunteers.

5. Orchestra Director's Report—Bill Ortega. Oct. 16 was D87 stringfest (see notes from last meeting). ILMEA D9 festival was this past Sat. featuring Tim Holman and Marina Akumatsu, both viola players. Closing night of the musical was last Saturday! Tim Holman conducted. Chamber ensembles are coming up; they are part of students' final exam, with public performances in Jan. Winter music fest 11.28.18 Convo performances at school prior to that. Jazz band information will be forthcoming.
6. Choir Director's Report—Andy Jeffrey. On Oct. 17, treble choir traveled to NIU. Musical finished this weekend. ILMEA last weekend with Jack Vu (highest-scoring, invited to perform the national ensemble downstate) and Emma Raczka. Freshman were invited to participate in grades 9-10 honor choir. Worked with Emily Elsworth. Western IL came to class on Monday. Friday concert baritone choirs will travel to Carthage College. Next Friday, advanced treble choir goes to Lyons Township H.S. Dec. 1st chamber choir will participate with Chicago acapella, working with the director. Madrigal performances coming up on the 6th and 7th of December. Chamber choir will sing for the district office holiday breakfast.
7. Band Director's Report—Jon Walsh. Huge shout out to Andy and Bill for all of their hard work on the musical. Band: last regular home game and playoff game. All went well! Mid-term exam and chair placement, followed by chamber groups and chamber night. ILMEA Ben Kelleher was 1st chair this past weekend. New students in symphonic band will be fitted for tuxes and dresses. Chamber concerts tomorrow night. Announcements have gone out. Nice night and fast too! Winter music fest coming up: splitting the concerts in two--more music for everyone to play. You will enjoy! Let us know your thoughts and feedback about the new arrangement. On-line ticketing just launched. Once this concludes, we will have pep band and basketball games. Woodwind quintet will be traveling to Rotary club to perform holiday music. Semester exams coming up as well.
8. Corporate Treasurer's Report—Channing Johnson. Sent out the Oct. statement for corporate accounts. Concessions and 4th of July were short ~\$3,000. But membership is running strong. With a few more checks coming in, we will help make up for shortfall in concessions. One outstanding check (Derrick Doyle), which he will cash soon. \$44,112 in the bank currently (including Stripe funds). Stripe needs to move--Heidi will move soon. Spent \$5,300 more than we've brought in, not including Stripe. Will send scholarship checks to Jon this week. \$6,900 in scholarships.

9. Student Account Treasurer's Report- Heidi Hoppe. Everything is up to date--go to student accounts on the website (includes cookie dough). Checks just cleared; still waiting for greens deposit to be cashed. Barri Maaske did a fabulous job with cookie dough! The cookie dough people made a \$415 mistake, which was ultimately credited to student accounts.
10. Secretary's Report—Betsy Talbott. No report.
11. Committee Reports
 - a. Volunteer Coordinator- Cherri Morawski. We updated the volunteer needs for the winter concert in google docs. Do we need 2 monitors for the kids who are waiting to perform? Need 2 parents plus a director to monitor kids in the balcony (1 for each aisle). Please check the schedule, event, and time in the google docs--things may have changed since this was set up in June. Will send out another call for volunteers soon. VPs: please coordinate the set-up of the winter festival, with tickets handled by Andrea. For poinsettia set-up, these will be delivered on Tuesday. Will need to be delivered to the back of the school, to the tunnel area (cannot drop them off at circle drive). Poinsettia pick-up will occur after both concerts.
 - b. Social Committee-Jennifer Pembroke Johnson. No report.
 - c. Fundraising - Ita Fischer. Assessed booster shot as a possible fundraiser, in light of other ongoing fundraising. Developed a spreadsheet (still a work in progress). Most fundraisers run 30-40% to students. Booster shot is in the form of "checkbooks" which are coupons that can be used at various locations. Might also want to consider passive fundraisers; e.g., Chipotle or Potbelly night. Ita will check into it--perhaps launch during the beginning of the new year. (Note: Potbelly allows music!) Heidi: Pick places that also allow Scrips for double-dipping! These are suggestions for additional fundraisers, not to replace what we are currently doing.
 - d. Annual Contributions - Sherry Scheller. We have received a lot of new donations. Within 24 hours of Jodi's music note email including a list of donors, we received a lot of additional donations. Mr. Walsh would like the whole new list by Monday Nov. 19.
 - e. Marching Band volunteers – Sharon Creaser. We are finished for the year. Marching band needed volunteers for 9 events: camp, uniforms, trip to WMU, games, etc. 39 people volunteered for these events. Thank you to all of our volunteers.

- f. Great Lakes Scrips - Pam Kelleher. Tons of money coming through Scrips.
- g. Barone's- Lee Fruit. Fundraiser completed.
- h. Greens - Ed & Melissa Herlihy. Orders submitted.
- i. Communications - Jodi Baltimore. As I hear about ILMEA, should I provide a blurb? Pictures, if anyone has any? Can add to the next newsletter. Anything special about the winter music fest to announce? Reminders to turn in your money for tickets (due Tuesday before Thanksgiving); any issues with your tickets? Email Andrea Beckham.
- j. Yard Signs - Nicole Krueger. Activity completed.
- k. Tech shirts - Wendy Garland. Shirts have arrived. Sold 72 shirts. Money has been deposited, and no bill has arrived yet.
- l. Marketing/Promotion/Website - Ginna Nemecek Jarrett. No report.
- m. Cookie Dough - Barri Maaske. Fundraiser complete.
- n. Poinsettias - Susan Blatt (Nov. 28). Orders went in--Jodi will send out a reminder about poinsettias. Need 50-60 to make a nice display on the stage.
- o. Floral Symphony – Nancy Perlman (spring fundraiser). Date is Feb. 27 at 7pm. Florists are secured. Tickets at the door going up to \$20. All graphics have been done. Save the date will go in the program for the music festival. Florist will donate an arrangement (or two) to be raffled at the winter music fest. Would like a table at the concert as well, so we can sell tickets. Tickets and posters will be printed. 674 students between West (370 families) and South. Beginning to solicit donations for raffle prizes. Trying to reduce the number of raffles, but making them more interesting (higher value). Floral symphony letter comes from Mr. Walsh (will copy to send out). South will print the program this year (Mrs. Walsh will ask his colleague at South.) In January, will get the mailing together to go out to the families. Discussed the future of the floral symphony. Need someone at South to fill in next year. Will floral symphony continue? Garden club members are the primary participants. If anyone has any suggestions or feedback, please pass along to Nancy (examples are casino night, etc.)
- p. Butterbraids - Claire Doran (spring fundraiser).
- q. Concessions - Mary LaVaquer/Jeff Laird.

- r. Madrigals: see report above/Cabaret Night (spring activity)
- s. Program Ads – Mary LaVaque. All set--ads are coming in.

12. Unfinished Business/New Business

Meeting adjourned at 8:09pm.

Next meeting: Feb. 6, 2019, 7pm orchestra/choir room