December 2, 2014 Williamsburg Music Association Minutes

Directors Present: Tyler Kalina, Katie Berte, Steve Manning

School Administrator Present: Lynell O’Connor

Officers: Erin Eichhorn, Sharon Helt, Stacia Koppenhafer, Mary Greiner

Parents and Students Present: Ann Cromwell, David and Ann Rackow, Karen Meyerholz, Bobbi Jo vanDeusen, Bryon Helt, Will Stoltenberg, Lori Wells-Adamson, Michelle Malloy, Dee Culp

Meeting called to order by Erin Eichhorn at 7:05 p.m.

**Minutes** from November 13 meeting were forwarded to parent membership email list and available to read at the meeting. Stacia Koppenhafer reviewed highlights. Minutes were approved.

**Finance Report** Mary Greiner reported Savings: 1199.41 and Checking: 8265.33. Outstanding check of $1600 for Show Choir Music Arrangement to Ben Schmidt. Mary Greiner reported it was sent August 1. He claims he has not received it and has breached the contract by not providing arrangements in a timely manner. Mr Manning has reached out to Dean Menton. He has requested he provide the arrangement. $1600 Check will be cancelled.

Some members of color guard reportedly paid for their marching band photo buttons, yet Mary Greiner has not received the money to deposit. Mary will check with the families.

No expenses identified for approval tonight.

Fundraising: Michelle Malloy and Will Stoltenberg will pass baskets at J High concert. Michelle will ask Courtney Jensen to help. Michelle will share some general info about WMA.

Marching Band- Anonymous donor will fund the plume case. Mr Kalina will purchase this in January. Mary Greiner suggested kids get shoes out of bags and clean them. Kids can let us know how many bags need replacing. Mary reminded the group that there is a checklist of band uniforms, numbers, and shoe sizes to refer to if items are mixed up. Mr Kalina will let WMA know a good date and have a few parents come to help. Goal is to identify # of bags needing replacement, uniforms that need repair, and get mud and grass cleaned off shoes and out of bags.

Community Talent Show-Planning is underway. Ann R did a great job creating a poster and registration form. Erin has checked into advertising with Journal Tribune. Ad prices are $26 business card size, $36 larger, $45-50 for largest sized ad. They will do an article. Deadline 10 a.m. Friday to appear next week. Will run info by Directors prior to putting in paper. Participants will be HS Students and adults. Will Stoltenberg placed it on the website. Looks great-Very accessible through homepage. Full page ad on program for Community Christmas Concert and can be advertised at JH and Elementary Concerts. Tickets will be available after Christmas. Clare and Nick Duffy will be volunteer emcees. Mr Kalina reported he supports the activity yet is unavailable for the event. He will help kids prepare for it. Mrs Berte will receive registration forms and will consult with the planning committee, if needed. 5 minute limit for acts. Participants cannot have more than 2 entries. $5 tickets. Need intermission fundraiser.

Facebook site under Williamsburg Music Association. Will link to raidermusic.org page. Marching Band photo is the banner. As season goes on, send new pictures to Will Stoltenberg. Can post meeting minutes on facebook site. Will allow people to post photos to wall or post a link to an album. Ms. O’Connor and Lori Wells-Adamson think all kids are approved to be in photos. Ms. O’Connor will check. Minutes also posted to WMA site raidermusic.org. Ms O’Connor will tweet out information on the facebook site.

Show Choir -email needs to be sent out by Mr Manning before Winter Break to remind families of dues. Due at Kick off. Nice jump on costuming. Portion of banners are here. They are awesome. Four competitions plus state.

Christmas Community Concert- Brenda Schropp working on program. Will need a lot of help to set up. Need to mop, roll out vinyl flooring, and set up chairs . Mop, vinyl. Pep band that night. Mr Kalina said kids can stay and help. Mary Greiner reports planning is going well. Still need help with bake sale and picking up donated food items on Sunday. Helts will do this. Dee got donation TX Roadhouse (rolls for bakesale). 50% of freewill donations IA County Foodbank . Sign will need to be made for freewill offering. People can hold box to encourage donation. Boxes may need to be decorated.

Band-Concert December 15, 7p.m.

Disney Trip -Account balance to $550 by December 10. Exact schedule still being worked out. Room assignments in process.

Budget: Proposed Budget for January-December 2015 with % of projected income. Motion to approve by Bryon Helt, seconded by Ann Cromwell. Motion passed. Will Stoltenberg offered to help create a spreadsheet to track income and expenses each month. Sharon Helt asked about Music Org money from last year, wondering if there was money available at the end of the year if it could be shifted to the WMA account since WMA paid for items Music Org has historically paid for. Ms O’Connor explained that There was approximately $513 available, yet it rolled into the Music Org account and was not absorbed into the general budget. This was satisfactory to WMA. Mr Manning reported that there was a decrease once again in the amount earned by football concessions. $3000 was deposited, compared to $4000 the year before and $5000 the year before that.

Meeting adjourned at 8:05

Minutes recorded by Sharon Helt

Next Meeting January 9 @7 p.m.

**2014-15 Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Income** | **Projected** | **Actual** |  |
| August | Tshirt/Yard Sign Sales |  | 750.00 |  |
| August | WMA Membership Dues |  | 555.00 (22)  Plus more? |  |
| September | Band Photo Buttons |  | 540.00 |  |
| September | Elite Sports On-Line Apparel |  | 75.00 (?) |  |
| October | Bake Sale @ Musical |  | 509.00 |  |
| October | Flower Sales @ Musical |  | 140.00 |  |
|  | TOTAL |  | 2564.00  Already in WMA account |  |
| December | Grand Concert Bake Sale | 850 |  |  |
| December | Grand Concert Free Will Offering | 450 |  |  |
| January | Talent Show Ticket Sales | 1500 |  |  |
| February | Show Choir Fees | 5200 |  |  |
| February | Show Choir Photo Buttons | 500 |  |  |
| March | Spring Play Flower Sales/Bake Sale | 300 |  |  |
|  | Free Will Offering @ J High and HS Concerts | 2500 |  |  |
| April | Ford Test Drive | 2000 |  |  |
| April | Rummage Sale | 1000 |  |  |
| April | Show Choir Kids Clinic (5/6 grade) | 200 |  |  |
| April | Dinner Show | 6000 |  |  |
|  |  |  |  |  |
|  | Total Projected | 20,500 |  |  |
|  |  |  |  |  |

**Proposed Budget**

**January-December 2015**

\*% of Projected Income-will be less if Actual Income is less than Projected .

Any extra income will be added to the Miscellaneous and Savings categories equally.

|  |  |  |
| --- | --- | --- |
| **Category** | **% of Projected Income** | **Projected $ Amount based on 20,500 Projected Income (\*)** |
| Savings | 10% | 2050 |
| Miscellaneous | 11% | 2255 |
| Accompanists | 7% | 1435 |
| Band | 6% | 1230 |
| Choir | 6% | 1230 |
| Marching Band (show, props) | 15% | 3075 |
| Color Guard (costuming, props) | 7% | 1435 |
| Band Leadership/Camps | 8%  Marching Band and subcategories=30% | 1640  Marching Band and subcategories=6150 |
| Show Choir (Arrangement, Props, Costumes, Miscellaneous make-up, jewelry | 30% | 6150 |

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| --- | --- | --- |
| **Expenses covered by WMA**  **(Up to % Projected Income)** | **Expenses covered by Music Org** | **Expenses covered by WHS Department Budgets** |
| Show Choir Arrangement | Honor Choir Entry Fees | Band Uniform Cleaning |
| Show Choir Costumes and Supplies | Show Choir Contest Fees | Choir Robe Cleaning |
| Solo/Ensemble Accompanists | Show Choir Choreography | Other Expenses above % Projected Income from WMA |
|  | Marching Band Contest Fees | Instrument Maintenance |
| Marching Band Show and Props | Choir Awards | Music |
| Color Guard Costumes and Props | Band Awards | Solo/Ensemble Entry Fees |
| Band Leadership/Camp | Band Letters | All State Entry Fees |
| Miscellaneous | All State Lodging |  |
|  | Jazz Band Contest Fees |  |
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