February 12, 2015 Williamsburg Music Association Minutes

Directors Present: Katie Berte, Tyler Kalina, Steve Manning

School Administrator Present: Lynell O’Connor

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

Parents and Students Present: Ann Cromwell, Cheryl Lillis, Michelle Jennings, Will Stoltenberg, Lori Wells-Adamson, Michelle Malloy, Dave Rackow

Meeting called to order by Stacia Koppenhafer at 7:05 p.m.

Minutes from January 8 meeting were forwarded to the parent membership email list prior to this meeting and available to read at the meeting. Erin motioned for approval. Sharon seconded. Minutes were approved.

Finance Report Mary Greiner provided report.

Savings: 1199.66 and Checking: 15,228.36. Total $16, 428.02.

Bills to be paid- $915 (Discount Dance and Girls’ Costuming) plus $180 for ad in Journal Tribune and $139 for make-up. Erin Eichhorn motioned for approval. Sharon seconded. Report was approved.

Button Project is completed. Mark Adamson took pictures for dinner show.

Website: Will Stotenberg continues to update the site. 8 -10 hits a day on website

Fundraising: April 11 9-4:00 is secured for the Ford Test Drive. Parking lot is approved for use. Need to advertise now. Literature from company maps it all out, easy experience. Dee will do facebook event/ save the date. How we can get kids to buy in? Ms. O’Connor Can offer an off campus lunch as an incentive. 1 person over 18 per household is eligible to participate. Car Wash may be offered as a fundraiser during this time, too . CCA has participated before. Sharon Helt will contact them for additional ideas. Set up and preregister people at upcoming music events.

Flowers will be sold at spring play with proceeds going to WMA . Ms. O’Connor checked with Ms. Star.

Rummage Sale: Discussion about timing of rummage sale. Should we have this event April 11 or July 4 or Fall? Group thought it needs to be during the citywide sales. We cannot do it at spring citywide due to our scheduled dinner show weekend. Ruled out April 11. Consider July 4 week events through Chamber.

Marching Band-no discussion

Show Choir –Dues statements sent to families, so far 30 of 52 students have paid. Mr. Manning will send email reminders. WMA offered to help as needed. Sign ups for Show Choir help not filling up. Mr. Manning will send it again.

Dinner Show-UNDER THE BIG TOP Theme approved. Chairs need to be identified and they can recruit their own committees instead of having sign ups.

Drinks/Serving-Michelle Malloy

Food Servers –Sharon Helt and Erin Eichhorn

Stage- Houllihans. Sharon will ask them. Idea-uplight a black backdrop (colored lights from Aero Rental). Also have Banners to use.

Tables and Decorations-Dee Culp and Cheryl Lillis. Phil Trimpe will pick up tables and chairs. Cheryl will check with Mr Ritchie if floor covering is needed or not.

Hallway Decorations-Katie Berte and Co-Chair needed (Gwendy Ehret was suggested. Mrs. Berte will contact)

Food –Lori Adamson-Talked to Nancy Jacoby for pork loin donations. Projection- 150 lbs of pork loin. Try to get 10 donated. Would need to get 5 more. This option looks like less cost than last year’s dinner. Would still get sides from Mike Myers (Myers Grill) and have him cook meat if he will accept us providing pork. Lori will work with Tim Hoffman on rules for using kitchen. Could we have kitchen staff there less time to save money.

Publicity and DVD-Stacia Koppenhafer and Ann Cromwell -contact newspapers in Williamsburg and Marengo, hang vinyl signs, poster (Marty Bunge), flyer. Put cut off date on poster April 18. Posters up March 16. Last year we ordered some extra posters. Students preorder tickets March 2-March 13. Will have a place to order poster on student ticket forms.

Ticket Sales-/Seating -Roni Widmer and Cheryl Lillis. Sold through April 18th

Lighting and Sound-need to find someone to advise on lighting. Try to improve the lighting of the stage given the extra risers used. Last year there were 6 lights. Box of bulbs are upstairs. Need to make sure they are working and that outlets are available. Would a tree light help? This could be rented at Aero Rental. Cheryl will talk to Aero and give them dimensions of the stage. Could we get volunteer parents to help with the lighting? Possibly Tom Welsh. Michelle Malloy has requested this. Should there be a more permanent lighting arrangement in the gym? If we want to host competitions we would need permanent lighting. Sound-anyone who does sound on/off and checking levels. Tyler Kalina can set it up. Will Stoltenberg and Chris Cromwell will run it.

Programs-Brenda Schropp, Mrs. Berte will contact.

Discussed videotaping. Contact Jim Holensbe. Possibly, tech team kids can edit and burn the DVDs. Other options: Gruenwald, Tim Jones

Emcee-to be determined. Grayson Jones or Tim Hoffman? Mr. Manning will contact.

Choir-Concert right before Disney Trip, March 12. Solo and Ensemble sign ups in process-March 28, in Grinnell. Simon Estes concert. 46 kids from WHS. Iowa County Honor Choir including Iowa Valley/English Valley/Williamsburg. Scholarship for participating seniors on the website. April 1 is the date of performance. School that day. Large Group Contest at Knoxville May 8.

Band-Concert February 16 at Mary Welsh. Band Extravaganza. 195 involved. 22 more than last year. Elem numbers have grown every year. K-6 concert will be performed in day. High School outreach, section time with younger kids.

Jazz Band Rating of I at recent contest. Mr. Kalina Reviewed what criteria is for judging. Uniforms are cleaned and put away ready for fall fittings. Garment bags gone through and old ones thrown away. WMA-who will talk at concert on Monday and pass the baskets? Erin Eichhorn volunteered. Directors will be available to address questions about Disney trip after this concert and all upcoming concerts.

Disney Trip – 171 kids, 8 chaperones, 4 Directors and many families using the fan pack option. Schedule is set. Parents will have the option of asking directors questions after upcoming concerts instead of a formal parent meeting.

Night before trip (right after school until done), luggage and instrument case search. 10 Parents will be needed. Students and parents agree to this search. 10 parents to check carry ons the morning of departure. Directors will send an email and ask for help.

Thanks to seamstresses Mary Greiner and Michelle Malloy and Lori Adamson for help with costuming.

Meeting adjourned at 8:40

Minutes recorded by Sharon Helt

Next Meeting March 3 @7 p.m.

**2014-15 Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Income** | **Projected** | **Actual** |  |
| August | Tshirt/Yard Sign Sales |  | 750 |  |
| August | WMA Membership Dues |  | 585 (23 families) |  |
| September | Band Photo Buttons |  | 660 (Fall) |  |
| September | Elite Sports On-Line Apparel |  | 75 |  |
| October | Bake Sale @ Musical |  | 509 |  |
| October | Flower Sales @ Musical |  | 140 |  |
| December | Kinze Donation for Small Group Ensemble Performances at Christmas Party | 0 | 2000 |  |
| December | Grand Concert Bake Sale |  | 1498 |  |
| December | Grand Concert Free Will Offering |  | 460 |  |
| TBD | Talent Show Ticket Sales | 1500 | Postponed 0 |  |
| February | Show Choir Fees | 5200 | 3000 (Feb) |  |
| February | Show Choir Photo Buttons | 500 | 280 |  |
| March | Spring Play Flower Sales/Bake Sale | 300 |  |  |
|  | Free Will Offering @ J High and HS Concerts | 2500 | December: 285 and 453 |  |
| April | Ford Test Drive | 2000 |  |  |
| April | Rummage Sale | 1000 | Postponed 0 |  |
| April | Show Choir Kids Clinic (5/6 grade) | 200 | Postponed 0 |  |
| April | Dinner Show | 6000 |  |  |
|  | Donations |  | 100 (Feb) |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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 |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |