May 7, 2015 Williamsburg Music Association Minutes

Directors Present: Steve Manning

School Administrator Present: Lynell O’Connor

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

Parents and Students Present: Ann Cromwell, Anastasia Lamanski, Dee Culp, Bobbi Jo vanDeusen, Will Stoltenberg

Meeting called to order by Stacia Koppenhafer at 7:02 p.m.

Minutes from April meeting were forwarded to the parent membership email list prior to this meeting. Erin motioned for approval. Sharon seconded. Minutes were approved.

Finance Report Mary Greiner provided report. Sharon motioned, Anastasia seconded. Treasurer’s report passed as presented.

Checking Account: $32,729.85 (includes Kinze Donation $10,200 which will be used to purchase proposed items)

Savings Account: $1200.02

Balance:$33,929.85

Ford Test Drive-Capper has submitted to Ford. Should know by early June what funds were raised. Hopefully close to $6000.

WMA proposes to try the test drive again in fall. Brainstormed ideas for how to get more people involved. Maybe a sports event like a football game to do test drive and possibly a cookout/tailgate. Dee sent a thank you to Capper and will work with Capper to identify a fall date.

Dinner Show-some bills for expenses still coming in. Estimated Net Income from Dinner Show=$8810. Complimentary tickets were provide to retiring teacher, JT staff, emcee, and lights/sound volunteers. Matinee 277 seats plus 2 complimentary. Dinner 275 plus 9 complimentary.

DVD Sales due Friday May 8. Plan is for Tech Team to have them edited by end of the year.

Show Choir Dues -47 of 52 collected. Discussion occurred related to show choir fees being waived if a student has a financial need as determined by school. Ann Cromwell motioned, Stacia seconded. Motion passed.

Dinner Show Feedback: Hard to see food and programs on table. May need to battery candles on tables. We may have some in storage in music room. Should receipts be issued for tickets? Some patrons called and wondered if they had tickets.

Publicity: Dinner Show publicity on facebook. Can there be a preview show at Mary Welsh? Maybe earlier in the season. Add question to order form. How did you find out? Possibly 600 AM radio for publicity or cable channel.

Show Choir: Kinze will pay for the arrangement ($1800), typically paid for by WMA. Mr. Manning requested down payment from WMA for Show Choir Choreography. This is typically paid by Music Org. Discussed Music Org-Funds do not seem as plentiful as in years past due to reduced income from concessions, loss of Pepsi fund from Music Org to general fund. Motion passed for WMA to pay for $2000 now and revisit Music Org account for balance due later.

Amazon kickback for WMA as a possible ongoing fundraiser. Ann Cromwell will look into and report back.

Bobbi Jo will continue Sign Up genius next year and clean out cupboards. Possibly space can be looked at for storing costumes and cleaning out old costumes. Bobbi Jo will select date and send a sign up genius.

Dry Cleaning-School paid for band uniforms and choir robes. Show Choir costumes would be a WMA expense for dry cleaning.

Website: Will Stotenberg continues to update the site. Discussed how to have easier access to emails. Will discussed various options with google groups, or CRV files. Should we just have parents sign up for a Remind 101? Then we can send emails and texts to whoever signed up.

Dee will talk to Mindy at Elite about online sales of shirts for fall. Stacia to check and see how many signs are left. Dee said to check and see if After Prom has Music Signs they would let us sell.

WMA can promote membership at JHigh/High School Open House in August. Will Stoltenberg will talk to Deb about the possibilities How can we get more members to have a partnership? How can we build more relationships? Could you tier membership fees? Can we be more specific on the registration form? Will can put list on website.

Discussed Tax Exempt-and Nonprofit. Will there be a way not to pay taxes?

Ann Cromwell has looked into tax exempt and nonprofit status. Non profit-donations above $250, receipt to donor needs to be issued by treasurer. To file for nonprofit status would need to pay initial fee to IRS ($400?). Would need to fie annual tax return Form 990. State of Iowa requires Biannual reports. Try to make a decision summer or early fall if want to pursue.

Bylaws-Should we renew these? Current group does not have access to these. Mary will try to locate in old totes and files.

Executive Members 2015-16: Mary Greiner, Treasurer, Erin Eichhorn and Ann Cromwell. Would like 1 more person to serve on Executive Board. Sharon Helt and Stacia Koppenhafer are stepping down after this current school year.

Large Group Contest (Band and Choir) at Knoxville May 8.

HS Choir/Band concert went well May 5. Music Awards were presented that night. Students also wished Mr. Kalina well as he leaves Williamsburg and congratulated Mr. Manning on 30 years of teaching. Music Patron Award was presented to Nancy and Colby Jacoby for their support of Music in Williamsburg Schools.

Band-Ms. O’Connor reported the new Director for 2015-16 visited school and students. A letter from her will be emailed to parents with summer dates, etc.

Meeting adjourned at 8:30

Minutes recorded by Sharon Helt

Next Meeting August 2015, specific date to be determined. Additional summer meeting may be a possibility as well.

**2014-15 Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Income** | **Projected** | **Actual** |  |
| August | Tshirt/Yard Sign Sales |  | 750  60 (t-shirt sales during Ford Test Drive) |  |
| August | WMA Membership Dues |  | 585 (23 families) |  |
| September | Band Photo Buttons |  | 660 (Fall) |  |
| September | Elite Sports On-Line Apparel |  | 161 |  |
| 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 | 4700 (May 47 of 52 paid) |  |
| February | Show Choir Photo Buttons | 500 | 280 |  |
| March | Spring Play Flower Sales/Bake Sale | 300 | 91 |  |
|  | Free Will Offering @ J High and HS Concerts | 2500 | December: 285 and 453  March 236 and 484  May $410 |  |
| April | Ford Test Drive | 2000 | 419 Bake Sale  275??# Drivers x $20=TBD in June |  |
| April | Rummage Sale | 1000 | Postponed 0 |  |
| April | Show Choir Kids Clinic (5/6 grade) | 200 | Postponed 0 |  |
| April | Dinner Show | 6000 | Donations and  Profits from Ticket Sales $8810 |  |
|  | Donations |  | 100 (February for plume case)  $10200 (May) Kinze for proposed purchases  $150 Accompanist Donation back to WMA |  |
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**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.

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| **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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