

RHAM MUSIC BOOSTER MEETING NOTES

September 13, 2011

Meeting called to order at 7 pm by Joan O'Connell.

In attendance – Jen Arel, Jim Mirakian, Nick Kokus, Mimi Wildeman, Joan O'Connell, Barbara Angelo, David Gostanian, Grace Gostanian, Marie Quinn, and Denise McRae.

Secretary's Report – Notes from June 14, 2011 meeting are posted on the website. Mimi requested an addendum to the June minutes to reflect the election of the 2011-2012 Officers which was completed by email immediately following the June meeting. The addendum reads:

Barbara Angelo nominated the following slate of officers for the 2011/2012 year:

*President – Kevin Williams

*VPs – Joan O'Connell and Jen Arel

*Treasurer – Mimi Wildeman

*Secretary – Denise McRae

Tina Hatch seconded the nomination. Jim, Nick, Marie, Barb, and Tina voted yes for the slate.

Nick motioned to accept the June minutes with this addendum. Jim seconded and motion passed.

Matt Angelo's thank you for his music booster scholarship was read.

Treasurer's Report – Mimi presented a written treasurer's report. Available balances are: \$12,576.59 in checking (minus student account balances) and \$5,415.79 in savings. Memberships sold to-date total 29. Mimi reviewed the Hebron Harvest Fair results. She reported the booth numbers were not as good as last year due, in part, to the bad weather on Thursday. The milkshake count for last year was 1700; this year the count was 1580. However, Saturday was a record breaking day with sales of over 600 shakes. Additional donations of \$187.64 helped close the gap from last year. Tina Hatch is following up with the person who loaned us the propane tanks to see if we can be reimbursed for some of the cost since we didn't end up using the water heater.

Expenses listed on the treasurer's report include post office box rental, paper, and stamps for membership mailing, propane for the booth water heater, Sysco and Restaurant Depot expenses for the booth and new baseball caps (sanitation requirement for booth workers). We had problems with Sysco not supplying the syrups we needed. Mimi will communicate our problems to the Lions. Invoices for Ted's IGA (ice cream) and Ned's (milk) are still outstanding. Dave suggested we make laminated instruction sheets for each new shift to read before they start working. Mimi was given a round of applause for all her work.

Directors' Update – The music department calendar is being revised due to the late school start. Booster meetings, concert dates, and fundraisers are being adjusted. The October meeting will be held on 10/18 instead of 10/11. The November meeting will be held on 11/15 instead of 11/8 and the January meeting will be held on 1/17 instead of 1/10. The fall concert will be 11/1 instead of 10/16, the winter concert will be 12/21 and the spring concert will be 3/18.

Two trips are planned for the year. May 23 is a trip to Broadway to see the matinee "Phantom of the Opera" with dinner at Carmine's. The second trip is "Music In The Parks Adjudication Festival" at 6 Flags New England on May 12 for Symphonic Band, Wind Ensemble, Chamber Singers and Encore. The cost is \$56 (not including the bus cost). We will not be going to an adjudication in DC or NY this year.

There is a music production in the fall "You're a Good Man Charlie Brown." This Thursday is auditions and the musical performance is November 18-19.

Fundraisers for this year include Lyman Orchard pies from 10/3-10/14 and butter braids/cookie dough from 2/13-2/19.

Nick requested the purchase of two bulletin boards for the hallway outside both the choral and band rooms. It would hold college, audition and other information needed by the students. Currently there is only a bulletin board available in a side hallway not used by students. The cost for each board that Nick researched is \$512. We discussed the high cost, possible options and decided to hold the vote until Mimi completed additional research to see if we could get them cheaper.

Jim ordered a table for the open house. Pens will be available for purchase.

Jim communicated that The Hartford Symphony will be again performing a community concert at RHAM on 3/30.

Old Business –

Hebron Harvest Fair – Discussed during secretary's report.

2011-2012 Board of Directors – Joan made a motion to keep the same board with Barb Angelo replacing Laurie Larsen. Jen seconded and the motion passed. The 2011-2012 Board of Directors approved includes: Jim Mirakian, Nick Kokus, Marie Quinn, Barb Angelo, Kevin Williams, Joan O'Connell, Jen Arel, Mimi Wildeman and Denise McRae.

Hot Dog Cart – Mimi confirmed that we have reserved the hot dog cart at Ted's for Sunday October 2. She will confirm the hours for the event. Jim and Nick will coordinate students and groups interested in playing/singing during the fundraiser.

New Business –

Volunteer Recruiting – Hold until next meeting.

Used Concert/Parade attire resale – Jen asked about options for selling graduated students' clothing. Jim stated he would accept tux shirts and use them for students who forget their shirts on concert days. Other than that, it was agreed that there were no other reselling needs.

Flamingo flocking fundraiser – Mimi asked the group if they thought running a flamingo flocking fundraiser would be worthwhile. She stated that this fundraiser can be handled in different ways. People can place them in someone's yard for a certain fee. The flock can then be moved to another person's yard for an additional amount. Students would move the flocks themselves. The group thought it was worthwhile to discuss further. Mimi offered to do some additional research.

Meeting adjournment. Jim made motion to adjourn and Nick seconded. Next meeting is scheduled for October 18, 2011.

RHAM MUSIC BOOSTER MEETING NOTES

October 18, 2011

Meeting called to order at 7:03 pm by Mimi Wildeman.

In attendance – Jim Mirakian, Nick Kokus, Mimi Wildeman, Barb Angelo, David Gostanian, Grace Gostanian, and Denise McRae.

Secretary's Report – Notes from September 13, 2011 meeting are posted on the website. Motion to accept notes made by Jim and seconded by Nick. Motion carried.

Treasurer's Report – Mimi presented written treasurer's report.

1. Additional memberships have been sold. The current membership number is 50 which are about the same as last year at this point.
2. Current Balances: Checking \$10,197.32; Saving \$5,416.68; and Total \$15,614.00. The balances include the student accounts subtracted (\$2430.90) and an estimate for Ned Ellis' milkshake bill (\$450).
3. Hebron Harvest Fair milkshake booth freezer rental was \$190.40. However, the amount was refunded because the freezer was the wrong size from what we had ordered. The ice cream bill totaled \$514.71.
4. A second membership mailing cost was \$17.60.
5. The Hot Dog Cart Fundraiser proceeds totaled \$469.21. Everyone commented on the politeness and enthusiasm of the student volunteers.
6. Bulletin boards purchase - On September 28, 2011, the Boosters voted on a motion by Mimi to allot up to \$600 for two 4' x 12' bulletin boards for the music department. Motion was seconded by Joan O'Connell and carried by vote from Jen Arel, Kevin Williams and Denise McRae. Bulletin boards were purchased for \$547.89 and have been delivered to the school. One of the original bulletin boards was damaged in transit but has already been replaced.

Director's Update –

1. Charter Oak Music Festival is scheduled for November 10, 2011. Twenty-one students are participating. Rehearsals are November 2 and 9.
2. Eastern Region High School Auditions are November 12, 2011 at Woodstock Academy. Thirty-two students are participating. Students need to be at the school at 7:45 am. Last auditions are at 2 pm. Parents can pick students up after their auditions. The students were given their audition times today.
3. Lauren Arel's thank you card for her music booster scholarship was read.
4. Jim made a request for a 2011-2012 yearbook quarter page ad. Cost \$100.00 Jim made motion for ad similar to last year and Nick seconded motion. Motion passed.

5. Lyman Orchard Pie fundraiser – 448 pies were sold with a cost of \$6720.00. Students made \$2768.64. An extra two percent incentive was given for early registration. Check for payment is due on delivery.

Old Business –

1. First Student bill – Received another bill for past services that had already been paid. Mimi drove out to the Lebanon office and spoke to company directly. They agreed the bill had been paid for and will speak to their Chicago home office.
2. Bulletin Board – Discussed earlier in treasurer's report.
3. Hot Dog Cart – Discussed earlier under treasurer's report.

New Business –

1. Encore tuxedo pants request – Jim made a request for seven additional pants at a cost of \$167.65. There is an increase in number of students participating in Encore. Mimi made a motion for purchase. Barb seconded and motion passed.
2. Fall Concert Planning – Membership sales/Ticket sales – Mimi has volunteers arranged. Jen and Barb will sell memberships to folks waiting in the ticket line. Leslie Knightly and Mimi are selling tickets. Karen Langlois and Carolyn Aubin will collect tickets at door and hand out programs. Concessions – Denise was given list for volunteers to set up, serve and clean up. Baking will be done by instrumental groups. Nick will discuss with classes and check into posting on the RHAM website. Mimi will send out a blast email to Booster parents.
3. Program ad fundraiser– Scheduled for winter concert. Mimi has volunteer list and will contact them. Business list may not be current. Jim and Nick liked the program ad set up from last year and would like to continue it. The program is printed out one week before the concert.
4. Flamingo flocking fundraiser – Not a winter activity so will hold off for now.
5. Lyman Orchard pie delivery – Date is Friday, November 4. Truck delivery set for 2:30 pm. Pick up time 2:30 -7 pm in cafeteria. Number of volunteers needed is 4 adults and 4 students at the beginning and then 2 adults and 2 students for the remainder. While working in the freezer jackets and gloves are recommended.
6. Volunteer recruiting – Pend until Kevin returns.
7. Newspaper announcements – Currently there is no one specifically submitting articles or announcements to local newspapers to promote Music Booster activities. Mary Rose Meade has volunteered to handle press releases and promotional communications. Mimi suggested a newsletter be issued 2-3 times a year. The group agreed this was a good idea. Mimi will contact Mary Rose to initiate the process.
8. Basket auction/raffle – Barb Angelo volunteered to run. Mimi gave her a list of volunteers and basket donors. Winter concert intermission time will be extended to allow more time for the raffle. An announcement will be in the program as well. A permit for the raffle should be submitted soon. A description and value amount of each basket is needed. Additionally the donors of the silent auction items last year (Sue McCaffrey - massage and

Margaret Lavoie - horseback riding) should be contacted to see if they would like to donate again this year.

9. November meeting conflict – November 15 is the next meeting and is the week of the musical. Jim stated there may be practices in the evening so Nick and Jim may not be able to attend the meeting.
10. Accompanist payment -Jim proposed paying the accompanist \$300/concert and \$25/hour for rehearsal time. Jim may need her to play at the 6 Flags festival too. Limit amount to \$1500 annually. Mimi made the motion to accept proposed accompanist payment and Dave seconded. Motion passed.
11. Letter from Scholarship Committee – Jim and Nick received the following letter.

Members of the Boosters Club:

With regret we are tendering our resignation as the RHAM Music Boosters Scholarship Committee. This decision is a result of the process and the poor communication used in overriding our recommendation last spring.

The committee was presented with three legitimate applications, all from students stating their intentions to attend four-year colleges with a focus in music. The committee thoroughly reviewed the applications. Two of the applicants were outstanding in achievement and ability. One candidate had clearly struggled academically, but found redemption in music. After lively and vigorous discussion the committee unanimously decided to award \$1,000 to each applicant, consistent with the guidelines on the application which clearly directed that the money be evenly split if there were multiple winners. We met as directed and submitted our recommendations to the Boosters president.

We are puzzled and disappointed by the process that overrode the scholarship committee's recommendation and by how the decision was handled. We were never apprised of this decision and only learned of it later in the summer by a mutual acquaintance.

The RHAM Music Boosters had an opportunity to be a significant instrument and incentive for change for the one applicant who did not have the traditional high achievements of the other two applicants. The failure of the Music Boosters to seize an opportunity to support a music student who struggled but found direction in music is a grave disappointment. The other two applicants, who were awarded \$1,500 each, have received many awards and much recognition and will continue to be recognized in their academic and musical careers.

In the future, we respectfully suggest that the RHAM Music Boosters clarify the qualifications and determine whether the scholarship is a merit or need-based scholarship.

In the past, the Music Boosters have been perceived by some as an elitist organization, targeting support for individual students, not the entire spectrum of performers. The question has to be asked and answered honestly: What is the objective of the organization? Are the Music Boosters supporting only a select few individuals or a wide range of students who display interest in the vast field of musical opportunities?

The disregard shown to the committee and the third scholarship candidate is disappointing. If there were reservations about the third application then they should have been dealt with before forwarding the applications to the scholarship committee. At the very least, as the scholarship committee we should have been informed of the decision to override our recommendations.

As ardent supporters of arts education for all students, we are disappointed by the chain of events in awarding the 2011 RHAM Music Boosters Scholarships and request that this letter be read and shared in the minutes of the October 2011 Music Boosters Meeting.

Sincerely,

Christine Connelly, Enza Dandeneau, and Sharon Reiner

Points discussed regarding the letter:

Jim clarified the third applicant did not get accepted to a recognized four-year college that offers a music program, which is a requirement for scholarship eligibility. The status of the third applicant was not discovered, and the applicant deemed ineligible, until after all applications had been given to the scholarship committee and they had made their recommendation.

Additionally, the scholarship is a merit scholarship, not need-based. No financial questions are included on the application. The application specifies the criteria used in considering applicants as:

- a) Scholastic standing (GPA) and class rank.
- b) School-related musical activities and courses.
- c) Musical activities outside of school (e.g. lessons, ensembles, private performances, recitals, community performances).
- d) Music competitions and festivals (e.g. Eastern Region, All-State, Charter Oak, All New England, All Eastern Honors Festival, other national and individual competitions).
- e) Awards and recognition (music and academic).
- f) Demonstrated leadership.
- g) An original essay from the applicant expressing why they plan to continue their education in music.

h) Two letters of reference from non-RHAM vocal or instrumental teachers highlighting the student's musical interest, potential for future contributions in music, personal attributes and academic or other accomplishments.

The Music Booster organization provides equitable support to all students. For example, the organization pays for transportation to concerts and festivals, which benefits all students. They pay for expenses associated with the Memorial Day functions, again benefiting all performing students. Jim cited examples where RHAM even subsidized trips for those in financial need.

Another point discussed was the actual role of the scholarship committee. As stated in the Boosters bylaws: "The function of the Scholarship Committee will be to review scholarship applications, and make proposals to the full Board on scholarships to be made with the Corporation's funds." The committee makes award recommendations, but the final award decisions rest with the Board of Directors. Additionally, Jim mentioned that a rubric was created in the past for use in evaluating candidates. It wasn't clear if that rubric was currently being used but agreed it probably added value and should be reviewed.

The group agreed to discuss, in future meetings, areas of the scholarship process that can be improved such as verification of applicant eligibility, documentation and communication of the scholarship evaluation process and timing of scholarship payments. Improvements will be put into place for the 2012 scholarship awards.

Mimi made a motion to thank the existing scholarship committee for their service and to accept their resignation. The motion was seconded by Jim and passed by the group.

Meeting adjournment - Mimi made motion to end meeting at 8:25 pm. Dave seconded and motion passed.

RHAM MUSIC BOOSTER MEETING NOTES

November 15, 2011

Meeting called to order at 7:06 pm by Kevin Williams.

In attendance: Nick Kokus, Jim Mirakian, Joan O'Connell, Kevin Williams, Mimi Wildeman, Jen Arel, Dave Gostanian, Grace Gostanian, Barbara Angelo, Kaitlynn Hatch, Tina Hatch, and Denise McRae.

Secretary's Report – Notes from the October 18, 2011 meeting are posted on the website. Corrections include:

1. The Lyman Orchard Pie Fundraiser early registration incentive was two percent.
2. Mimi drove to the First Student office in Lebanon to discuss the bill, not Ledyard.
3. A copy of the resignation letter from the Scholarship Committee was sent not only to Jim and Nick but to the Music Boosters as well.

A motion to accept the notes with the corrections was made by Nick and seconded by Jim.
Motion passed.

Treasurer's Report – Mimi presented a written Treasurer's report.

1. The membership drive at the Fall concert was successful. Thirty-eight additional memberships were sold. The total number of memberships is now at 88.
2. The fall concert brought in \$160.50 for concessions, \$415 for ticket sales and \$4 for pens sold.
3. The money left in graduated students accounts totaled \$426. This money is left by students who have graduated and have no siblings to whom to pass the money. It is donated to the Boosters.
4. Current balances: Checking \$12,102.82; Savings \$5,417.60; and Total \$17,520.42. The amount does not include student accounts (\$4803.54) and an estimate for Ned Ellis' milk bill (\$450).

Dave made a motion to accept the Treasurer's report. Barb seconded and motion passed.

Director's Update –

1. The new bulletin boards are hung and are being used. Various announcements have been placed on them.
2. The fall concert went well. A thank you was given to those who helped.
3. Charter Oak Music Festival went well with twenty students participating.
4. CMEA auditions were this past weekend. They are still waiting on results with possibly fourteen students being accepted.
5. Purchasing tickets for the "Phantom of the Opera" trip is complete. All fifty tickets were sold with half going to band students and the other half to chorus. There is not enough interest to warrant a second bus.
6. The "Music in the Parks" Adjudication Festival at 6 Flags New England on May 12 is being organized now. Payment of \$75 is due December 1st.
7. Encore tuxedo pants have arrived. The bill for \$167.65 was given to Mimi to pay.
8. Lyman Orchard Fundraiser – Pies were delivered yesterday and have been distributed. The missing chocolate pies came today and were picked up. Two other pies will go out tomorrow. A thank you was given to all who helped.

New Business –

1. The musical “You’re a Good Man Charlie Brown” is this Friday and Saturday. Practices are going well. They are selling tickets to students now. Tickets will be available at the door too.
2. The winter concert is scheduled for December 21. Chorus will go first and will bake for intermission. Jim and Nick requested this be put on the website and sent out by email.
3. Program ads for the winter concert are needed. Jeff Snyder will be given one. A volunteer list with people interested in working on ads is available. All three towns have business associations which will be contacted for current business lists. Kevin has a business list from his choral group too. Jim and Nick will need the information by December 9 in order for them to be placing them in the program.
4. Basket raffle update – Barb sent an email request to the seventeen people who volunteered to donate baskets and has received five responses. She will send another email with a request to have the information about their baskets by Thanksgiving. Mimi needs a general description and estimated value for each basket to submit for the permit. One basket has been delivered to us already. Usually 10-12 baskets are raffled at the concert. Joan offered to assist Barb. Supplies used for the raffle are in the Boosters cabinet. Joan offered the use of her tablecloths.
5. The flamingo fundraiser was tabled until the spring.
6. RHAM Leos fundraiser request – Kevin explained that the Leos are the student branch of the Lions. The Leos have requested the ability to sell cards and flowers to concertgoers to give to student performers. The Leos would be willing to split the profits with the Boosters. Concerns raised were how this would affect other Booster fundraising activities at the concerts – and specifically the winter concert’s concessions and raffle – and how this has been tried in the past. Congestion in the hallway with the raffle tables was also a concern. Kevin was not sure if they planned to pre-sell orders, bring in a certain amount to sell, or if they planned to advertise. There is no Boosters fundraiser for the spring concert. Kevin motioned to allow the Leos to plan their fundraiser for the spring concert. Dave seconded. Motion passed.
7. Jim requested the Fall Concert ticket proceeds be given to the music Student Activity Fund. Since there wasn’t money from the Hebron Harvest Festival this year the account is low. Tina made a motion for the request. Joan seconded and the motion carried. Mimi gave Jim a check made out to RHAM High School for \$582.65 (the \$415 plus the \$167.65 for the Encore pants).
8. Scholarship Award Process – As a result of the exiting scholarship committee’s concerns, the group discussed how the scholarship process could be improved going forward. Last year, an application from a candidate who didn’t meet the college requirement was given to the scholarship committee, resulting in the committee spending time evaluating an ineligible candidate. This happened because there is no formal documentation requirement for an applicant to prove eligibility at application time. Currently, applications are submitted to the Guidance Office by May 1 and then forwarded to Jim Mirakian. He removes the names from the applications and then passes them to the Boosters’ President who gives them to the committee for review and recommendation. There is no eligibility verification step. There was also confusion on the part of the committee around their role, whether their decisions were recommendations or firm decisions and whether the awards are merit or need based.

Discussion highlights:

- i. Composition of Scholarship Committee – The group discussed whether the committee should be comprised of persons with no affiliation to RHAM. For example, Kevin mentioned that a trade organization with which he’s affiliated uses a pro-bono group from University of Hartford to formally review scholarship applications. However, it was decided to continue to use current or ex-music Booster members who don’t have graduating seniors. The Board of Directors will need to nominate a new committee for 2012. Possible names should be brought to the next meeting.
- ii. Application Review Timing – Applications are due to Guidance by May 1. This past year, we didn’t give the scholarship committee the applications until June 15 – which was only two days before they were due. We need to ensure the scholarship committee receives the applications in a timely fashion, preferably by May 15th each year.
- iii. Documentation - A P&P document needs to be developed and a copy given to the scholarship committee that outlines the scholarship committee’s role and their review criteria. It should also clarify that the committee’s decision is only a recommendation and that the final decision lies with the Board of Directors (per Booster bylaws).
- iv. Verification of Eligibility - How to verify an applicant has been accepted at a qualified 4-yr college with a music program was discussed. In an effort to close this gap, the group decided that language should be added to the application stating that, by submitting an application, applicants are certifying that the information provided on the application is current and valid. Further, it will state that applicants are required to rescind their application if they no longer meet one or more of the eligibility requirements.
- v. Check Distribution – Pursuant to the eligibility situation, the group discussed whether we should change the timing of check distribution (which currently is immediately after graduation) pending verification of eligibility. The group decided that applicants should include a copy of their college acceptance letter along with their application. Checks will be distributed after graduation, or after the date we receive the acceptance letter, if later. A college transcript after the first semester will also still be required.
- vi. Declination Letter - A letter will be sent to applicants who don’t meet the eligibility criteria or who are not selected for a scholarship.
- vii. Scholarship Criteria - The current rubric will be reviewed for use in 2012.
- viii. Mimi will review the bylaws for the process to vote in new Scholarship Committee members.
9. Sports Boosters Request – The RHAM Board of Education is currently reviewing whether a marching band and/or pep band for sporting events is feasible. If so, any ensemble would be an extension of the music program and not run by the Sports Boosters.
10. Website Renewal – The Yola contract for the www.rhammusicboosters.org web site is up for renewal at \$50/year. Tina motioned to renew service. Joan seconded and motion passed.

Meeting Adjournment - Meeting adjourned at 8:13pm. Next meeting is scheduled for December 13, 2011.

RHAM MUSIC BOOSTER MEETING NOTES

December 12, 2011

Meeting called to order at 7:02 pm by Kevin Williams.

In attendance: Jim Mirakian, Mimi Wildeman, Kevin Williams, Jen Arel, Nick Kokus, Marie Quinn, Joan O'Connell, Barbara Angelo, David Gostanian, and Denise McRae.

Secretary's Report: Notes from November 15, 2011 are posted on the website. Motion to accept notes made by Nick and seconded by Joan. Motion carried.

Treasurer's Report: Mimi presented a written report.

Current balances are: Checking \$11,670.68; Savings \$5,418.49; and Total \$17,089.17.

Two new memberships were added bringing the total to 90.

NYC trip parent payments total \$4,590.00 and 6 Flags parent payments are \$300.00.

Expenses include: basket raffle permit \$20.00; Ned Ellis' milk bill \$289.70 (\$100 discount – work done for his booth); and website renewal – Yola.com \$24.97.

Motion to accept report made by Barb and seconded by David. Motion carried.

Director's Update:

Nick shared a winter concert program. It included the program ads provided by Mimi and basket raffle description. There is an insert for ordering tickets to the Hartford Symphony program in March too.

The Eastern Region Festival is January 6 and 7th. Fourteen students were accepted. Band students have their music but the choral students are still waiting.

Charlie Brown musical went well.

The Coventry Choral Concerts were successful. All performances were filled.

The choral group sang at the Andover Breakfast and will perform at Stonecroft.

Old Business:

Winter Concert – Band students arrival time is at 6:45 pm; choral students 6:15 pm. Chorus performs first and provides baked goods for concessions. Mimi posted concert information on the website. She will also send a blast email to those for whom she has an addresses requesting baked goods. The Williams children will hand out concert programs. Mimi is waiting to hear back from volunteers she called for help selling tickets. The Basket Raffle/Silent Auction will need five tables set in

the hallway outside the auditorium. There are now seventeen baskets. Jim and Nick are pre-selling tickets to the students now.

Scholarship Committee Nominations – Mimi reviewed the music booster bylaws concerning the scholarship committee nominating process. The scholarship committee members are voted on by the board. There needs to be at least two people, preferably three on the committee. They must be former or current booster members with no graduating seniors. Three names were suggested – Laurie Larsen, Ann Rey and Jann Parker. Mimi and Joan will contact them. The responsibility of the scholarship committee is to meet and review the candidates using set criteria. A decision was made to hold off on nominations until the group was contacted.

New Business:

Marie Quinn will retire at the end of the school year. She will continue to work with recertification of music teachers.

Annual conflict of interest statements were signed by the board of directors.

Meeting Adjournment: Jim made motion to adjourn meeting at 7:45 pm. Nick seconded and motion passed. Next meeting is scheduled for January 17, 2012.

RHAM MUSIC BOOSTER MEETING NOTES

January 17, 2012

Meeting called to order at 7:07 pm by Kevin Williams.

In attendance: Nick Kokus, David Gostanian, Mimi Wildeman, Drew Angelo, Kevin Williams, Marie Quinn, Denise McRae, Jen Arel, and Barbara Angelo.

Secretary's report: Notes from December 12, 2011 are posted on the website. Correction from Coventry Choral Concerts to Trinity Covenant Choral Concerts requested by Nick. Motion made by Nick to accept notes with correction. Mimi seconded. Motion carried.

Treasurer's Report: Mimi presented a written report:

- Current balances: Checking \$13,304.32; Savings \$5,419.38; and Total \$18,723.70.
- Expenses: None. Winter concert refreshment expenses are pending.
- Revenue: Concert tickets \$684.00; Raffle \$602.00 Concession \$184.00 Silent Auction \$55.00 Pens \$12.00
- Motion to accept report made by Dave and seconded by Nick. Motion carried.

Director's Update:

- Winter Concert: Nick thanked group for a successful concert.
- Eastern Region High School Festival Concert: Fourteen students from RHAM performed. The women's choir performance was especially impressive.
- All-State Auditions: Scheduled for February 4, 2012. Eleven students are auditioning. Mimi, Nick and Jim will drive/chaperone.
- High School and Middle School Chamber Concert: Scheduled for January 31, 2012. Jim and Nick are finalizing the list of students who will perform.
- Jazz Concert: Scheduled for February 9, 2012.

Old Business:

- Scholarship Committee Nominations: Mimi spoke with Laurie Larsen and Ann Rey about serving on the committee; Joan spoke with Jann Parker. All of them are happy to volunteer for the committee. Mimi nominated all three and Denise seconded. All attending members voted to confirm the nominations. Motion carried.

New Business:

- Support for Ned Ellis: Ned broke his leg in December and is home recuperating. Ned's church is handling any errand/food needs for Ned and Renée. As a gesture of support from the Boosters, Kevin suggested sending a small choral group to Ned's home to sing. Nick agreed to coordinate with Jim.
- Web hosting change: Our current host provider, Yola, plans to double its prices. Our contract runs through November, 2012. Kevin volunteered to research host providers and to prepare a price comparison chart for the next meeting.
- Hartford Symphony Orchestra: Jen received a call from Susan Griffiths, RHAM Bd of Ed. The RHAM Education Foundation, AHM and Hebron Women's Club are arranging a fundraiser for March 4, 2012 and would like us to advertise it via email. The event is a tea to meet Carolyn Kuan, the music director of the Hartford Symphony. The tea is aimed at parents and high school students. The group may also be interested in having RHAM music students usher for the Hartford Symphony Orchestra concert on March 30, 2012. Jen will follow up with Sue about the Boosters being able to sell refreshments at intermission as well as additional details on the tea. She will check if the students who usher can get free admission.
- 2011 Music Booster Scholarships: First semester transcripts for Lauren Arel and Matt Angelo are due.
- Butter Braid Fundraiser: Scheduled for February 13 – 29, 2012. Delivery is Thursday, March 15, 2012.
- Freshman Class Fundraiser: Drew Angelo asked if they could sell RHAM Spirit bracelets at the Spring Concert, March 28, 2012. The group voted and the motion passed.

Meeting Adjournment: Nick made motion to adjourn meeting at 7:55 pm. Denise seconded and motion passed. Next meeting is scheduled for February 14, 2012.

RHAM MUSIC BOOSTER MEETING NOTES

February 14, 2012

Meeting called to order at 7:07 pm by Kevin Williams

In attendance: Joan O'Connell, Kevin Williams, Mimi Wildeman, Tina Hatch, Nick Kokus, Barbara Angelo, Dave Gostanian, Grace Gostanian, and Denise McRae

Secretary's report: Notes from January 17, 2012 are posted on the website. Motion made to accept notes as posted made by Nick and seconded by Joan. Motion carried.

Treasurer's report: Mimi presented a written report.

Current balances: Checking: 12,553.90; Savings: \$5,420.33; and Total: \$17, 974.23

Revenue since the last meeting: 0

Expenses since the last meeting: Ruth Hartunian (Fall and Winter concert accompaniment): \$710.00; Concession stand supplies: \$40.42; Six Flag Deposits: \$400.00

Motion to accept financial report made by Nick, seconded by Joan, and was carried unanimously.

Director's Update:

- 1). Nick reported that the two concerts held since the last Booster meeting (Chamber Concert on January 31, 2012 and An Evening of Jazz on February 9, 2012) went well.
- 2). **All-State auditions** were held February 4, 2012. Four students were accepted: Chorus - David D'Auria, Cecilia Tamburro, and Kelly Whitesell; Band - Corinne Cannon on the euphonium.
- 3). **Butterbraid Fundraiser** – Order forms were sent home yesterday. Sale runs through February 29, 2012. Delivery date is March 15th 2:00 pm. Parent pick up is set for 3:00- 7:00pm. Three people are needed to work the event. Mimi will arrange the volunteers. Barb volunteered.
- 4). **Berklee Jazz Festival** is scheduled March 10, 2012 at the Hynes Convention Center in Boston, MA. Students will need to be at the school at 5:45 am. Bus leaves at 6:00 am. Students perform at 9:25 am. Twenty three students are going. The cost for the Post Road Charter Bus Company's charter bus is \$1,175.00. Nick requested the Boosters cover the cost of the charter bus. Joan made a motion to cover the cost and Barb seconded. Motion carried. One or two parents will be needed to chaperone the event.

Old Business:

1). Hartford Symphony Orchestra-

A). Kevin reported we are working the concession stand at the HSO concert as a fundraiser. Food items will need to be fancier than for school concerts. Some suggestions include chocolate covered strawberries and gourmet brownies. Prices at the last concert were: Water and punch - \$2.00; dessert items - \$3.00.

B) AHM volunteers are ushering the event. Kevin will inquire if additional ushers are needed and if they would be charged admission.

C). Program Ad -Mimi provided information on different program ad options for the Boosters to place an ad in the HSO concert program. Nick suggested adding "Come visit our concession stand!" to the ad. Decision made to place a half page ad for \$150. Kevin will donate \$50.00 towards the ad. The Boosters will pay the remaining \$100. Tina made a motion. Joan seconded and motion passed.

2). **Web host update** – Kevin is formalizing web host site information - prices, capacity, utilities, and reliability. He will present at a later meeting.

New Business:

1). **Spring Concert** is scheduled for March 28, 2012. Instrumental parents will be baking. Programs ads are the same as the last concert. The freshman class will be selling spirit braces. Leos will be selling flowers.

2). Hebron Harvest Fair –

A). Booth sign – The sign from above the booth is missing. Tina is working with the Lions to locate our sign. It may be in storage.

B). Ticket sales – Mimi reported we sold more 2011 pre-fair tickets than 2010 and the Lions have agreed to send us a rebate of \$250.00.

3). **Memorial Day Parades** – Tina asked whether we wanted to have the Hop River Café provide the food for the parade marchers again. Exact numbers are not required now but we need to reserve the café. We agreed to book them. Tina will handle.

Meeting Adjournment: Nick made motion to adjourn meeting. Joan seconded and motion passed. Next meeting is scheduled for March 13, 2012.

RHAM MUSIC BOOSTER MEETING NOTES

March 13, 2012

Meeting called to order at 7:03 pm.

In Attendance: Kevin Williams, Jim Mirakian, Joan O'Connell, Nick Kokus, Marie Quinn, Jen Arel, Barb Angelo, and Denise McRae.

Secretary's Report: Notes from February 14, 2012 are posted on the website. Jim motioned to accept notes. Nick seconded and motion passed.

Treasurer's report: Kevin presented Mimi's written report.

Current balances: Checking - \$11,479.90; Savings -\$5,421.07; and Total - \$16,899.97

Revenue since last meeting: \$3,327.90 (NYC trip parent payments - \$2,954.40, 6 Flags parent payments - \$123.50, and Lions rebate for preselling 2011 fair tickets - \$250.00)

Expenses since last meeting: \$1,325.00 (Post Road Stages deposit - \$100.00, Hebron Women's Club Symphony half page ad - \$150.00, Post Road Stages bus balance - \$1,075.00)

Motion to accept financial report was made by Joan. Jim seconded motion and motion carried.

Director's Update:

- 1). Berklee Jazz Festival was held March 10, 2012. Nick reported that students were impressed with the various clinics and performances. Our jazz band's score was in the middle range of their grouping; they had been moved to a higher section this year.
- 2). Jim announced a practice teacher will be starting Monday from CCSU. He will be working at the school until May 11, 2012. He is working on a Masters degree in music education.

Old Business:

- 1). Hartford Symphony Orchestra: Jim attended the "Meet and Greet" at Gilead School. He stated the program was amazing as were the cream puffs. Kevin did not get a request for additional ushers. Mimi sent a mass email to Booster families requesting refreshments for the concert. The request is on the Music Booster website too. A suggestion was made to announce the need for refreshments at the spring concert too.
- 2). Web Hosting Services: Item tabled.
- 3). Scholarship Policy update: The committee has been set up. Paper work was reviewed by Jim and Mimi. Jim shared a copy of the scholarship application and the wording was reviewed. Application deadline changed to May 1, 2012. Wording on the website will match the application paperwork.

New Business:

- 1). Spring Concert is scheduled for March 28, 2012. Band performs first. Instrumental parents are baking. Program ads are set. The freshmen class is selling spirit bracelets. Leos are selling flowers.
- 2). Corsages for Seniors: There are 16 band and 17 choral seniors. Joan made motion for the Boosters to purchase corsages for the seniors for the spring concert. Denise seconded and motion carried. Kevin volunteered to order and pick up the flowers.

Meeting Adjournment: Kevin made a motion to adjourn meeting at 7:25 pm. Joan seconded. Motion carried.

RHAM MUSIC BOOSTER MEETING NOTES

April 10, 2012

Meeting called to order at 7:04 pm.

In Attendance: Joan O'Connell, Kevin Williams, Mimi Wildeman, Marie Quinn, Jim Mirakian, Barbara Angelo, and Denise McRae.

Secretary's Report: Notes from March 13, 2012 are posted on the website. Joan motioned to accept notes. Jim seconded and motion passed.

Treasurer's Report: Mimi presented a written treasurer's report.

Available balances are: \$12,475.16 in checking (minus student account balances and parent payments); \$5,421.74 in savings; with total \$17,896.90

Revenue since last meeting: NYC trip parent payments \$159.60, Butterbraids Parent payments \$2,374.00; concert tickets \$787.00; spring concert concessions \$186.75; HSO concessions \$500.25; pens \$2.00; donations \$24.00; and Kevin William's donation towards HSO ad \$50.00 Total: \$4,083.60

Expenses since last meeting include: MCM Fundraising Butterbraids payment \$1,390.03; Post Road Stages 6 Flags buses deposit \$300.00; Ruth Hartunian-Alumbaugh spring concert accompaniment \$422.50; concession supplies for both concerts \$134.01; and Music in the Parks 6 Flags balance \$6,399.00 Total: \$8,703.54

Joan motioned to accept report. Jim seconded and motion passed.

Director's Report:

1). Both Spring and Hartford Symphony Orchestra concerts were successful.

2). The student teacher Jim has been working with has been incredible. They work well together and the student teacher works independently with the students. The student teacher finishes May 11 but will return to conduct the piece "Animal Crackers" at the June concert.

3). This year's recipients from RHAM of the Connecticut High School Fine Arts Awards, given by the Connecticut Association of Schools (CAS), were David D'Auria (performing) and Samantha Dienst (visual). These annual awards honor two outstanding seniors from each of the CAS member schools who excel in the performing or visual arts.

Old Business:

1). Music Booster Scholarship: Application Forms are available in the Guidance Office. The scholarship application was revised to make it clear the award is merit-based, not need-based. Mimi will prepare a summary document that outlines the scholarship process, including a rating rubric that should be followed to evaluate candidates. The deadline for students to apply is May 1, 2012. An article was placed in the paper to advertise the scholarship.

2). Officers and Directors Insurance: Kevin made several attempts to discuss coverage with an agent but was unsuccessful.

New Business:

1). Hebron Harvest Fair: The booth sign was found inside Don's Home Improvement building. We need to pick it up. Mimi received this year's fair packet from the Lions. Our booth rental cost is the same as last year - \$600. Mimi reserved a freezer from Taylor Rental Center, the same company from last year. However, we've reserved a specific large chest freezer (which she saw and inspected), not the one they gave us last year. The price is the same as last year - \$190. Someone will need to attend the Health Inspection and Sanitation class this year. Mimi will discuss with Sysco last year's inventory problems. (The day before the fair last year Mimi found out that some of the supplies she had earlier ordered were not available and then had to do last minute shopping.) Rather than waiting until the first week of school in September, the group decided to start the volunteer sign-up process for the booth once the Pops concerts are over. Students and parents can start signing up for slots. Reminder emails will be sent out in late summer; the schedule with volunteer names will also be posted on the Boosters web site.

2). Web Site: Kevin presented his research on various web sites including prices and other options. He felt the current program, Yola Silver, remained the best option. Price per month is \$9.95.

3). Awards: Jim made a request for money to be used for annual senior award engraving. Joan motioned that up to \$200.00 be budgeted. Denise seconded. Motion carried.

4). Memorial Day Parades: Nick requested additional cups for water for the marchers. He only has a partial bag of 336 count, 10 ounce cups. Nick also asked for three volunteer walkers. Kevin, Joan, and Jen volunteered. They will bring the water coolers home to fill with ice and water prior to the parade. Tina has the sandwich order for lunch and will need to get chips and cookies from Big Y. We have leftover bottled water from the spring concerts.

5). RHAM School Board Meeting: Joan attended the board meeting Monday night. She spoke in favor of the \$5,000 funding for instrument purchase/lease and Pep Band programs in the proposed RHAM budget.

6). Ted's Hotdog Cart: Mimi suggested we run the hot dog cart again in the fall instead of the spring since it was so successful last October. The group agreed. Mimi will contact Ted's to reserve an October date.

7). Happy Ads: Mimi will send a blast email advertising them. The form and information are also on the Boosters' web site.

8). Publicity: Mimi suggested placing an article in the paper identifying the students who attended the Eastern Region and All-State Music Festivals. Jim will send her the names of the ERHS participants.

9). Fundraiser: Jen brought up the possibility of a tag sale fundraiser. Jim shared the difficulties with past attempts so the idea will not be pursued. Currently the most successful fundraiser at the school is the dodge ball tournament.

10). 2012-2013 Music Trip: A trip to either Washington DC or New York is planned.

Meeting Adjournment: Jim made a motion to adjourn meeting at 8:28 pm. Joan seconded. Motion carried.

RHAM MUSIC BOOSTER MEETING NOTES

May 8, 2012

Meeting called to order at 7:06 p.m. by Joan O'Connell.

In Attendance: Jennifer Arel, Tina Hatch, James Mirakian, Nick Kokus, Mimi Wildeman, Joan O'Connell, Barb Angelo, and Denise McRae.

Secretary's Report: Notes from April 10, 2012 are posted on the website. Mimi motioned to accept notes. Tina seconded and motion passed.

Treasurer's Report: Mimi presented a written treasurer's report.

Available balances: Checking \$12,337.48; Savings \$5,422.43; Total \$17,759.91

Revenue since previous meeting: Happy Ads (8): \$40.00

Expenses since last meeting: Senior corsages at Spring Concert \$53.18; Elite Engraving & Awards (senior awards) \$124.50. Total: \$177.68

Tina motioned to accept report. Jen seconded and motion passed.

Director's Report:

- 1). "Music In The Parks Adjudication Festival" is May 12, 2012. Two additional chaperones are needed.
- 2). Memorial Day Parades: Walkers (Kevin, Joan, and Jen) are confirmed. They will take the water coolers home and bring back on parade day filled with ice and water. Nick will give Tina the final sandwich numbers the Monday before Memorial Day. Jen will purchase 100 individual bags of chips. Tina will pick up cookies at Big Y and watermelons. Barb will email the number of water bottles she has and bring them to Mimi before the parade. Mimi will bring the water bottles she has in as well. Mimi and Denise have coolers for the waters. Jim will email copies of the marching schedule. Tina will check with Kevin about using his van to transport equipment. Jen offered her van as well.
- 3). All Towns Jazz Festival was May 2, 2012. One hundred thirty-seven students participated.
- 4). Waterford Jazz Festival was May 4, 2012. There were no ratings given but the comments by the judges were very good.

Old Business:

- 1). Scholarship – Two applications were received and are ready for review by the Scholarship Committee. Jim provided 3 "blind" copies of each application. The Policies and Procedures manual and rubric were reviewed, revised and finalized. Mimi will get copies of the applications to Laurie; Tina will get copies to Ann and Joan will get copies to Jann. Mimi will also email the finalized P&P and rubric to the committee. The deadline for the committee's recommendation is June 1.

2). Hebron Harvest Fair- Tina asked if the old freezer could be given to Ann Rey as she has stored it in her garage for many years. All agreed.

New Business:

1). Ted's Hot Dog Cart- Mimi reported she reserved the cart for us for Sunday October 21, 2012 11 a.m. to 3 p.m.

2). Pops Concert and Happy Ads Update- The Pops Concert for Chorus, Chamber Singers, and Encore is June 6. The concert for Wind Ensemble, Symphonic Band, and Jazz Band is June 7. Next year's Pops Concert will be a combined choral and band concert on Sunday, June 2, 2013. Mimi reported she now has a total of eight ads. She recently sent a blast email reminding everyone. Mimi needs to submit the Happy Ads to Jim/Nick by May 29th.

3). 2012-2013 Officer Nominations

Treasurer – Mimi Wildeman

Secretary – Denise McRae

President—Tina Hatch and Kevin Williams

Co-Vice Presidents-- Jen Arel and Barb Angelo

A blind vote will be held at the June meeting to determine the Presidency.

Adjournment: Tina made a motion to adjourn the meeting at 8:20 pm. Mimi seconded. Motion carried. The final meeting of the year will be June 12, 2012 6 p.m. at Joan O'Connell's house and will include the annual potluck dinner. Joan's address is 38 Dickenson Rd, Marlborough.

RHAM MUSIC BOOSTER MEETING NOTES

JUNE 12, 2012

Meeting called to order at 6:35.

In attendance: Jennifer Arel, Tina Hatch, Kaitlin Hatch, Nick Kokus, Mallory Kokus, Mimi Wildeman, Joan O'Connell, Barb Angelo, Greg and Denise McRae

Secretary's Report: Notes from May 8, 2012 are posted on the website. Kevin motioned to accept the notes. Mimi seconded and motion passed.

Treasurer's Report: Mimi presented a written treasurer's report.

Available Balances: Checking: \$8,208.18; Savings: \$5,423.12; Total: \$13,631.30

Revenue since last meeting: Happy Ads \$200.00; Donations \$85.00; Six Flags refund from MIP \$81.50; RHAM Student Activity Fund collection (pass-through only) \$72.00; Total: \$438.50

Expenses since last meeting: Post Road Stages: New York balance \$4,727.50 and Six Flags Bus balance \$2,100.00; Ruth Hartunian Alumbaugh (Six Flags accompanist) \$405.00; Six Flags refunds \$81.00; Tina Hatch parade food reimbursement \$149.31; Mimi Wildeman parade food reimbursement \$116.59; Scholarship \$3,000.00; RHAM Student Activity Fund (pass-through only) \$72.00; Hebron Harvest Fair deposit \$620.00 Total: \$11,271.90

Tina motioned to accept treasurer's report. Joan seconded and motion passed unanimously.

Additional treasury item: Mimi ordered new membership cards from Vista Printing. The new cards are more colorful and have circles for punching. Mimi is donating the cost of the printing.

Directors' Update:

- 1). Nick shared a thank you card from Marie Quinn. The new department coordinator for the Art and Music Department is now Ken Giella. Marie's position in the middle school was reduced to a 0.6 position.
- 2). Nick gave a CT Tax form that was mailed to the school to Mimi.
- 3). "Music in the Parks Adjudication Festival" was very successful. Every section earned a first in their division.
- 4). The Senior Award engraving was completed. Nick thanked group for covering the cost.
- 5). A group of students attended the HSO's string concert featuring Jimmy Greene a local resident.
- 6). The New York trip to see Phantom went well. The show was great.
- 7). "Pops" concerts went well. Nick was told by some that it was the best concert of the year.

- 8). An Instrumental pep band club will be forming in the fall. Students can participate on a voluntary basis. Nick will have an advisory position. The band will play at selected football and basketball games so they won't conflict with the music program. Part of the \$25,000 lease/purchase program approved in the school budget will be used towards this program.

Old Business:

Scholarship program: Since this was the first year using the new scholarship P&P and rubric, the group reviewed the results of the new process. The scholarship committee reviewed the applications independently, then met as a group and submitted their recommendation to Jim on a timely basis. From discussions with Jann Parker, Joan reported that the committee needed clarification on a few items on the rubric and Joan was able to answer their questions.

A concern had been whether, after meeting as a group, each member's scores would be influenced by the group discussion and would become uniform. However, each committee member's individual scoring remained unique, even after their group discussion. The applicants' final scores were within the 10 point allowance where the scholarship committee could recommend splitting the award. The scholarship committee recommended two awards – one to each applicant. No Board review was necessary. The entire award process worked very smoothly this year.

New Business:

1). Hebron Harvest Fair Milkshake Booth:

A. Milkshake price: Last year we charged \$3.00 for a milkshake. Profits for the booth are dropping. Tina motioned that the milkshake price be increased to \$4.00. Joan seconded motion. The group voted and the motion passed.

B. Booth sign-up process: Mimi suggested starting the sign-up process now since the timeframe after school starts is so short. The students would start signing up now and then confirm their time spot in the fall. The sign-up sheet was given to Nick to pass around the classes. Mimi has a sign-up system on the website too. During the summer she will check the website for time requests periodically and update the calendar. She plans to send reminders.

C. Booth sign: Sign is sitting in the booth across from the milkshake booth. Greg offered to pick it up and store it until it is needed. Tina sent a message to the Lions asking about the missing mounting frame. She has not heard back.

D. Freezer: Greg offered to help pick up the freezer in Manchester before the fair.

E. July 1, 2012 is the deadline for our ice cream order with Ted's.

F. The food service company for the fair is Sysco. Jay Rule, from Sysco, has spoken with Mimi about last year's issues. Sysco will try to improve their service. Costs at this year's fair will be higher.

2). 2012-2013 Officer Elections

Tina removed her name from consideration for President prior to voting. Joan made a motion to accept the nominations shown below. Tina seconded the motion, the group voted and the motion passed. The 2012-2013 officers are:

President – Kevin Williams

Co- Vice Presidents- Barb Angelo and Jen Arel

Treasurer – Mimi Wildeman

Secretary – Denise McRae

3). 2012-2013 Board of Directors

Nominations for the 2012-2013 Board of Directors were presented. Nominations included Jim Mirakian, Nick Kokus, Tina Hatch and the above officers. Ken Giella was also discussed, but the group decided to defer that nomination since Ken will be new in his role as department coordinator. Joan motioned to accept the board nominations. Mallory seconded the motion, the group voted and the motion passed.

4). Music program trips: There will be one overnight trip this year – date and destination TBD. A Disney trip is planned for 2013-2014.

5). Succession planning: Mimi will be treasurer for one more year. Someone will need to be found to replace and work with her this year.

Adjournment: Joan made a motion to adjourn at 7:20. Jen seconded motion and the motion passed.