

## RHAM MUSIC BOOSTER MEETING NOTES

May 13, 2014

**Meeting called to order** at 7:05 pm by Kevin Williams.

**In Attendance:** Grace Gostanian, Fiona Golemba, Laurie Butler, Jim Mirakian, Nick Kokus, Kevin Williams, Kelly Kulow, Barbara Angelo, and Denise McRae

**Secretary's Report:** April 1, 2014 meeting notes posted on the website. Nick motioned notes be accepted as written. Jim seconded and motion passed.

**Treasurer's Report:** Grace provided a written report.

- Available Balances: Checking \$15,163.09 (Student Accounts \$2,482.54); Savings \$5,428.94; Total \$20,592.03
- Revenue since last meeting: Disney trip deposit \$102.88; Traveler's employee giving \$150.00; All Town Jazz Concert seed money redeposit (card fundraiser) \$30.00; Card Fundraiser sales \$20.00; Total Revenue \$302.88
- Expenses since last meeting: Concession reimbursement (Denise McRae) \$15.56; "Music and More" (March 26 concert accompanist) \$352.50; Hebron Harvest Fair (2014 fees) \$90.00; Hebron Harvest Fair (Chatham fee permit) \$30.00; Joann Robison (Disney trip instrument rental fee) \$159.55; All Town Jazz Concert seed money (card fundraiser) \$30.00; Returned check and bank fee (Disney trip) \$48.00; Total Expenses: \$725.61
- Jim motioned treasurer's report be accepted. Nick seconded and motion passed.

### **Director's Update:**

- 2013-2014 Disney Trip finances:  
Music Boosters given \$1,500.80 back for the change in motor coach service on Monday April 14, 2014. In addition, \$1,360.00 was returned in unused baggage fees and other unexpected travel fees. Nick received First Student Invoices (2) for buses to and from Boston airport each \$2,198.40 totaling \$4,396.80
- 2013-2014 Disney Trip recap: All the comments on the trip were positive. The kids' behavior was wonderful. Mr. Maclachlan's comment expressed it best: "Reflecting back on all that was asked of the students, I realize that they behaved like the young adults we all hoped they would become." There was one trip to the first aid station for a heat issue.
- "Pops" Concerts: Chorus (June 10, 2014) and Instrumental (June 12, 2014) Time 7:00 pm. There are no tickets or concessions for the concerts. Kevin has information for the alumni performing at the Choral Pops Concert. They will meet one hour before the concert to go over three pieces.

- “Happy Ads” fundraiser: The form is on the website. Kevin will make updates. He will send a blast email reminding parents of the ads. Students can return forms and money to Nick or Jim by May 30, 2014. Ads will then need to be returned to Nick by June 6, 2014.
- Memorial Day Parade: May 26, 2014 Students report at 7:45 am.
- All-State Festival recap: The event went well. Brianna Tracy applied for the All-National Festival and will hear back in the fall.
- Waterford High School Jazz Festival: The band was terrific. The trombone section was awarded “Best Section.”
- All-Town Jazz Concert: All three towns participated. The concert was successful. Bruce Foote from Marlborough Elementary School conducted the final piece. He is retiring this year. At his last elementary school concert former students joined the band and were conducted by him.
- Hartford Symphony Orchestra: Saturday May 17, 2014 Music Boosters have been asked to work the concession stand during intermission as a fundraiser. The concert begins at 7:30 pm and intermission around 8:10 pm. Kelly will send an email requesting baked goods. Denise will contact Mike Ceresa for tables, garbage cans, and donating waters. Laurie and Fiona volunteered to work the concession stand.
- Program Ad request: Nick received a request from Summit Studio. Kevin is working on pricing schedule.

#### **Old Business:**

- 2014 Hebron Harvest Fair Milkshake Booth: Initial paperwork and payments have been made. Next item on list needs to be completed in July. Before the next meeting summer jobs will need to be assigned.

#### **New Business:**

- Scholarship: Paperwork is updated and in the Guidance Office. Kelly will contact the Scholarship Committee from last year to see if they are interested in volunteering.
- June Music Booster meeting: Rescheduled to June 3, 2014 due to choral concert. There is a short business meeting at 6:30 pm followed by a potluck dinner. Kevin will send an email with directions.
- Money request: Motion to approve \$85.00 to Advanced Lighting made by Kevin and seconded by Nick. Motion approved.
- “Evening with the Arts”: Nick presented a plan for a single concert to replace the “Pops” Concerts next spring. Possible date is June 3, 2015. The evening would begin with a formal dinner catered by Chartwell in the cafeteria (4:45-5pm). Small groups or solos will perform 5-7pm. During this same time attendees would view student displays (art, culinary, etc.). The concert would begin at 7:30pm with ensembles performing. The dinner and concert price would be \$25.00 and concert only \$5.00. It would be a potential fundraiser and opportunity to see students work in other departments.

**Adjournment:** Jim motioned to adjourn meeting at 8:08 pm. Nick seconded and motioned passed.

## RHAM MUSIC BOOSTER MEETING NOTES

April 1, 2014

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

**In Attendance:** Grace Gostanian, Nick Kokus, Kelly Kulow, Jim Mirakian, Kevin Williams, Barbara Angelo, Fiona Golemba, Laura Butler, and Denise McRae.

**Secretary's Report:** Nick noted under Director's Update that the PDF file of the Disney trip itinerary should read it will be posted to the Music Department website when finalized. Jim motioned the notes be approved with the correction. Barb seconded and motion passed. Kevin abstained since he was absent from the meeting.

**Treasurer's Report:** Grace provided a written report.

- Available Balances: Checking \$15,585.82 (includes Student Accounts \$2,482.54); Savings \$5,428.94; Total \$21,014.76
- Revenue since last meeting: Disney trip student deposit \$1936.34; Feb 25 concert seed money redeposit \$50.00; Card Fundraiser \$40.00; Butter Braids Fundraiser \$24.00; March 26 concert seed money redeposit \$100.00; March 26 concert concessions \$147.00; March 26 concert ticket sales \$433.00; Total Revenue: \$2730.34
- Expenses since last meeting: MCM Fundraising (Butter Braids) \$2010.96; Georgina's Restaurant \$250.00 Kevin Williams flower reimbursement \$80.00; March 26 concert seed money \$100.00; Total expenses \$2440.96
- Grace presented a corrected March treasurer's report too. Jim motioned treasurer's report be accepted. Nick seconded and motion passed.

### **Director's Update:**

- 2013 – 2014 Disney Trip: Meeting: April 2, 2014 Tuesday 7 pm auditorium Parents, chaperones, and students meet with the Perkins Travel representative to go over the travel packet. The biggest change from the previous packet is the performance times for the groups. They perform later on Monday at 7:30 pm and 9:15 pm. The time in the park will not be split that day. The most recent version of the travel packet should have March 31, 2014 on it. Nick will put the first two pages of the packet in PDF and place on the music department website. He will send the file to Kevin to add to the music booster site too. After the group meeting Tuesday, there will be a chaperone meeting.
- High School Spring Concert: The concert went well.
- All-State Music Festival: April 3 -5, 2014 in Cromwell, CT. Six students will be attending. The concert is at the Bushnell Saturday.

- Waterford High School Jazz Festival: April 25, 2014 Friday Event is during the school day. Students will travel by school bus.
- All-Town Jazz Concert: April 30, 2014 Wednesday 7 pm The three elementary schools, middle school and high school jazz bands will each perform separately and then together. This is the fourth year for the concert. Denise and Barb will sell card sets before the concert.
- Memorial Day Parade Luncheon: After the April break, Nick will start a sign- up sheet for sandwiches with the same options as last year: ham, turkey and vegetarian. There are 90-100 students in the marching band.

**Old Business:**

- Butter Braids Fundraiser: The delivery went well.
- 2014 Hebron Harvest Faire Milkshake Booth: Kevin received the Lion's contract and will review. There may be changes in the prices for booth rental. Kevin made a motion for \$350.00 for the booth deposit. Kelly seconded and motion passed. At the March 19, 2014 meeting to discuss general manager duties Barb agreed to order the freezer. This was the only urgent task.

**New Business:**

School Board Meeting: Kevin thanked Leslie, Barb, and Denise for attending the meeting. He thanked Barb for speaking in support of the school music program.

**AOB:**

- Business Program Ad: Barb was given a business card by someone interested in advertising in next year's concert programs. For the four concerts around 300 concert programs are printed. Currently there is no rate table for advertising in the concert programs. Kevin will research rate prices and include advertising on the website. Barb will contact the person to see if they have an electronic graphic to use.
- Thank you: Jacob Ouellette sent a thank you card for our supplying transportation to the Berklee High School Jazz Festival.

**Adjournment:** Jim motioned to adjourn the meeting at 7:46 pm. Grace seconded and motion passed.

## RHAM MUSIC BOOSTER MEETING NOTES

March 11, 2014

**Meeting called to order** at 7:04 pm by Barbara Angelo

**In Attendance:** Bailey Emerson, Nick Kokus, Kelly Kulow, Jim Mirakian, Barbara Angelo, Grace Gostanian, Leslie Knightly, and Denise McRae

**Secretary's Report:** February 11, 2014 meeting notes are posted on the website. Nick noted under the Director's Update All-State Auditions should read Brianna Tracy made soprano for chorus. In addition under Old Business for Jim Mirakian's Farewell planning should read Jim plans to perform three songs at the "Pops" Concert with alumni. The banquet will be Sunday June 8, 2014 for two hours in the afternoon. Nick motioned the notes be approved with corrections. Kelly seconded and motion passed.

**Treasurer's Report:** Grace presented a written treasurer's report.

- Available Balances: Checking \$15,196.44 (Student Accounts \$2509.64); Savings \$5428.94; Total \$20,625.38
- Revenue since last meeting: January Disney trip deposit \$2242.09; February Disney trip deposit and returned check fee \$11,360.28; Disney trip deposit \$7256.20; Jazz concert seed money redeposit \$50.00; Card Fundraiser \$67.00; Butter Braids Fundraiser first deposit \$1812.00; Butter Braids second deposit \$1584.00; Travelers Employee Giving Campaign \$234.50; Total Revenue \$24,606.07
- Expenses since last meeting: Disney trip overpayments \$100.12; Perkins Travel February payment \$21,000; Perkins Travel final payment \$8313.52; Seed money for card fundraiser \$50.00; Total Expenses: \$29,463.64
- 2013-2014 membership count: 71

Leslie motioned treasurer's report be accepted. Barb seconded and motion passed.

### **Director's Update:**

- HS and MS Chamber Concert: February 26, 2014 Concert went well.
- High School Spring Concert: March 26, 2014 7:00 pm
- All-State Music Festival: April 3-5, 2014 in Cromwell, CT Concert is Saturday 3 pm at the Bushnell
- 2013-2014 Disney trip:
  - Meeting: April 2, 2014 7 pm Parents, chaperones, and students meet with the Perkins Travel representative. Some items to be covered are chaperones, bus list, and packing list. One bag will be checked as well as instruments bigger than an alto saxophone.
  - Itinerary: A copy was given to students. When the itinerary is finalized, Nick will put in PDF file on the Music Booster website.

**Old Business:**

- Butter Braids Fundraiser: Pick up date is now set for Monday March 17, 2014 3-7 pm in the high school cafeteria. Barb, Kelly, and Denise volunteered to work. Truck scheduled for 2 pm.
- 2014 Hebron Harvest Faire Milkshake Booth: Kevin is working on the Lion's contract. The General Manager role still needs to be filled. Mimi wrote a description of the duties. The person coordinates /delegates and does not need to be at the booth the entire time. With no volunteer at this time a suggestion was made that a committee be formed to divide the duties. Meeting set for March 19, 2014 at 7 pm in Jim Mirakian's room.
- High School Spring Concert: Choir will bake and perform first. Choral students arrive at 6:30 pm and band 6:45 pm Kelly will contact volunteers for ticket sales and will call for the table. Kevin is arranging flowers for the seniors. Denise contacted volunteers for the concession stand and is waiting for calls back. The card fundraiser will be near the ticket table.
- Jim Mirakian's Farewell:
  - Barb volunteered to call a number of venues.
  - Kevin will put a note on Facebook referring people to the Music Booster website.
  - Possibly 125-150 people will attend.
  - Cold refreshments will be served. No alcohol.

**Adjournment:** Nick motioned to adjourn the meeting at 8:12 pm. Denise seconded and motion passed.

## RHAM MUSIC BOOSTER MEETING NOTES

February 11, 2014

Meeting called to order at 7:05 pm by Kevin Williams

In Attendance: Kevin Williams, Nick Kokus, Kelly Kulow, Jim Mirakian, Grace Gostanian, Fiona Golemba, Laurie Butler, Barbara Angelo, and Denise McRae

Secretary's Report: January 14, 2014 meeting notes are posted on the website. Nick noted under the Director's Update section Eastern Region Music Festival should read the eleven students will be auditioning at All-State Music Festival. Nick motioned the notes be approved with correction. Jim seconded and motion carried.

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

- Available Balances: Checking \$20,054.01 (Student Accounts \$3,666.21); Savings \$5,428.94; Total \$25,482.95
- Revenue since last meeting: Disney trip deposit \$1,717.60; Traveler's Employee Giving Campaign \$201.00; Total: \$17,372.60
- Expenses since last meeting: Perkins Travel payment \$21,000.00; "Music and More" accompanist for Winter Concert \$405.00; Dr. Kinh Vu (guest conductor / speaker) \$100.00; Barbara Angelo (Card fund raiser reimbursement) \$148.00; Constitution Coach (Berklee Jazz Festival) \$1,100.00; returned check fee \$12.00; An Evening of Jazz concert seed money \$50.00; Total Expenses: \$22,815.00  
2013-2014 membership count: 71  
Nick motioned treasurer's report be accepted. Barb seconded and motion passed.

Director's Update:

- An Evening of Jazz Concert: The concert was held last Thursday and went well.
- Berklee High School Jazz Festival: The festival was Saturday February 8, 2014 in Boston, MA. It is the largest high school jazz festival in the country. Awards received:

Jazz band: Third place in large ensemble class L2  
Tom D'Auria: "Outstanding Musician" award for class  
Dominic Marino "Dino": "Judges Choice Solo Award" for RHAM jazz band

- Dr. Kinh T. Vu school visit: Received a thank you from him.
- All-State Auditions: Six students will participate in the All-State Music Festival in April. They include:

Rob Earhart= trombone in orchestra  
Corinne Cannon = euphonium in band

Paul Tamburro = trombone in band  
Kelly Whitesell = soprano in chorus  
Cecia Tamburro = alto in chorus  
Brianna Tracy = soprano in chorus

- HS and MS Chamber Concert: February 26, 2014 Wednesday 7 pm. The different groups are working on their pieces.
- April Music Booster meeting date change: Both directors are unavailable for the monthly meeting on April 8. Date changed to April 1, 2014.
- Disney trip 2013-2014:
  - April 2, 2014 7 pm: Parent and student meeting planned with Perkin's representative. Total trip cost is \$1,108.94/student. The final installment (\$33.94) is due February 24, 2014.
  - The trip itinerary may be set by the next meeting.

#### Old Business:

- Butter Braids Fundraiser: February 3-19, 2014. Turn in date for money to be directed toward the trip cost was February 10.
- 2014 Hebron Harvest Fair Milkshake Booth: The Lion's will be sending out their contract the week of March 17, 2014. It will need to be returned April 18, 2014. A general manager will need to be decided at the next meeting. During the April meeting the deposit and contract will need to be approved. Kevin will sign the contract.
- Volunteer Task Inventory: The spreadsheet is located on the website under forms.
- Volunteer Listing Update: Leslie sent an updated list out.
- Jim Mirakian Farewell planning: Jim met with a retired Glastonbury music teacher. She did have a concert on her retirement. There was an open banquet during the afternoon at The Gallery as well. Desserts, other light refreshments, and coffee were served. Jim's schedule is busy every weekend starting May 10, 2014. At his retirement event Jim would like to perform three songs from the "Pops" concert. Like the retired teacher, he wants students and small groups to perform. In addition she had letters given to her read aloud to the group. Jim has a box of items he's kept that we are welcome to go through to use. There is an alumni mailing list available. Sunday June 8, 2014 is a possible date.

#### New Business:

- High School Spring Concert: March 26, 2014 7 pm. There are thirty one senior band students. Jim will email choral number to Kevin for corsage order.
- Card Set Fund raiser: Barb and Denise thanked for selling cards at the jazz concert. They will sell at the upcoming Chamber concert too.
- "Pops" Concerts: Vocal concert date is June 10, 2014 and instrumental is June 12, 2014.

**Adjournment:** Nick motioned to adjourn the meeting at 7:43 pm. Jim seconded and motion passed.

## RHAM MUSIC BOOSTER MEETING NOTES

January 14, 2014

**Meeting called to order** at 7:00 pm by Kevin Williams

**In Attendance:** Kevin Williams, Kelly Kulow, Jim Mirakian, Laurie Butler, Fiona Golemba, Grace Gostanian, David Gostanian, Nick Kokus, Barbara Angelo, and Denise McRae

**Secretary's Report:** December 10, 2013 meeting notes are posted on the website. Jim motioned the notes be accepted. Lori seconded and motion passed.

**Treasurer's Report:** Grace presented a written treasurer's report.

- Available Balances: Checking \$25,496.41 (Student Accounts \$5,032.74); Savings \$5,428.94; Total available \$25,892.61
- Revenue since last meeting: Total Disney trip student deposits \$ 16,704.40; Memberships \$25.00; December Craft Fair seed money \$200.00; Winter Concert Raffle seed money \$325.00; Winter Concert concessions seed money \$350.00; December Craft Fair proceeds \$105.00; Winter Concert Raffle proceeds \$518.00; Winter Concert concession proceeds \$194.00; Winter Concert ticket sales \$567.75; Total: \$18,989.15
- Expenses since last meeting: Perkins Travel payment \$21,000.00; Disney booster aid (October, 2013) \$200.00; Disney booster aid (November, 2013) \$500 [December 2013 report listed aid as \$600.00]; Disney booster aid (December, 2013) \$2,100.00; Kevin Williams (Yola reimbursement) \$99.95; Denise McRae (concession reimbursement) \$63.76; December Craft Fair seed money \$200.00; Winter Concert Raffle seed money \$325.00; Winter Concert concession seed money \$350.00; Total \$24,838.71
- Total aid towards Disney trip as of 1/14/2014: \$3,400.00
- Barb stated \$5.00 from the Basket raffle ticket total should be listed as a card set purchase. Nick motioned to accept the treasurer's report with Barb's addition. Barb seconded and the motion passed.
- 2013-2014 membership count: 71

### Director's Update:

- Disney trip: Another trip deposit was made.
- Berklee High School Jazz Festival: Nick motioned \$1100.00 be given for bus transportation to Boston, MA. Jim seconded and motion approved.
- Dr. Kinh T. Vu school visit: Dr. Vu has a doctorate of philosophy in music education (Kinhtvu.com). He recently guest conducted at the middle school and high school. Nick requested Dr. Vu be reimbursed for his time. Dave motioned \$100.00 be given. Grace seconded and motion approved.

- Disney trip 2013-2014 update: Trip roommate list, equipment list and flight manifest are being discussed. The workshop and performance dates and times are known: 4/13 Sunday 1:30 pm workshop to be held; 4/14 Monday 2:45 pm band performs and 5:15 pm chorus performs. The total student cost will be around \$1100.00. The last two payments are in early February (\$200.00) and late February (amount TBD). Flight times from Boston to Disney are 3:30pm and 4:16pm and return flight time 6:40pm.
- Eastern Region Music Festival: Fifteen students attended. RHAM students were in all five ensembles. The concert went well. Eleven students will continue to the All State Music Festival.
- An Evening of Jazz Concert: February 5, 2014 7pm Concert includes both the middle school and high school jazz band. Nick is working on the concert program.
- Berklee High School Jazz Festival: February 8, 2014 All day jazz band event in Boston, MA. The jazz band performs early and then will attend different workshops.

#### **Old Business:**

- 2013 Hebron PTA Christmas Community Fair: Volunteers were thanked for selling card and pen sets. The fair was well attended despite the storm. The different ensembles brought more people to the fair. The fair will continue next year.
- Winter Concert: Volunteers thanked for all their work. The baskets were beautiful.
- 2014 Hebron Harvest Fair Milkshake Booth: Kevin will send email to Lions on status of booth. He will get an electronic copy of the fair information.
- Jim Mirakian Farewell planning: Jim plans to meet with a recently retired Glastonbury teacher and discuss her retirement celebration. It included a concert, public banquet, and alumni choirs. He will relay the information back to the group.

#### **New Business:**

- Butter Braids Fundraiser: February 3-19, 2014. Delivery is Thursday March 13, 2014. Money earned from the fund raiser can be used towards the Disney trip.
- Senior flowers for Spring Concert: Kevin motioned \$120.00 be spent towards flower corsages. Grace seconded and motion passed.

#### **AOB:**

- Volunteer list: Kevin will email Leslie for an updated volunteer list.
- Card Set Fund raiser: Denise and Barb volunteered to sell stationary at both the Evening of Jazz Concert and High School and Middle School Chamber Concert. Denise will request table.

**Adjournment:** Nick motioned to adjourn the meeting. Fiona seconded and motion passed.

## RHAM MUSIC BOOSTER MEETING NOTES

December 10, 2013

**Meeting called to order at 7:05 pm by Kevin Williams**

**In Attendance by teleconference:** Kevin Williams, Nick Kokus, Barb Angelo, Grace Gostanian, Kelly Kulow, David Gostanian, Fiona Golemba, and Denise McRae

**Secretary's Report:** November 12, 2013 meeting notes are posted on the website. Grace motioned the notes be accepted. Kelly seconded and motion passed.

**Treasurer's Report:** Grace emailed treasurer's report to officers.

- Available balances: Checking \$31,345.97 (Student accounts \$6,131.74); Savings \$5,428.94; Total \$36,774.91 (includes student account amount)
- Revenue since last meeting: Disney trip student deposits \$18,295.09; Memberships \$25.00; Lyman Orchard Pie Fund raiser \$238.00 Total: \$18,558.09
- Expenses since last meeting: Perkins Travel payment \$21,000.00; "Music and More" accompanist for Fall Concert \$413.75; Disney trip - Booster aid for families \$600.00; Lyman Orchard Fundraiser reimbursement \$32.00; Town of Hebron raffle application \$10.00; CT Department of Consumer Protection raffle permit \$10.00 Total: \$22,065.75
- Barb motioned to accept the treasurer's report. Denise seconded and motion passed.

### **Director's Update:**

- Disney trip: Final Disney cost will be less than originally stated. Nick and Jim are still working with vendors. The group will fly Jet Blue out of Boston. The final cost should be known by January or February.
- Charter Oak Music Festival: The event was held at Coventry High School. Everyone had a great time. Two students participated in the jazz band.
- Musical Production: The Music Man: The musical went well. A number of music students were involved in the production.
- Eastern Region High School Auditions: Fifteen students made the program including one in orchestra and one in jazz band. The students are: Mary Allain, Corinne Cannon, Rob Earhart, Matt Guevara, Ryan Masotti, Jacob Ouellette, Dana Zareski, AriaRay Brown, Emily Everlith, Cecelia Tamburro, Brianna Tracy, Sharon VanMeter, Kelly Whitesell, Paul Tamburro, and Danielle Browning. It was a great experience for them. The festival is January 10-11, 2014 at UCONN. The students will ride with Bacon Academy.

### **Old Business:**

- 2013 Hebron PTA Christmas Community Fair: December 14, 2013 Saturday 10 - 4pm  
Kevin will bring a table and tablecloth. Chairs are provided. Barb picked up the stationary today and will put the cards and pens together. Barb will drop off the iTunes gift cards and card sets at the school for the winners of the contest—Olivia Kurtz and Caroline Roberts. Barb will make sale signs for the table. Grace will drop the cash box at Kevin's house before Saturday morning. The printing cost for 50 sets was \$118.00.
- Winter Concert: December 18, 2013 Wednesday 7 pm Band performs first and bakes. Concert information is on the website and an email was sent. Kelly received twenty responses back volunteering to bake for the concert. Concession and ticket sale table volunteers are arranged. Fifteen baskets have been donated for the basket raffle. Barb will contact the school for four tables. Four volunteers are set to work the basket raffle. Nick and Barb will check the cabinet for additional raffle supplies. Nick is organizing the concert program and will include an insert on the raffle. The drawing will occur during the concert and Kevin will draw names. Barb will need a cash box for the raffle table. Grace has the directions for the raffle/lottery and the required permits and name tags.
- 2014 Milkshake Booth: Kevin will email the Lions for fair status.

### **New Business:**

- Jim's Farewell: RHAM alumni would like to be included in a farewell retirement event for Jim. Kevin suggested the music boosters help organize the event. Jim is aware that something is being planned for him. The farewell will not be part of the "Pops Concert" since that highlights 2013-2014 students. Volunteers will be needed for whatever is organized.
- Yola.com contract: Two year renewal for domain name and hosting contract (\$99.00) is due. Nick motioned contract be renewed. Kelly seconded and motion passed.

**Adjournment:** Nick motioned to adjourn at 7:52 pm. Barb seconded and motion passed.

## RHAM MUSIC BOOSTER MEETING NOTES

November 12, 2013

**Meeting called to order at 7:07 pm by Barbara Angelo**

**In Attendance:** Jim Mirakian, Nick Kokus, Kelly Kurlow, Linda Browning, Leslie Knightly, Barbara Angelo, Laurie Butler, Fiona Golemba, Dave Gostanian, Grace Gostanian, and Denise McRae

**Secretary's Report:** October 8, 2013 meeting notes are posted on the website. Jim motioned the notes be accepted. Kelly seconded and motion passed.

**Treasurer's Report:** Grace presented a written treasurer's report.

- Available balances: Checking \$34,853.63; Savings \$5,428.94; Total \$40,282.57
- Revenue since last meeting: Disney trip deposit for students \$20,299.00, chaperone deposits \$4,425.00, and trip deposit \$75.00; Memberships \$650.00; Ted's Hot Dog Cart fund raiser: seed money redeposit \$35.00, cash deposit \$6.00, Ted's check \$249.50; Lyman Orchard Pie Fund raiser cash deposit \$1,708.00, and check deposit \$9,924.00; Pens sold at concert \$2.00; Fall concert: ticket sales \$1,233.85, concessions \$240.00, and seed money redeposit \$300.00 Total: \$39,147.35
- Expenses since last meeting: Perkins travel payment \$21,000.00 (105 students); RHAM High School yearbook Ad \$100.00; Jim Mirakian reimbursement for pie fund raiser \$6,728.48 Total \$27,828.48
- 2013 -2014 membership count: 70
- Student accounts (\$9,021.65) are included in the above total. Ticket sale profits will remain at the high school as the middle school was invited to participate in the performance, not all middle school parents paid admission, and middle school students benefit in the future from the high school music program. Jim motioned to accept the treasurer's report. Laurie seconded and motion passed.

### **Director's Update:**

- Charter Oak Music Festival: Scheduled November 13-14, 2013 at Coventry High School. Almost twenty students will attend. Nick is the Concert Band Coordinator.
- 2013-2014 Disney Trip: Travel plans are moving forward. The cost of flying different airlines and airports was checked. The cheapest and the one giving the most time in Florida was Jet Blue out of Boston airport. It was the best option even with factoring the cost of taking buses to the airport. The cost of four school buses to and from Boston is \$4,396.80. Buses will carry students, chaperones, luggage, and instruments. The trip cost for each student increases \$42.00. Nick motioned to discuss the music boosters cover the cost of the buses. Kelly seconded. Money is available and bus transportation has been paid by boosters before. Jet Blue cancellation policy was brought up and Nick will discuss with the Perkins contact person. Nick motioned the

cost (\$4,396.80) for the four buses on April 12 and 16<sup>th</sup> be paid by the boosters. Kelly seconded and the motion passed.

#### Old Business:

- Fall Department Concert Recap:
  - o Concert supplies: Concert set up will be easier next time since people know where supplies are located.
  - o Concert seating: Seats were still available but may not have been the best. A possibility is to split the band and chorus and have separate band and choral concerts.
  - o Concert flow: The concert order was smooth.
  - o Middle school and high school differences: Middle school parents weren't aware there was a charge for the concert and were not prepared. Another difference was donated baked items were sold during intermission rather than given to students after the performance. One suggestion is to post ticket prices at the entrance doors.
  - o Piano accompanist: Jim requested reimbursement for Ruth Hartunian Alumbaugh.
- Lyman Orchard Pie Fund Raiser Update: The fund raiser made a school record - over \$11,000.00. 772 pies were sold. The students received the highest rate per pie- \$6.40/pie. One student sold 90 pies. There was only one problem with the pies - an apple raspberry and plain apple were mixed.
- 2013 Hebron PTA Christmas Community Fair: December 14, 2013 10-4 pm
  - o Brass Quintet will perform.
  - o Card Fund raiser: A flyer for the design contest was given to students. The deadline for the design idea is this Friday. The design should be music and not holiday. Cost for 200 cards is \$118.00 (\$.59/card) and 400 cards is \$196.00 (\$.49/card). Barb suggested selling 4 cards with envelopes and pen for \$5.00. The packs can be sold at the winter concert as well. Nick motioned to purchase 200 cards and sell the cards and pen for \$5.00. This will be 50 packs of stationary. Grace seconded and motion passed. Volunteers for fair: 10-1pm Kelly 1-4 pm Barb and Denise

#### New Business:

- Winter concert prep needs: December 18, 2013 7:00 pm Band bakes and performs first. Kevin will put the information on the website and send an email to parents with known email addresses. Barb sent an email request to the basket fund raiser

volunteers and six responded back. She will send a reminder email. Barb will order tables and purchase double tickets. Leslie will send an updated volunteer list.

- 2014 Milkshake Booth early roles:
  - o Lion's fair agreement - will ask Kevin to complete.
  - o State Health course will be taken by Kelly, Dave and Barb.
  - o Role spreadsheets / tasks. The spreadsheet is online and Barb will print and bring to the next meeting to continue clarifying roles.
- Choral Schedule: Encore sings at the December 7, 2013 Andover Pancake Breakfast and possibly at the Senior Center.

**AOB:**

- The Music Man: Musical Production Dates November 22-24, 2013 Times: 22nd and 23rd at 7:00pm and 24th at 2:00pm
- Eastern Region High School Auditions Date November 23, 2013 in Plainfield. Audition times have not been published.

**Adjournment:** Jim motioned to adjourn at 8:17 pm. Nick seconded and motion passed.

RHAM MUSIC BOOSTER MEETING NOTES

October 8, 2013

**Meeting called to order** at 7 pm by Kevin Williams

**In attendance:** Laura Butler, Kelly Kurlow, Kevin Williams, Jim Mirakian, Grace Gostanian, Barbara Angelo, Fiona Golemba, David Gostanian, and Denise McRae

**Secretary’s Report:** September 10, 2013 meeting notes are posted on the website. Kelly noted her name was missing from the attendance record. Jim stated in the Director’s Update the student number for the Disney trip should be 105 and total 118. In addition, the next sentence should read: The number is larger than the last Disney Music trip and will require an additional bus. Another correction is located under New Business. The sentence should read: Next year a simple New York day trip/no adjudication may be planned. Jim motioned that the notes be accepted as amended. Grace seconded and motion passed.

**Treasurer’s Report:** Grace presented a written treasurer’s report.

- Available Balances: Checking \$23,646.30; Savings \$5,428.94; Total \$29,075.24
- Revenue since last meeting: Disney trip (deposit for 105 students) \$8,400.00; memberships (23 sold) \$575.00 Total: \$8975.00
- Expenses since last meeting: Perkins Travel payment (105 students) \$7,800.00; Barbara Angelo (fair supplies) \$81.39; Ted’s IGA (fair ice cream) \$630.72; Denise McRae (booth repairs) \$94.08; Disney trip refund \$75.00; Barbara Angelo (membership printing) \$70.35; Ted’s Hot Dog cart (seed money) \$35.00 Total: \$8,786.54
- 2013 – 2014 membership count: Grace received 23 memberships today. The count is now in the low 50s.

**Milkshake Booth 2013 Summary**

<b>Expenses</b>	<b>Amount</b>	<b>Revenue</b>	<b>Amount</b>
Taylor Rental – Freezer	\$ 190.40	Thursday/Friday	\$ 2,181.00
Miscellaneous Supplies	\$ 81.39	Saturday	\$ 2,636.50
Ted’s Ice Cream	\$ 630.72	Sunday	\$ 2,055.70
Booth Repairs	\$ 94.08	Volunteer Tickets Sold	\$ 435.00
Sysco	\$ 936.23	<b>Total Revenue</b>	<b>\$ 7,308.20</b>
Volunteer Tickets	\$ 182.00		
<b>Total Expenses</b>	<b>\$ 2,114.82</b>	<b>Total Profit</b>	<b>\$ 5,193.38</b>

Grace will be getting an updated bill from Sysco. She did get a partial bill (\$50.00) for the milk. Kevin will verify who is on the bank account. Dave has made deposits. Denise motioned to accept the treasurer’s report. Jim seconded and motion approved.

### **Director's Update:**

- 1) RHAM yearbook ad: Jim motioned to spend \$100.00 for ¼ page ad for the class of 2014. Grace seconded and motion approved.
- 2) 2013-2014 Disney trip financial assistance: There are several families with two or three children participating in the trip. They would like some assistance for them. In addition, there are some families that require financial aid. Jim requested a total of \$6,000.00 - \$200.00 (1 payment)/student to support families with multiple students and the rest for need based students. Students requiring assistance should be fund raising for the trip. The students and then Jim or Nick will speak to the parents about financial aid. Barb seconded and motion carried.
- 3) Fall Department Concert: October 30, 2013 at 7pm. Chorus will perform first. The high school choirs will be on stage and each perform one selection. The middle school chorus will follow. Then there are two combined pieces. Practice for the group is October 29<sup>th</sup>. The band performs after intermission. In addition to the bands playing individually, Symphonic Band performs with seventh grade and Wind Ensemble performs with eighth grade. The concert will last about 1 ½ hours. Other area schools have department fall concerts so if the concert works well it may continue.
- 4) 2013-2014 Disney trip update: The chaperone list is complete. Trip numbers are final. There are a few students that require one way plane tickets. Room assignments are completed later. Perkins sends a notice when room assignments are due to them. Perkins assigned a contact person for us here and when the group is in Disney to handle any issues. Big instruments are checked in at the airport and other instruments are carried on the plane.

### **Old Business:**

- 1) RHAM High School Open House: Volunteers covered the time before and after the program and four periods. A few memberships were sold. There was no AV equipment even though it was requested.
- 2) Ted's Hot Dog Cart Update: It rained the first hour and then drizzled. The students sang and danced. At the end of the fund raiser the group counted the money with Ted's staff. They send the money later in the mail. The profit may be \$350.00. The group received a lot in donations. A suggestion for next year was to advertise the fund raiser and encourage people to stop by.

### **New Business:**

- 1) Fall Department Concert: Scheduled for October 30, 2013 at 7 pm.
  - i) Ticket selling: The middle school and high school handle ticket selling differently. The high school offers Music Booster memberships that include admission to high school concerts. Middle school parents should purchase concert tickets and not memberships. Previously purchased membership cards will be available at the table too. Tables will be set by 5:50 pm.
  - ii) Concession stand: Water, punch, and dessert plates will continue at \$1.00 each. Smaller size waters will be sold so they aren't taken into the auditorium. Chorus bakes for the concert.

- 2) Lyman Orchard Pies Fund Raiser: Sale runs October 1-16, 2016. Students sell over two weekends. Jim reported one student already sold 65 pies.
- 3) 2013 Hebron PTA Christmas Community Fair: Music Boosters was asked to participate. The event may run 11-3pm. They do not want an overlap of activities and need to be notified by October 15, 2013. Groups can either sell items or hand out literature. Options are selling the yellow pens or just giving out general information. Barb suggested selling stationary with a music theme printed on them. The idea came from a friend of her son Matt. His friend's school music department had a contest to design stationary. The winner's design was put on the front of the card. It was in color. The inside of the card is blank. Cards are sold with envelopes. Barb will check into paper costs and running a design contest. Kevin will confirm a table.
- 4) Disney trip – public image: The Board of Education is looking into the cost of various field trips at the high school. A family spoke at one of their meetings and wrote an article in the River East concerned about the high cost of the Disney trip and financial aid. The group discussed whether to address the charge or wait. The Board of Education is forming a subcommittee to look into field trips and funding. The group decided to wait.
- 5) RHAM BOE Presentation: The Board of Education would like to meet with the various parent school groups to learn more about them. Music Boosters was asked to present at their November board meeting. The board is looking for a 10-15 minute presentation describing who and what the group is. Topics that should be included our 501c3 status and the organization's primary purpose of supporting the music program financially. For example, the group purchased bulletin boards for the music department hallways. Black towels were donated last year for the drum section. Dave and Grace Gostanian volunteered for the January 27, 2014 board meeting.
- 6) 2014 Hebron Harvest Fair Milkshake Booth: Barb Angelo volunteered for the general manager role. She will check with Mimi on the status of the milkshake informational binder. The booth renewal is due in November.

**Adjournment:** Jim motioned to adjourn at 8:11 pm. Grace seconded and motion carried.

## RHAM MUSIC BOOSTER MEETING NOTES

September 10, 2013

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

**In Attendance:** Nick Kokus, Leslie Knightly, Kevin Williams, Grace Gostanian, David Gostanian, Laurie Butler, Fiona Golemba, Barbara Angelo, Kathleen Filosa, and Denise McRae

**Secretary's Report:** June 10, 2013 meeting notes are posted on the website. Nick motioned the notes be accepted. Grace seconded and motion passed.

**Treasurer's Report:** Grace presented a written treasurer's report.

Available Balances: Checking \$23,646.30; Savings \$5,428.94; Total \$29,075.24

Revenue since last meeting: Milkshake booth \$6,873.20; Hebron Harvest Fair volunteer tickets sold \$435.00; Memberships (20 sold) \$500.00; Seed money for fair \$400.00; Donation (money left from graduated seniors) \$234.50

Expenses since last meeting: Seed money for fair \$400.00; Taylor Rental (freezer rental) \$190.40; Sysco supplies \$936.23; Hebron Harvest Fair volunteer tickets \$182.00; Stamps for membership drive (Leslie Knightly reimbursed) \$73.60

Fair receipts still pending include Ted's for the ice cream and some fair supplies

Barb motioned to accept treasurer's report. Leslie seconded and motion approved.

### **Director's Update:**

- 2013-2014 Disney trip: Nick reported numbers for the trip: 104 students, 10 chaperones, 1 nurse, and 2 directors totaling 117 people. The number is larger than last year's music trip and will require an additional bus. The Music Boosters have paid for bus transportation in the past.
- Fall Department Concert: Scheduled for Wednesday October 30, 2013. This year the concert will be a combined middle school and high school choral and band concert.
- Berklee High School Jazz Festival: Scheduled for February 8, 2014. A bus will be needed.
- Eastern Region High School Auditions: Registration starts soon.
- Lyman Orchard Pies Fundraiser: Sale dates are October 1 -16, 2013. Delivery date is November 7, 2013.
- RHAM High School Open House: Kevin will request a table and audiovisual equipment for the display area. Memberships will be available for purchase. Volunteers are

needed to cover the table and the cashbox will be there. Kevin can cover periods 3 and 4. He will send an email requesting additional volunteers.

### **Old Business:**

- Hebron Harvest Fair:
  - o Update on milkshake booth: Kevin thanked everyone for their work at the booth. The pace at the fair was quite steady. However, Saturday was the best day. Logistics for the booth went well. The biggest issue was the decision on the amount of milk to order. A total milk number for the rest of the fair was required Friday night. 20 milk containers were ordered and 19 were used. At the end of the fair four unopened sleeves of ice cream were returned to Ted's.
  - o Future of milkshake booth: The milkshake booth has operated 38 years. Whether to continue the booth as a fundraiser needs to be decided. The fair supplier change to Sysco altered booth operation. Prices for booth rental and Sysco supplies have gone up. Staffing the booth is an issue. Looking at the cost of the fair without Ted's receipt and the other receipts the booth made \$27.00 per music student. Also, the booth required 260 hours of labor over the four days. Kevin suggested there might be less labor intensive fundraisers such as trip shares, flamingo insurance, or restaurant percentage nights. Barb brought up the booth's great profit this year. It provides great parent-student camaraderie too. Students work for their group and learn to work together. She mentioned alumni stop by the booth to reminisce too. In deciding whether to continue the booth fundraiser someone will need to take responsibility for working or overseeing the work of the booth. There is work done throughout the year. All agreed there is an emotional attachment to the fair. Other factors include volunteers paying for their own parking and fair admission. The booth is an opportunity for the music boosters to be seen working in the community. Everyone thanked Kevin for his work at the fair. He spent the entire time there.

The fundraiser is a lot of work for one person. Prior to next year's fair two people will need to attend the food safety course. The Thursday of the fair they need to stay until the Sanitation Department evaluates and signs off the booth. Dave offered to attend the food safety course. The Lions will send a commitment request for next year's fair soon. By January 2014 fair assignments need to be in place. Barb, Grace, Dave, and Fiona expressed interest. Mimi has assembled a manual with steps on how the booth is run.

- Ted's Hot Dog cart update: Scheduled for Sunday October 6, 2013 Hours 11-3pm. Ted donates the food and whatever money is made the group keeps. Grace will bring the money box. Kelly volunteered for 11-1pm shift. Barb may be able to help. Dave volunteered for 1-3pm. Kelly and Dave will ask their kids to volunteer to work the cart. Kelly asked if there were other student volunteers able to work the fundraiser.
- Milkshake costume repair: Fiona offered to repair the costume. Kevin will get the costume to her.

**New Business:**

- Student Account Information: Parents can now view student accounts on line.
- School Music Trips: Large trips will be scheduled for every other year following this year's Disney trip. Next year a New York day trip/adjudication may be planned. The fundraiser idea list will be reposted on the website. Two more fundraisers may be planned.
- Volunteer support needs: Concert needs include selling and/or collecting tickets, providing food for sale, and setting up and selling the food at the concession stand. Memorial Day parade needs include walkers and preparing lunch for the students and volunteers.

**Adjournment:** Nick motioned to adjourn the meeting at 8:16 pm. Barb seconded and the motion passed.