Pennfield Band Boosters Meeting Minutes
October 13, 2014

In attendance: Lori Burress, Brenda and Chet Dalski, Blake Driver, Ramona Elwell, Tonia England, Kari Hultink, Dawn Larson, Cyndi Minear

Booster opened their meeting discussing old business of:

1. New cash box. Purchased and in use. Was mentioned that a counterfiet pen was needed for use at stand.
2. New cash counting procedure – tried at last game, was a disaster according to Tonia. Discussed having help counting bills as they are pulled throughout the night and banded into bank appropriate bundles. Bundles would be initialed and confirmed by counters. Will have two counters and try at Oct 24 home game. Tonia to contact bank and set up a night deposit and lock box to drop cash after games.
3. Concession volunteers still needed. Tends to be the same volunteers, mostly Chelle’s family. Latita was calling and collecting volunteer names but noone was sure what happened to the names. Lori to contact Titia for volunteer list; Tonia to contact Chelle for volunteer needs. Was mentioned by many that there is no communication when help is needed. Some parents stopped by at last game and were told they didn’t need help. Mr. Driver said that he could easily send out a text or email when volunteers were needed if he knew; same with a Facebook update.
4. AD concession update – Lori met with the Athletic Director, Mr. Steele to clarify concession costs. The problem was that the AD staff and support were charged at 50% of retail instead of cost. Going forward, to be charged at cost. AD will provide list of helpers for tracking. Will have credit in this years account. Tonia/Chelle manage.

New Business

1. Kari mentioned that she thought it would be beneficial to have a middle school liaison and volunteered to be that person. Will have booster info middle school conferences. Mr. Driver mentioned handing out to 8th grade parents next Tuesday after practice.
2. Fundraiser update – Calendar sales, broke even. Few outstanding payments not made, about 700 left. Thought it went well but ordered too many. Next year, reduce quantity.
3. Big House Dinner for band students – parents felt students will need more food. Cyndi volunteered apples, Dawn snacks for bus ride home, and Kari granola bars. Cyndi mentioned having a fold up table and napkins, plates, etc. Cyndi to email update to Mr. Driver.
4. Bylaws – Chet has been reviewing both sets of bylaws. 1st set appears pretty standard, 2nd set incorporated many changes. No record if changes were voted in and approved. Recommended to modify original set with appendices that had job description of officers and procedures. Bylaws should reflect intent of organization. Meeting minutes, bylaws, and financial records should not be kept in a person’s home but in the band office as public record.
	1. Lori, Ramona, Chet, and Cyndi to work together as a task force to draft a new set of bylaws for the group to review. Lakeview band bylaws mentioned, to be contacted for copy.
	2. Talked about a website where documents can be uploaded and made public. Facebook page would also work well for this. Meeting notes are currently uploaded to the page.
5. Committees – Brenda and Chet, Dawn and Kari to help with fundraising committing. Will meet before next month’s meeting.
6. Officer positions discussed. New officers are Ramona Elwell, president; Chet Darski, vp; Kari Hultink, secretary; no one for treasurer, Tonia will continue in position and search will continue for replacement