



## **EBPO Meeting Minutes – November 10, 2015**

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### **ATTENDEES:**

Dorit Askenazy, Sue Berry, Scott Chesson, Jen Goeglein, Sarah Kolo, Debbie Labriny, Karen Maline, Chrissy Martinez, Jaime Martinez, Charlie Mitchell, Karen Ruthrauff, Adam Sklar, and Lee Ann Sklar.

### **WELCOME/CALL TO ORDER**

The meeting was called to order at 7:30 p.m. by EBPO President Karen Maline.

The October minutes were approved with one addition to note that following the meeting, the date of the banquet was changed to December 12. Jaime Martinez moved to approve the minutes as revised; Jen Goeglein seconded; the motion passed unanimously.

### **PRESIDENT'S REPORT**

**Band Banquet:** This year's Band Banquet will be held on Saturday, December 12 at 6:00 p.m. Normally the Vice President plans the banquet but Karen Ruthrauff asked for a volunteer to chair the event. Karen Maline reached out to Hospitality Chair Ginger Fletcher, who couldn't be present at the meeting, but agreed to chair the banquet. She requested the following information: a list of people present at the meeting willing to work on the planning committee, including participants from past years who can share their experience; information on the availability of a band credit or debit card for big expenses; the amount of the budget, the schedule for the evening, and the level of involvement from Mr. Mitchell. Ginger also said she would like to schedule a planning meeting before Thanksgiving. Among the people volunteering to be on the planning committee were Sue Berry, Jenny Goeglein, Karen Maline, Chrissy Martinez, Lee Ann Sklar, and Vickie Uddyback.

Karen M. mentioned that the band usually buys fried chicken from Roy Rogers or similar restaurant and the chair assigns sides, appetizers, salads and desserts to the different classes (e.g., freshman, sophomore...) or sections. Jenny mentioned that in addition to the chicken, she donates a honey-baked ham. Karen asked if there would be a theme this year. Last year, we recognized the "Piano Man" show by dressing in black and white like piano keys. Since this year's show featured music by Aaron Copland, she suggested an "Americana" theme. There was some discussion about moving the date because a swim/dive meet was scheduled for that night and several band kids are on the swim team. We may change the date to Sunday, December 6. Nothing will be announced until the date is settled.

**Holiday Extravaganza:** There will be a meeting next Tuesday at 6:00 to begin planning for the Tiny Tots/Holiday Extravaganza Concerts on December 16<sup>th</sup> and 17<sup>th</sup>. Beth Krause (Choir Guild President), Lydia Theunissen and Tracy Yankovich (Drama Boosters) and Karen (Band) will be discussing concessions, publicity, volunteers, decorations, etc. They wanted to get an early start so they could run their plans and ideas all of the instructors, get their feedback, and ask any important questions in plenty of time before the concerts. Karen invited anyone who is interested to attend the meeting. She asked Mr. Mitchell if the students did the decorating last year, if there was a cost for admission (\$3.00), and if he was planning on having a Santa again. (He is.) Mr. Mitchell said he would try to attend the meeting.

**Giftwrapping Fundraiser at Barnes & Noble:** Like last year, band parents and students can sign up for one or more shifts to wrap gifts at Barnes & Noble in return for donations. We are signed up for six dates, including Black Friday and can sign up for more if we have enough volunteers. Karen brought a sign-up form with her so people could see the dates and sign up at the meeting. Dorit will make a Sign-Up Genius, add those names, and send it to both email lists. Karen asked Mr. Mitchell if there are students who could

play in small ensembles during our shifts to attract customers to the gift wrapping station. He said he would ask for volunteers.

### **FINANCE REPORT**

Sue Berry distributed copies of the updated Treasurer's Report and reported that the reserve (uniform) fund has \$15,336.39 and we have an operating balance of \$17,297.00 (plus several anticipated receipts, which, if collected, would total \$18,340 in the operating fund) for a total of \$33,677.03. She reported that the Tag Day fundraiser totaled \$9,123.00, not including expenses and additional incoming donations, and the Spirit Night at Chiles brought in \$158.

### **COMMITTEE REPORTS**

#### **Chaperones/Volunteers**

Dorit reported that there is no need in the immediate future for chaperones. She will send the Sign-Up Genius for the gift wrapping fundraiser as soon as the dates are set. If we ultimately have the banquet on the 6<sup>th</sup>, we'll ask to have our shift moved from that date to December 12<sup>th</sup>.

#### **First Aid**

Jenny said she would examine the kit before the spring trip to make sure nothing had expired and to see if any supplies need to be replenished..

#### **Fundraising**

**Spirit Nights:** Karen Ruthrauff reported that this month's fundraiser will be at Moe's. They want "celebrities," or people from the band, to greet customers as they walk in. We're going to be there for three hours so we want to break that down into shifts. Karen M. is waiting to hear from Kruti Shaw to see if she can recruit the seniors to be the celebrities.

The December Spirit Night will be at Olympian's Family Restaurant at Landsdowne Shopping Center on December 15. Karen needs to get a logo from Angelo, the restaurant manager, so she can create a flyer. Also Angelo wants us to provide to him a self-addressed stamped envelope so he can send us a check. Karen is still trying to schedule January's Spirit Night for the Noodles & Co. in Kingstowne, and waiting for their District/Regional Manager to send her the necessary form.

Our February site, Johnny Rockets, needs our tax exempt certificate and asked one of the treasurers to please give her a copy to provide to them. Someone asked about having a Spirit Night at the new Green Turtle in March, and Karen said she would look into it.

#### **Hospitality**

Ginger wasn't present at the meeting and had nothing to report, but sent her thanks to all the volunteers who donated food and drinks, prepared and served meals, and helped with set-up and clean-up.

#### **Pit Crew**

Jenny Goeglein asked if the season went smoothly using rental trucks to move all the equipment instead of using our own trailer. Steve Andrews wasn't at the meeting but Mr. Mitchell said that the arrangement worked well. Jamie Martinez reported that the oil needs to be changed in the ATV.

#### **Publicity/Communications**

**Button Fundraiser:** Sarah Kolo started her report by announcing the results of the "Button" fundraiser, which she coordinated with the vender, Stephanie from Ruefish, who makes picture buttons, magnets, and other products with logos. Button orders were placed in two phases: the first was for photo buttons of the seniors, delivered in time for senior night. The second was for general orders of logo buttons, photo buttons, logo magnets, photo magnets, logo mirrors, and photo mirrors. All items are \$5, with \$2 each returned to EBPO.

There were 16 pieces sold in phase I for \$80 (EBPO share = \$32), and 23 pieces sold in phase II for \$115 (EBPO share = \$46).

Products from phase II will be complete in November, perhaps before Thanksgiving. Sarah compiled orders, made payment to the vendor, reconciled with EBPO, and will deliver the product to Mr. Mitchell for distribution.

**Publicity/Website/E-mail Lists:** With support from the Parent Teacher Student Association (PTSA) and the volunteer time of Choral Guild president Beth Krause, a Fine Arts Events Flyer was mailed to Edison families to publicize upcoming events, including band concerts. Sarah attended the October PTSA meeting on behalf of the band and Karen Maline attended a PTSA-led effort to develop a school-wide calendar of events in an effort to encourage all the booster organizations, including All Night Grad Party, to promote and support each other's events. Sarah asked that everyone consider joining the PTSA, whose membership numbers are really low. She also encouraged everyone to attend the upcoming Edison Drama production, *Inherit the Wind*, at 7 p.m. on November 12, 13, and 14.

**Tag Day Thank You Cards:** Sarah explained that in 2014, the band started to send thank you cards with a photo of the marching band to donors who gave \$50 or more and included their addresses (typically with payment by check). In 2015, using Vistaprint, Sarah proposed printing postcards with a full-color photo of the band on the front and a thank you message with dates of upcoming concerts on the back. There are approximately 34 thank you card recipients. The minimum order is for 50 postcards, but the remaining cards can be distributed at concerts. The cost is \$8.69 plus \$5 shipping, and \$12 postage; total = \$25.69. (The cost of 100 cards would be \$17.40 if we want extra). Jenny Goeglein moved to purchase the postcards, Karen R seconded the motion, and it was approved.

Sarah announced that volunteers stepped up to take over Tag Day next year. Many thanks to Betsy and Carl Sandstrom, our new Tag Day co-chairs!

### **Spirit Wear**

Everyone who ordered spirit wear has received it.

### **Uniforms**

More kids forgot their black socks this year so more pairs will have to be ordered to replenish the supply for next year.

The girls were fitted for their concert uniforms today. Five pair of palazzo pants have disappeared, none of which were signed out last year. We have enough for concert band, but we need additional sizes. Jennie ordered fabric swatches for review.

Regarding the shako boxes, Mrs. Ruthrauff made temporary fixes to the boxes with the broken latches with new latches. Jen found new cases that are sturdier and cheaper. We have fewer than 10 spare boxes right now.

### **BAND DIRECTOR'S REPORT**

The call time for the winter concert on November 18 is 6:00 and it begins at 7:00. They have already begun preparing for the Winter Spectacular concerts on December 16<sup>th</sup> and 17<sup>th</sup>. Karen M. asked if Santa was going to be at the concert this year and Mr. Mitchell said he was looking for volunteers. Jamie Martinez volunteered to be Santa at the concerts.

Mr. Mitchell handed out a draft itinerary for the spring trip to Charlotte, North Carolina, which will last three days and two nights, and include playing at an NBA basketball game, visiting Carowinds Amusement Park, going on a ghost tour, and going to the NASCAR Hall of Fame. We will probably only take one bus, so participation is limited.

**OLD BUSINESS**

**Vote on 8<sup>th</sup> Grade Liaison**—Chrissy Martinez was nominated at the October meeting to serve as 8<sup>th</sup> Grade Parent Liaison. Karen M. asked if there were any other nominations from the floor and hearing none, asked for a vote to approve Chrissy as the 8<sup>th</sup> Grade Parent Liaison. Her candidacy was successful and she won the position. Chrissy and Jamie have several ideas regarding recruitment, which we decided to discuss at the next meeting under “New Business.”

**Bylaws Committee**—Karen M. asked if there was any news from the Bylaws Committee and Scott Chesson said there was not. Karen said she would send an email asking if any members have experience working with bylaws. What really needs to be changed is the wording pertaining to the finances of the band and requirements of band participants.

**ADJOURNMENT:**

Scott Chesson and Jamie Martinez moved to close the meeting. The meeting was adjourned at 8:35 pm.

Respectfully submitted,

Karen Maline  
EBPO President

Debbie Labriny  
EBPO Secretary