**DV Choir Booster Meeting Minutes**

Sep 8, 2021

1. **Call to Order**
	1. The virtual meeting of DV Choir Booster was called to order at 4:07 PM on Sep 8, 2021.
		1. Present: Officers (Monica Gellman, President; Chylon Brigham, VP; Jason Gellman, Treasurer; Debbie Fogel, Secretary), Meg Palermo, Heather McClain, Carly Klessens, Jennifer Jarvis, and Zoey Monnissen (student rep)
2. **Approval of Prior Meeting Minutes**
	1. Minutes from prior meeting reviewed by Debbie. All prior action items completed. *Motion to approve minutes by Monica, second by Heather, with unanimous approval.*
3. **Old Business:**
	1. **Ice Cream Social Recap:** Good attendance and results with a few sign-ups for volunteers.
	2. **Uniform Distribution:** Heather provided update on uniform/concert costume status. Overall distribution went well using sign-up genius. Some students still need to pick up and a few sizes ordered. Remaining distribution being managed individually with Meg and student uniform chair. It was requested that Meg put the Zelle payment info on the classroom board for payments of individual uniform distribution.
4. **New Business**
	1. **Treasurer Report/Financial Review**:
		1. Jason provided the financial report by email ahead of the meeting on Sept. 3. An update on payment status received at uniform distribution provided. No other significant updates to the budget. Meg to provide Jason info for tracking purposes about dues paid into tax credit account.
		2. Following a discussion about the process for expenditure, it was agreed that items included in the previously approved budget would not require an additional motion. Items not included in the budget would require an amendment to the budget by motion.
		3. Prior action to add Chylon to the bank account was completed on Aug. 17.
		4. *Motion to approve financial report by Carly, second by Jason, and unanimously approved.*
	2. **Director Report**:
		1. Choir focus now on All-State and Jazz shows
		2. Meg requested a new white board for the classroom estimated at $25. Given that it was within the approved budget, the purchase was approved.
		3. Principal Deignan informed Meg that a new sound board will be purchased; however, equipment purchases still required to replace stolen equipment from a couple years ago. Microphones are needed. A discussion about property ownership and insurance followed. It was agreed to investigate storage space for choir equipment (e.g., keyboard and amplifier) owned by boosters and costs of insurance as well as clarification about other booster clubs approach.
		4. First concert planning
			1. Performance Masks – Per Principal Deignan, masks are not required but can be worn for individual needs. Black masks with uniforms requested to have on-hand. Monica to do order using prior purchase information.
			2. Concert musician requested for $225. As this was included in the previously approved budget the expenditure was approved.
			3. Volunteers – need for volunteers to help at concert. Meg/Monica to send out email request.
			4. Food for students: Chylon offered to get snacks and provide at concert. Feedback from student rep was snacks are greatly appreciated by the students.
			5. Merchandise table: Heather offered to lead. Agreed to sell water bottles, flowers, and existing promotional merchandise and do electronic only 50/50 raffle using Square payment. Deferred raffle of gifts and baskets to holiday concert.
			6. Tickets: Meg to clarify if pre-sale at bookstore or at the door or both.
			7. Programs: Generally available electronically but not printed in bulk. A few to be printed for students who would like one.
	3. **Fundraising:** Still looking for a fundraising chair and volunteers to coordinate restaurant evening. Monica to follow up with Kim H to clarify her support for restaurant night or just a hand-off of knowledge and to send out email requesting help.
	4. **Student Report:** Zoey provided an update that the student choir council is working on payments for festivals, costume accessories, t-shirt designs. A fundraiser is planned for Sept by student co-president/ fundraising chair, Reagan. Zoey offered help from students with the concert if needed.
	5. **Thunderboard Update:** Looking for a Thunderboard rep. Prior meeting not attended but refer to published minutes for notes.
	6. **Future meeting date planning**: Monica and Debbie to schedule out rest of year for holidays and any gap months.

**References:**

Refer to Thunderboard website: <https://dvhsthunderboard.com/> for governance documents and <https://www.dvchoir.com/> for choir booster information. For choir booster site donations: <https://desert-vista-high-school-choir-booster-club.square.site/>. For ways to donate including tax credit forms and payment: https://www.tempeunion.org/domain/72 . For Zelle payment info to Choir booster account use email address: dvchoirtreasurer@gmail.com (the payee will read Desert Vista High School Thunder Board)

1. **Action Items Recap**
	1. Purchase black masks for concert to have on-hand (Monica)
	2. Put Zelle info on classroom Board for payment with individual uniform distribution (Meg)
	3. Provide Jason info for tracking purposes about dues paid into tax credit account (Meg)
	4. Follow up on property ownership, storage, and insurance of choir equipment (tbd)
	5. Send out request to parents for concert volunteers and fund-raising chair / volunteers and Thunderboard rep (Meg/Monica)
	6. Concert: Snacks (Chylon), Merchandise table (Heather) make sure square device available (Jason or Monica)
	7. Clarify if concert ticket sales are at bookstore or at door or both (Meg)
	8. Concert programs – complete, electronic link, print a few for students who want one (Meg)
	9. Follow up with Kim on restaurant nights or hand-off (Monica)
	10. Set up meeting dates for rest of year (Debbie/Monica)
2. **Future Meetings:**
	1. Next meeting: Oct 13 at 5PM (Virtual)
	2. Future meetings first Wed of calendar month, by google meets at 5PM
	3. Include in Agenda of Next Meeting (other than standing items):
		1. First concert Debrief
		2. Fund raising events and chair
		3. Storage, insurance, for choir property
		4. Holiday Concert planning and raffles

**Other coming Events for this school year** *(note calendar link at DVchoir.com to add to calendar):*

1. **First Choir concert: Sept 28**
2. **Fall choral festival at Mtn. Pt. H.S. (Vox or Acap)**
3. **Orchestra concert (Vox and Acap perform) Dec 7**
4. **Second Choir Concert: Dec 9**
5. **Next Year’s banquet: Tentative for May 13, 2022.** Monica to check on availability with Foothills Club given specific date required.
6. **Adjournment:** With no other business or objections,meeting was adjourned by Monica around 6PM

**Also in attendance:**

N/A

Minutes Submitted By: Debbie Fogel