**Minnetonka Orchestra Boosters 2016-2017**

**Executive Directors and Members-At-Large Meeting**

August 1, 2016

**Minutes**

Meeting called to order at 7:00 pm.

Members in attendance: Mae Rukavina, Steve Johnson, Li Divorak,

Maren Jecha, Belinda O’Connell, Jennifer Cho, Lee Elliott-Stoering,

and Sarah Finn-Sommerfeld

Guest in attendance: Matt Nelson from Great American Fundraising

Minutes: June 20, 2016 minutes were read and approved unanimously.

One note: add Belinda O’Connell to the Banquet to ‘Old Business’ recap section on this evenings’ agenda.

1. *Technology and Communications:*

* Mae explained the new District Website and lay out.
* Finn discussed technical issues at the High School and effect on email distribution. These should be rectified as of August 2nd.
* Mae discussed the need for a volunteer to handle media management responsibilities. It was decided to assign a volunteer at the first Booster meeting in September. Mae (and Andy Dvorak) will be updating our Booster website and adding new information until a volunteer can be assigned to accept those responsibilities. The site will have our September meeting date, and will include information on membership as well as the new ‘Local Business Donor Program’, once that program is finalized.
* Andy has put together a tutorial on the update procedures.
* Mae’s goal is to review the tutorial and to make the necessary changes to the website by our September 12th meeting date. She will also include calendar information. The Secretary’s new responsibilities will include posting the minutes on our website instead delegating this task to Andy.
* Lee will use the tutorial set up by Andy to add minutes from this evenings’ meeting to the Booster’s website.
* In addition to managing the Booster’s website, the Media Management position will also create ‘Peachjar’ communications for our Booster fundraisers and Sign Up Genius information as needed. Mae is currently producing ‘Peachjar’ publications and Lee and Belinda are managing Sign Up Genius links.

1. *Fundraising Options:*
2. Finn and Matt Nelson reviewed fundraising options. Discussion surrounded individual student fundraising options to better assist students with ability to raise money for upcoming travel. The following fundraising schedule was adopted:
3. Wreath Sales: Molly Meyer, Chair: September – October in conjunction with Band
4. Coupon Book Sales: September 9 – September 23rd

(price increase from last year to $25.00)

1. Festival Brochure Sales – Nonperishables food catalog: October 7 – October 19th

(Adding a one page insert for gift wrap option to the existing brochure)

1. Cookie Dough and Cinnabon Dough: Maren Jecha and Belinda O’Connell, Chairs: November 1 – November 15

(pastry sticks discontinued, Cinnabon option instead will be included)

Determined that the following should be addressed at the September 12 Booster Meeting:

* Need to assign Chair for the Coupon Book and the Festival food Brochure
* Need to assign a volunteer to manage individual Student fundraising Accounts to assist Li & Finn.

These fundraisers will be weighted towards the fall so that students have a clear idea of funds available to assist in travel expenses. All fundraisers will wrap up by the December concert date! Individual student fundraisers are optional, not required.

1. *Financials:*

Li printed and distributed copies of financial documents for review. This information included the TCF bank statement, a checkbook register and reconciliation as well as Revenue & Expenses for the prior years’ actuals and budget. Li noted that we are $3,800 ahead of budget when the apparel numbers are not included. Finn reported that invoices for repair from the House of Note should be available soon.

Belinda suggested the importance of transparency and made two recommendations for consideration at the September meeting. Perhaps purchase fidelity bond insurance (also known as a commercial crime policy) to protect against losses resulting from stolen money. Also, to upload financial records and files of all booster clubs onto a school computer ensuring that there is a backup of all records. She noted that we currently have a very experienced and professional Treasurer but that may not always be feasible and that our funds are material registering over $20,000.

1. *Student Officer Requirements:*

Discussion encompassed the possible requirements of student leadership as well as the parents of those students selected. It was determined that a letter to the parents should be written by Mae and Lee, inviting them specifically to be active members of the Booster club, once students are elected. Jennifer Cho offered to provide Mae an example letter.

1. *All-Orchestra Car Wash Fundraiser Update:*

Steve gave an overall update on future all-orchestra fundraisers. The immediate focus is on the upcoming Cub Car Wash set for August 7th. Sign Up Genius ready and reviewed but technical difficulty at the High School has delayed the needed sign up for workers. Steve has gathered all the supplies necessary and confirmed Li will be able to provide cash/cash box for use. Discussed need for signs, encouraged other methods to get the word out for students to work the event such as *instagram*. ‘Peachjar’ ready as well.

1. *Spain and California Travel:*

Orchestra: Spain: There are approximately 48 students already signed up for Spain. Grand Tour will solicit for the Family & Friends trip. California sign up slated for early fall. Individual scholarship Booster funding possibilities were discussed. Finn will email students and direct them to a simple anonymous survey to gauge the need for our supportive monies. The Booster’s goal is to ensure that those orchestra students that might not otherwise be able to afford the trip would have the opportunity to travel. Parameters for participation were discussed as well as a ‘rebate for all’ option. The Booster Club may choose to pay for something specific for each trip. Final decisions are on hold until more information is garnered from the survey. Fundraising participation will probably be required if monies are directed to a specific student.

*Booster Membership and Local Donor Program:*

Mae presented the new focus on local business and tapping that source for Booster funds. The letter and program were discussed. It was decided that the Booster members should first make contact with businesses where they would have a personal connection to ‘test’ the acceptance of the new program. The group confirmed the names of the business donor levels should be different from the names of individual Booster donors: Section, Concert, Soloist, and Director. The Secretary will assist in sending donor certificates. Information will also be on our website, looking to launch program in September. It was also suggested that the Sectary send out hand-writing Thank You notes to all 2016-17 Orchestra Booster donors, similar to the Minnetonka Foundation. (This is in addition to the “Tax Deductible” letter the treasurer sends out after receipt of donations).

Next meeting date: September 12, 2016 at MHS Art Center

Meeting adjourned at 9:10pm, Minutes submitted by Lee Elliott-Stoering