



Wheat Ridge High School Instrumental Music Boosters, Inc. Minutes

April 26, 2022, 5 pm via [Google Meet](#)

I. Meeting called to order at 5:03 pm. Attending: Kendra Graf, Carrie Christensen, Christina Hubbard, Lisa Cook, Bridget Karlin, and Chin Goh.

II. [March minutes](#) approved (Christina motioned, Carrie seconded.)

III. Open positions -

- President-Elect - prepare to run the Boosters the following year. Typically, the President serves a one-year term, and then serves one additional year in an advisory capacity as Past-President.
- Broncos/Aramark Fundraising Manager - Partners with our Aramark Manager to step into the Broncos Fundraising role the following year. Includes communication with Aramark to set up contracts, setting up sign-up sheets for each event (Broncos home games in the fall, potentially Rockies games [weekends and/or evenings] in the spring and summer. We have also sometimes worked spring and summer events like concerts and such at the stadium.) The manager or managers often double as stand leads at the games.
- Farmer Pride (Marching Band) Manager - Coordinate with Kendra to provide support as needed for practices and competitions.
- Color Guard & Winter Guard Manager - gather names and contact information to send invoices to families and coordinate with Kendra to provide support as needed for practices and competitions.
- Secretary - Take and type up meeting minutes, review and sign bank statements each month.

IV. Music Program updates

- Concerts on May 4 (intermediate orchestra and band) and May 5 (advanced orchestra and band).
- Trailer registration was renewed. The district said it will insure the trailer and pay for registration each year, so that won't be a Booster expense.
- 2022-23 Music Program: will see some growth on the ban side next year and the orchestra program looks like it will be about the same size as last year.
- Couldn't find the Square reader or the cash pouch.
 - Christina ordered a cheap Square reader and will keep that for Boosters. She'll pass it onto Chin on Monday at the banquet for concessions this week.
- **Concessions**
 - Tri-M will run concessions on May 4.

- Chin can drop off supplies before May 4.
- Christina will bring the square reader to the banquet and give it to Chin.

V. Treasurer's report

- Just the check for next year's insurance.
- Will put together a document with instructions for getting the Hallinan scholarship sent to the recipient's university of choice. That document will go with all future scholarships each year.
- Banquet: the hall cost \$200 and the food is estimated to cost around \$1000-\$1100.
- Have not yet seen a check from Applebees. (Lisa will follow up with Applebees.)
- Moving bank account to a different bank - update is to stick with our current bank, with plans to get a bank card to pay for certain fees and also set up student ledgers as a savings account.
- Audit: Christina and Kendra will meet to audit the books.
- Finance subcommittee update
 - PD has three years to file charges for felony theft (\$2k or more).

VI. Fundraisers

- Aramark
 - Volunteers needed for:
 - [May 1](#)
 - [May 15](#)
 - [May 22](#)
 - [June 5](#)
 - [June 19](#)
 - [July 3](#)
 - [July 17](#)
 - [July 31](#)
 - [August 14](#)
 - [August 21](#)
 - [September 11](#)
 - [September 25](#)
 - Choir boosters were invited to work games too
- No volunteers so far. Kendra has mentioned that these funds can be used for a potential trip to Grand Junction and Glenwood Springs next year.
- If we don't get any volunteers after the Banquet and concerts, Bridget will tell Aramark this isn't something we can commit to this summer, and we'll renew our efforts this fall.
- Kendra will also ask the McKay family if they are willing to take over the Aramark chair position next year.
- Future fundraisers - Lisa to schedule Chipotle for August
- Ongoing fundraisers (paid quarterly):
 - [Amazon Smile](#)
 - [King Soopers Community Rewards](#)

VII. Annual Banquet - Monday, May 2, 6 pm

- Christina will put in the Qdoba order for the banquet.
- All orders should be in by Wednesday night so she can order on Thursday.
- Lisa will post on Facebook to remind families (information is also in students' Google Classroom).
- As of Monday, had about 25 students coming and bringing 2-3 family members.
- Anticipated attendance is 75-100. Will set up tables for about 100 people (Bridget and Lisa).
 - Kendra has tablecloths (pink).
 - Bridget and Kendra have centerpieces (jars with glass marbles and candles).
 - Bridget will bring a projector.
 - Sound: not sure yet.
 - Lisa will make the program and the QR codes for the program, booster website, and scholarship donation site.
 - Senior gifts: Kendra will get frames and pictures and markers; Christina will reimburse her.
 - Need cups.
 - Carrie will bring lemonade.
 - Lisa will bring gallon jugs of iced tea.
 - Chin has water left over from concessions to bring.
 - Entrance to venue is on the south side, on 35th Avenue.
 - Set up tables at 5; banquet starts at 6.

VIII. New Business

IX. Next Meeting - May 24, 6 pm, using the same [Google Meet link](#)

- <https://meet.google.com/yiy-vbrb-abq>
- Or dial: (US) +1 347-309-6902 PIN: 176 522 000#

Meeting adjourned at 5:49 pm. Minutes recorded by Lisa Cook.