

**Eisenhower Choir Boosters Board Meeting**  
**October 3, 2024, 6pm**  
**Meeting Minutes**

**Action Items**

- Add two QR codes to hard-copy sponsorship form - one to do it online, one for payment (include link to online payment in online form as well) -
- Denise send Amor the VP CC login info
- Amor send Denise the CC Parent login info
- Amanda send Denise the info on who has made Five Star fee payment plans
- Make a new document summarizing fundraising/class fees
- Marielena call bank to confirm signature requirements (two for > \$500?)

**Present: Wil, Denise, Marielena, Doug, Emily, Amanda, Amor**

*Our purpose is “exclusively to provide financial and moral support for music education of students involved in the choral music program of Eisenhower Middle School.”*

- I. Director's Report - Wil Gonzales
  - A. Welcome
  - B. Meeting Norms and Expectations
    1. Focus on business so can wrap up meetings no later than 9:00
    2. Bring laptops if possible
    3. Student and Parent Confidentiality
- II. President's Report - Denise Marquez
  - A. Welcome
  - B. Next meeting 11/7 @ 6:00 pm hosted by Denise
  - C. [Organizational Chart](#)
    1. Denise made a Motion to move Amor from CC parent to VP CC, Wil seconded, unanimous vote
      - a) Suggestions: Emily Cavis (an 8th grade and 6th grade parent) as CC Parent; another parent had sponsorship very organized
  - D. [Quick Link Page](#)
  - E. Curricular Choir VP discussion
- III. Financial Business
  - A. Treasurer's update - Amanda
    1. Update on August review of bank statement, receipts and ledger by Amor.  
- Amor finished
    2. Hand off of September review bank statement, receipts and ledger to Amor from Amanda.- handed off to Amor. Amanda to provide read access to GL for Amor to audit and tie back to bank statement and receipts.
    3. Class Fees/ Suggested Class Donations Update
      - a) Curricular \$6596.45 - 60% of estimated - better than last year

- b) Five Star 70% so far - Denise will start ping those who haven't yet paid

B. Fundraising update - Emily Gaffney

1. Direct Donation Drive -

- a) We need gift cards for top sellers
  - (1) 10 Cane's gift cards
  - (2) Who can purchase the remaining gift cards, how much, how many? - Bahama Bucks \$50 worth (5x \$10 each) for \$35 - Amanda will purchase
- b) Amount raised \$11060.82 (so far) - cash \$897.30, 8%; check \$6106, paypal \$4k 37%

2. Other Fundraising

a) September

- (1) 9/25- Grassburger dine out update - made \$150 - Emily will push back because we were told 20% of total business that day

From: Jessie Kileen <jess@eatqb.com>: "Groups for our Grazers receive 20% of all sales they bring in that day above our normal sales. This specification is communicated in our marketing material and on the Grazer page. That's why we say, the more you market, the more you make. If we didn't do that, we would have groups coming in not bothering with any promotion, and simply skimming 20% off of our sales. As such, your award was based off of the additional sales created that day, which was about \$500. Technically, 20% of \$500 is \$100. We donated our minimum to you of \$150."

- (2) No more dine outs other than the two where we have Five Star sing (Starr Bros and Tin Can Alley)

b) October

- (1) Repping Rags-Fan Gear 10/29 Changed to \$50 setup fee, refunded with 100 item sales

Launch day of the concert 10/29 end 11/12

- (i) Pending confirmation from company
- (2) Need to submit a fundraising form request.
- (3) Custom Ink instead - Emily will contact

c) November

- (1) Mike's Jerky-Five Star 11/13-11/30
  - What flavors? Include some that aren't spicy, some that are sweet
  - Are dates good?
- (2) Need to submit a fundraising form request.

- d) December
  - (1) Nob Hill Shop and Stroll - Five Star
  - (2) PTA Craft Fair Caroling - All Choirs
- e) January
  - (1) Restaurant Fundraiser at Starr Brothers - Five Star
- f) February
  - (1) Fire and Ice Dance - Five Star
- g) March
  - (1) Slice and Dice is on the calendar with the question: can we do this?  
 Denise contacted Slice and Dice over the summer and they stated no, they only offer every 2-3 years to a club and can't repeat the next year.
- h) May
  - (1) Restaurant Fundraiser at Tin Can Alley/Amore Pizza - All choirs

C. Sponsorship Update - Emily Gaffney

- 1. Sponsorship Updates \$3625 expected so far (not all received yet) - up \$1300 over last year - Emily will send out list with those whose money we don't have yet

D. Discussed grants - generally need a specific goal/plan and write a grant application based on that. The EC Boosters have received a few grants over the years

IV. Combined Choir

A. Shirts collection distribution - Denise will go to classes Monday to distribute

B. Concert Dates

- 1. EMS Fall Choir Concert - T 10/29
  - a) Anything needed for planning? Sound shells from Volcano Vista or Albuquerque High School - Wil re-send email query
    - (1) Program Covers w/ advertisers
      - (a) Add QR code to programs.
        - (i) Will - send program outer part for approval to make sure we include the QR code
        - (ii) Wil will order and pick up
      - (b) Program insert folders
        - (i) Printing - week of 10/14, - Amor learn how from Wil 8:00 hour Wednesday 10/16
        - (ii) print winter concert music as well - Denise will start Monday
        - (iii) Folding - have kids do it during lunch one day
    - (2) Shirts delivered & hand out
    - (3) Tipping the movers - for setup and takedown - Google suggested \$20-30 per mover - think about but not right now
  - b) Timeline for set up.

- (1) Two men and a truck scheduling [Setup Day of and remove day after - Marielena 29th tentative, Amor 30](#)
    - (2) Larry and the sound crew arriving ? [4:00 confirm with Larry](#)
    - (3) Chairs/Set Up Crew volunteers send Sign Up Genius? [3:30 Orlando, Sarah, Amor, Chris?](#)
  - 2. EMS Winter Choir Concert - T 12/17
  - 3. EMS Pre-Festival Choir Concert - W 3/5
  - 4. EMS Spring Choir Concert - TH 5/15
- C. Calendars
  - 1. [Curricular Choir Calendar](#)
  - 2. [Five Star Calendar](#)
- V. Curricular Choir - Wil Gonzales
  - A. Director's update - Wil Gonzales
  - B. Manzano Mountain Harvest Festival Performance 10/5 (11:00am-12:30pm)
    - 1. Students and directors enter for free - [asking students to arrive at 10:30](#)
    - 2. \$5.00 entrance fee per person for family and friends
    - 3. Accept card and cash
    - 4. [Event Schedule](#) with a buy tickets button.
  - C. NMACDA Youth All State Choir Auditions due 10/8- anything needed?
    - 1. Number of students planning to audition: [55 will submit to Wil, he will pare down - maybe 40](#). \$10/audition fee. Can boosters cover? [No, ask parents](#)
    - 2. Volunteers to help students record? [In newsletter](#)
  - D. Honor Choir 11/1-11/2
    - 1. \$30 fee to ECB
    - 2. Communication to Parents
    - 3. Parent volunteers - [1 parent each day or shifts](#)
  - E. Concert Choir will go to State.
    - 1. More Uniform & Formal Concert Attire? [Consider a grant](#)
    - 2. Any planning needed now? - [wait until Jan to plan](#)
  - F. Morning Star Assisted Living - Confirm Date [12/16](#) and Times- Find volunteer - [check with Daniel](#)
- VI. Five Star Show Choir - Wil Gonzales & Marielena Quinlan
  - A. Director's update - Wil Gonzales
    - 1. Photobooth App yearlong subscription?
      - a) Split cost with WEB?
  - B. Light Up the Stage Show Choir Competition Trip 3/29
    - 1. Find an Amusement Park [Knott's Berry Farm](#)
    - 2. Find a Hotel [Ayres? Hilton Garden Inn?](#)
      - a) [Book for students and chaperones and let other parents book by themselves - book by Nov](#)
  - C. LCHS Choir Sing It Dance It 10/1, 10/8, 10/15, 10/21 & performance 10/26 - [This is just informational for those who choose to go to this camp](#)
  - D. Next Intensive -
    - 1. October 18th & 19th
      - a) Sign Up Genius for snacks and drinks - [add fresh fruit](#)

- b) Booster help - Friday Emily and Amanda/Amanda help set up and bring nametags, Saturday Denise and Marielena
  - (1) Others come help clean up
- c) Any other logistics that need to be planned?
  - (1) Friday Subway - Marielena pick up,
  - (2) Saturday 8:00-3:30, oatmeal breakfast - Denise make oatmeal, Emily toppings and milk,
  - (3) Saturday bring sack lunch
- d) Travel Plan
  - (1) Flights - done
  - (2) Airbnb - Wil to pick Airbnb and send to Marilena
  - (3) Transportation? To the intensive - check with Lisa
- E. LCHS Choir Fall Fest @ LCHS on 10/25
  - 1. Any logistics that need to be planned this month?
  - 2. Backstage help? Two Chaperones to get people in the right place but not to stay backstage - sign up
- F. November Intensives 11/16 9:30-2:30
- G. Parent Meeting 11/16 at 2:30
  - 1. Any logistics that need to be planned?

VII.

#### **Eisenhower Choir Boosters Board:**

- Wil Gonzales, Director - [william.gonzales@aps.edu](mailto:william.gonzales@aps.edu)
- Denise Marquez, President - [eisenhowerchoirboosters@gmail.com](mailto:eisenhowerchoirboosters@gmail.com)
- Amor Brannin, VP Curricular Choir - [EisenhowerChoirVP@gmail.com](mailto:EisenhowerChoirVP@gmail.com)
- Marielena Quinlan, VP Show Choir - [eisenhower5starvp@gmail.com](mailto:eisenhower5starvp@gmail.com)
- Amanda Gonzales, Treasurer - [eisenhowerchoir14@gmail.com](mailto:eisenhowerchoir14@gmail.com)
- Doug Thompson, Secretary - [emschoirsecretary@gmail.com](mailto:emschoirsecretary@gmail.com)
- Emily Gaffney, Membership Coordinator- [emschoirfundraising@gmail.com](mailto:emschoirfundraising@gmail.com)
- Lisa Kreiner, Five Star Parent- [emsfivestarparent@gmail.com](mailto:emsfivestarparent@gmail.com)
- Needed, Curricular Choir Parent- [emschoirboosterparent@gmail.com](mailto:emschoirboosterparent@gmail.com)

#### **Other Volunteer Positions:**

- President Elect- Needed
- 6th grade parents (Rebecca & Michael Brock)- 2 more parents Needed
- Five Star Backstage Crew & Lead (6 parents)- Needed
- Grant Writer- Needed
- PTA Liaison- Allison Fleming
- Fundraising Volunteer- Needed
- Sponsorship Volunteer- Needed
- Other Support- Needed