

Eisenhower Choir Boosters Board Meeting
August 10, 2023, 6pm
Agenda

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.”

.Director’s Report - Wil Gonzales

A. Welcome

1. Welcome was made—introductions skipped as small group everyone knew each other.
2. Burbank Five Star trip conflicts with Concert Choir’s State Competition this year. Discussion ensued about options for remedying the situation: looking into other potential options for Five Star to attend a different competition as well as other opportunities for Concert Choir to attend a different competition. Research into options and Discussion is ongoing.
3. Larry to continue helping us on A/V with choir parent volunteer (Parent Name?) assisting

A. 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

I. President’s Report - Denise Marquez

A. Welcome

A. Open positions

B. Next meeting 9/21 @ 6:00 pm hosted by Denise—rescheduled from original date because of conflict with EMS Curriculum night.

1. All future booster meeting dates were reviewed for potential conflicts and the following dates were decided upon:
 1. 9/21
 2. 10/5
 3. 11/09 (no change)
 4. 12/7
 5. If anyone who was scheduled to host cannot host with the date changes, other board members volunteered to host if necessary.

I. Financial Business

A. Treasurer’s update - Chris & Michelle Russell

1. Balance & expenditures were discussed. We had more debits than credits—just need to keep an eye on expenditures since the credits from donation drive and class fees won’t come in until later.
2. Phishing and spam emails topic was discussed. It was recommended we all change our passwords to help combat this.
3. Electronic forms of payment discussion: difficulty with having Venmo, Paypal or similar when board positions have natural turnover—how can we accommodate electronic payments without having an account tied to one specific person? Discussion about whether who the boosters bank with have any electronic options such as Zelle or similar.
 1. Michelle to look into this.

2. Venmo option was discussed—Denise was on hold for over an hour and still didn't get an answer as to whether as a 501c3 we can get an account not tied to a specific person, or how that gets changed when board has turnover, the difference between our 501c3 and how the lines are blurred because we get lumped into the school category even though we are not a school. Paypal paired with Venmo has been rumored to be available, but the research on all of this is conflicting.
 1. Marielena offered to call Venmo and look into these questions.

A. Fundraising update - Wil Gonzales

1. Direct Donation Drive - 8/29-9/12

a. How can we help?

1. Update the fundraising documents for the current year
 1. Wil & Denise to look the documents over.
2. Purchase envelopes & labels for packets
3. Make copies of the fundraising documents at school
 1. Denise will pickup from Wil & get to Christine
 2. Copies made by Danae or Denise?
4. Put the packets together
 1. Christine to assemble packets.
5. Talk about the fundraiser at parent night & distribute packets
 1. It was decided that packets are not necessary at the parent night because the fundraiser packets will have already previously gone home & all the other information will be in the slides and recording provided to everyone.
6. Purchase prizes - top 3 (x 4) in each class, plus participation
 1. Marielena will get 501c3 letter from Chris R & Michelle in order to seek donations for the prizes.
 2. Wil to retrieve box of prizes to get to Michelle & Chris R. to order additional as needed.
7. Go through the collected donations - track, count, tally
 1. Marielena, Chris R., and Michelle will count and tally everything during the weekend intensive following close of donation drive.

a. Reuse material from last year

1. Can someone check the upstairs choir closet?

b. Prizes

1. We need trinket participation prizes
 1. Wil to retrieve box of prizes to get to Michelle & Chris R. to order additional as needed.
2. We need gift cards for top sellers
 1. Marielena will get 501c3 letter in order to seek gift card donations for the prizes.

2. Other Fundraising Plans that were brainstormed at our last Booster Meeting of last school year. How does this sound? Any other ideas or suggestions?

1. Community fundraising options were discussed, it was decided that the calendar is already pretty full and fundraising focus should be on the fundraisers where the choir(s) can perform, not just fundraisers where people make purchases.
- a. December
 1. Nob Hill Shop and Stroll - Five Star
 1. Discussion ensued about when the official shop and stroll event is (is it a weeks-long event versus is there a specific date that this occurs). Chris M. found that this year's event occurs on 11/30. Discussion ensued about 11/30 or 12/7 for five star to perform. It was decided that 11/30 would be the better option.
 2. Danielle to check with restaurants we tend to frequent in order to get permission for five star to sing on 11/30.
 2. PTA Craft Fair Caroling - All Choirs
 - a. February
 1. Fire and Ice Dance - Five Star
 2. Restaurant Fundraiser at Starr Brothers - Five Star
 1. Danielle to contact.
 - b. May
 1. Restaurant Fundraiser at Tin Can Alley/Amore Pizza - All choirs
 1. Danielle to contact.
 - A. Sponsorship Update - Heather Roberts
 1. No official update—Heather was not present, however, the treasurers mentioned several sponsor payment have been received.
 2. Reminder of Deadline of August 31 for sponsors.
- I. Combined Choir
- A. Plan for August 22 Parent Meeting at 6pm
 1. Update [slides](#) - want to add anything?
 1. Wil to look over the slides.
 2. Wil mentioned any of the board members were welcome to speak, but no obligation if anyone did not feel comfortable. Denise & Michelle & Chris R volunteered willingness to speak.
 - ~~2. Handouts - Confirm that Christine will make packets~~
 1. Handouts were deemed unnecessary as all the pertinent information will be provided in the slides shared as well as the recording of the meeting that will also be shared.
 - A. Concert Dates ([NOW confirmed dates](#))
 1. EMS Fall Choir Concert - W 10/18
 2. EMS Winter Choir Concert - Tu 12/12
 3. EMS Pre-Festival Choir Concert - We 3/13
 4. EMS Spring Choir Concert - M 5/13 ([Monday concerts not ideal, but best way to avoid graduation conflicts](#))
 - B. Calendars
 1. [Curricular Choir Calendar](#)
 2. [Five Star Calendar](#)
 - ~~C. Will someone take over emailing the principal and PTA~~

- V. Curricular Choir - Wil Gonzales & Sarah Raether
 - 1. Director's update - Wil Gonzales
 - 2. Student/Parent Survey - added more detailed shirt questions, requested allergies & dietary restrictions - Anything else?
 - 3. Shirt order 1st week of September
 - 4. Community service projects - find volunteer
 - 5. Caroling at BOTH Morning Star Memory Care & Morning Star Assisted Living
 - 6. ~~Alumni connections - tag Leslea & Jennifer~~
- VI. Spring All-Choirs Retreat
 - 1. Alternatives to Hummingbird discussed.
 - 1. Sacramento Camp packet provided by Marielena about camp itself and all the activities they offer for additional cost. Estimate of \$81/night per student (includes meals). Most activities (archery, ropes courses, zip line, paddle boats, pedal karts, Fling Thing cost extra, but they do have a FREE game room (air hockey, ping pong, pool, and shuffleboard) available 24/7.
 - 2. Girl Scouts camp like not able to support the volume of our choirs.
 - 3. Manzano Mountain—dates of May 3-4 clear in their calendar, and estimate is pending.
- VII. Five Star Show Choir - Wil Gonzales & Marielena Quinlan
 - A. Director's update - Wil Gonzales
 - 1. Next Intensive - August 18th 4:15-7:00 pm and August 19th, 9am-3pm
 - 1. Sign Up Genius-Denise
 - 2. ~~Water: sufficient supply remains from Jump Start~~
 - 3. Big Snack – Discussion about whether to feed dinner or snack with least amount of interruption to precious time with Steffahn and Gabbi. Pizza was suggested, but seemed not ideal for students to be dancing right after. Discussion about when kids need to eat/what they can eat and when. Decision was Hoagies to be provided right at beginning of rehearsal for least disruption to rehearsal time: Denise to order & Michelle or Marielena can pickup
 - 4. Parent help 4 per day – Only 2 per day needed/Chris R, Michelle, Denise, and Marielena to cover between both days.
 - 5. ~~Any other logistics that need to be planned?~~
 - 1. Costumes Data collection
 - 1. Danae raised question of when to order costumes versus kids outgrowing costumes. Hats to be ordered in order to start practicing. Shoes for girls were discussed—because the recommendation is character heels, some students might need more time to get used to them, but there is concern about students outgrowing them too soon/no exchanges once worn. Danae to look into borrowing a pair from NM Dancewear as a trial to see how they work with the choreography.
 - 2. Choir Room rearranging - Need parent help during intensive
 - 1. Move Picture Cabinet on 8/19 (Sat)
 - 1. Chris R, Michelle, Denise, and Marielena will cover.
 - 1. Move Desk on 8/19 (Sat)
 - 1. Chris R, Michelle, Denise, and Marielena will cover.

- A. Physicals - put together a binder in the office
- i. Can Marielena do this?—YES. Marielena will bring alpha tabs to alphabetize the physicals in the binder during weekend intensive.

Eisenhower Choir Boosters Board:

- Wil Gonzales, Director - william.gonzales@aps.edu
- Denise Marquez, President - eisenhowerchoirboosters@gmail.com
- Sarah Raether, VP Curricular Choir - EisenhowerChoirVP@gmail.com
- Marielena Quinlan, VP Show Choir - eisenhower5starvp@gmail.com
- Chris & Michelle Russell, Treasurer - eisenhowerchoir14@gmail.com
- Jo Anderson, Secretary - emschoirsecretary@gmail.com

Other Volunteer Positions:

- Volunteer Coordinator (sign up genius & website) - **Needed**
- 5 Star Parent - Lisa Kreiner
- Fundraising Coordinator - **Needed**
- Restaurant Dine Outs - Danielle McCarthy
- Sponsorship - Heather Roberts (Gallegos)
- Video and Photo Coordinator - **Needed**

Open Committee Positions:

- Set Crew
- Apparel Coordinator (organizing and distributing)
- Five Star Trip Coordinator
- 6th Grade Choir Student Parent Reps (3 volunteers needed)
- Grants & Scholarships
- Community Outreach Coordinator