



Music Booster Meeting Minutes

August 19, 2025

Meeting Attendees:

Seth Morecraft	Kelly Busovsky	
Cheryl Morecraft	Andrea Sweeny	
Craig Sparacino	Pam Rousseau	
Michele Kaszyski	Jen Connolly	
Katie Gilroy	Monika Rossi	

- Welcome
 - Meeting started at 7:05PM
- Any updates from our previous meeting on July 15, 2025
 - Teachers must submit field trips using a Google form (Kelly's are complete)
 - Katie is caught up with using the form for field trips
 - How is the new Google Group working?
 - Kelly gave a thumbs up for the group. Seth asked if anyone had any issues using it. Jen and Cheryl gave a thumbs up. Craig thinks it is working fine as well.
 - Orientation session for new teachers completed for Stephen and Katie; looking forward to meeting with Kylie
 - Kylie is not on the meeting tonight but it will happen.
 - Jotform AI integration in Boosters inbox
 - Seth and Kelly discussed the AI integration. We discussed how it will create drafts and Seth asked if we should investigate it further.
 - Andrea asked if we had any examples. Cheryl explained how it would filter into labels and then create drafts from there.
 - We discussed how jotform and paypal emails are filtered away for review.
 - Pam suggested we divvy up the email box by month/week/day.
 - We also aren't sure if Mrs. Tait would approve it.
- Treasurer Report
 - Not too much activity this month. Marching band stuff has come in but there aren't many summer events. In May we got a \$40 membership



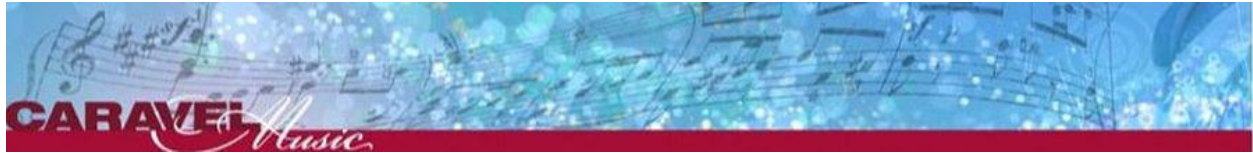
- donation. The finance office had a check waiting for us. We also had a few late checks waiting for us for merchandise and Music in the Parks.
- Marching band was the big draw with dues and DCI.
 - Kelly asked if a check from her aunt was handled and Craig was going to research it.
 - Pam has done a lot of work with Craig reconciling this year and past years' marching band funds. Marching band should have around \$15,000 this year. There are some big long term projects that should come into fruition - sousaphone and new drums. Craig will also reconcile again to be sure.
 - On the second page, we looked at the available funds around \$30,000. According to Craig, just under \$14,000 should be for marching band but it is off because in previous years, the money wasn't carried over from previous years, it went to the music boosters instead. Our general fund will drop by a bit to compensate for that.
 - Pam brought up how marching band has worked to be frugal and hold off on things the band needs - like uniforms, sound boards, pit cart, etc. Parents also even paid for things on their own to ensure that we had extra money for these huge purchases. She also thanked Craig for working her with the money and finances.
 - Craig is still working on closing things out from last year. Most things have come in at or below budget except for QuickBooks which raised its yearly rate slightly. We will be discussing the budget in more detail at our September meeting. However, not the marching band budget as that is handled separately.
 - Last month, Craig discussed how he, Kim, Seth, and the teachers will be meeting to discuss expenses and what expenses the boosters should be absorbing rather than the school. For example, we spend around \$2000 for accompanists whereas these are part of the curriculum for the school.
 - Craig is going to be starting fresh with new sheets next month for the start of the new year. It will look very blank as it is new whereas the marching band's year and budget has already started.
 - PO system
 - Cheryl ran through a demo of the new PO Request
 - Andrea asked if we could add an option for teacher requests
 - Pam asked about pre-approval process as it may be discussed
 - Kelly asked if teachers could use it as well
 - We also need people to realize that this does not mean they will get their money in an expedient manner



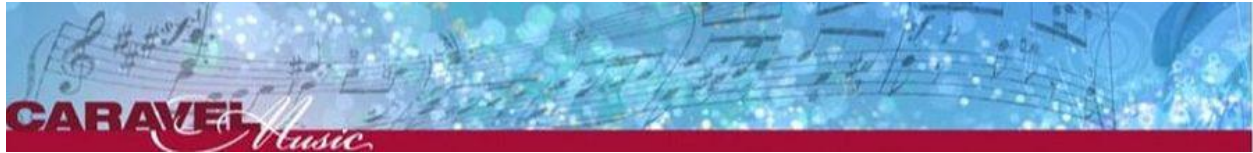
- Monika asked if the form is smart enough to send the request based off tiers - like marching band would get the response
- Cheryl showed the approval process as well and then answered Kelly's question that we could add a checkbox if this was a pre-approved request and if so, a box would come up asking who approved it and more details.
- Pam and Monika discussed how they had their own budgeting but a lot of that depends on how many kids sign up that year. If they budget x amount for food and it won't cover the kids, then parent donations are important. In the end, she feels budgeting is a big part of how we can determine if an expense should be covered.
- Craig mentioned how he can estimate budgets based on previous years. He used the winter ball as an example. Seth mentioned that the next meeting will be going over the budget at the next meeting for the year.
- Monika asked how this was going to be sent out and have clearly outlined expectations of expenditures.
- Craig reminded everyone that he is not looking at this to be something that parents would use to get a check in a day or two. We will be exchanging emails. This is used as a checks and balance.
- Cheryl will add verbiage to the jotform that outlines this is a request only. Approvals are not guaranteed, etc.
- Kelly asked about the teachers usage. For example, she needs to purchase masks, etc. for the Fine Arts. She also asked if we could add an emergency or expedited checkbox to the form. Cheryl will add something that also puts a date in and then change the subject.
- Committees
 - Budget - Kim/Craig/faculty/chairs
 - Will be discussed more in September
 - Close July events, including reconciliation of budget/revenue
 - Band Camp - Jen/Pam/Monika
 - Pam said band camp was awesome. Katie came on and said band camp went really well. The kids showed up and were ready to get to work and made a lot of progress on the show. They surpassed her expectations.
 - Jen said how the camp went from two weeks to one week with longer days. Jen said she received feedback from



- multiple kids that they felt they learned just as much if not more in this week than previous years with two weeks. The kids were pleased with the organization.
- From a budget perspective, Pam and Craig have been working on that. Jen does not have any additional information to add. They wanted Mr. A and Ms. G to walk into a clear path of budget.
 - Seth thanked everyone for working so hard on that.
- Review and approve events in August, including expected budget/revenue
 - Clothing Resale/Meet the Teacher - Pam/Jen/Misha/Renee
 - Jen put in the request with Tina for 24 tables and a dozen chairs.
 - Out of the Ordinary Catering and Sweet Treats by Neat will be the food truck. She has worked with Craig for a voucher system. They are looking for a rough estimate for the amount to minimally prepare. Craig reached out to the staff to get an idea of the students so the food truck can prepare. There will be vouchers from the EEC and LS but then everyone else can purchase.
 - With Out of the Ordinary Catering, Jen is working to see if we can get pre-ordered meals for the teachers. They may be able to or we may need a jotform for the teachers to do so. She will update Kelly when she knows.
 - Pam raised her hand - she asked for the link so that Pam can send that out to the Tri-M and make sure the students stay in the vicinity to volunteer.
 - Cheryl asked if the flyer was approved to send out. Seth shared it and it was.
 - Jen asked when Kelly needs the advanced ordering information. She said ASAP but it can be sent through Alison as well.
 - Kelly realized she has not been getting our Google Group emails.
 - Review and approve events in September, including expected budget/revenue
 - Welcome back membership drive - Kim/Cheryl
 - We are meeting with Lexi on Friday
 - Pretzel orders - committee needed



- We may not need a committee. We need parents to pick up and deliver pretzels. Pam might be able to help as well.
- Cheryl asked if the price was changing so we can get the form started. We charged \$18 last year. Craig said we made about \$2500. We will be keeping the price the same. We will make the due date the week before.
- Crafting Buccaneers - Kelly
 - All of the dates are scheduled and ready to go. They will be doing the signup sheets in the next week or so. They will be doing the same thing as they did in the past with lunches. She will coordinate with Craig for lunches and also for purchasing raffle items.
 - Seth asked about student volunteers for setup and cleanup. She said a few kids would be helpful. Pam said that Sam is the president of Tri-M and she is active in making sure the kids are aware of volunteer opportunities out to the kids. Just let Pam or Sam know.
- Review and approve events in October, including expected budget/revenue
 - Renaissance Faire - Kim/Andrea/Kylie
 - Andrea met with Kylie and other theater moms to discuss going forward without Geralyn. She discussed the upcoming Renaissance Faire and how the men will be joining for the first time. They need costumes but Kylie has it handled. Pam brought up theater accounting although this will fall under choir as it is a choir field trip.
 - Pam thinks that theater accounting needs to be discussed and if it will go through the school or the boosters but Seth brought up that we should discuss that with our budget meeting and with Kylie and Andrea.
 - Kelly also reminded us that Kylie works with a lot of theater groups and may have rented the costumes.
 - Andrea also reminded us that this is a choir situation and not theater and that we should continue this conversation with Kylie present.
 - Homecoming - Jen/Pam/Monika
 - Jen has three food trucks confirmed - Out of the Ordinary Catering, Dixie's Down Home (was here last year), Sweet Josephine's cupcake truck.



- New Business?
 - Pam realized her theater discussion should have come in new business but it will be discussed further at a later meeting with Kylie.
- Good night! - Next Meeting September 16, 2025 - will be largely focused on the budget for the year
 - Meeting ended at 8:25PM