



Music Booster Meeting Minutes

December 16, 2025

Meeting Attendees:

Cheryl Morecraft	Stephen Andrewlavage	
Craig Sparacino	Katie Gilroy	
Kim Duus	Seth Morecraft	
Monika Rossi	Jennifer Connolly	
Kelly Busovsky		

- **Welcome**
 - The meeting started at 7:03PM
- **Treasurer Report**
 - The PTC half of the Membership Drive check went out to the PTC
 - We have received a check for the upcoming Scrapbooking weekend, but it was not yet deposited
 - We did receive the last donation check from the Homecoming food trucks
 - Holiday Extravaganza cancellation caused us to be \$200 in the hole after expenses. Luckily some purchased items will be used in upcoming events and next year.
 - We have received about \$2000 in income for the upcoming LS dance. The expenses are not accurate as the raffle prize has been ordered but currently the other purchases (about \$400) have not been paid
 - Check for the 50/50 raffle winner from the Winter FAF has been written but not yet cashed
 - Pretzel and spirit wear payments have been made
 - Accompanist fees for FAF have been paid
 - All State Expenses should be coming through as well
 - The Band has not yet been paid but will be soon
 - Craig also recently received a bill for the registration fees from October and he just paid for it.
 - Other miscellaneous fees have been reviewed such as PayPal, Quickbooks monthly fees, flowers, etc.
 - PayPal fees come over twice which is why they need to be cleaned up more.



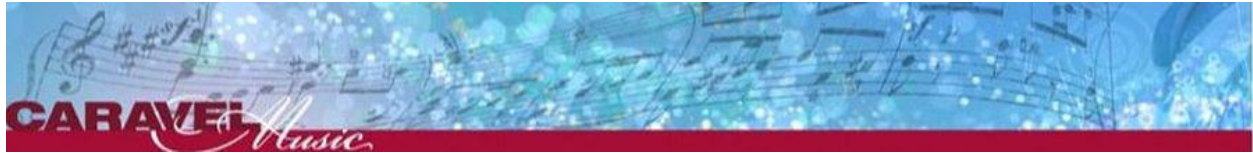
- Trip payments - bus deposits have been made but will be discussed further during our trip planning discussion. All bus deposits have been paid for all trips.
- We received some donations for the musician scholarship fund.
- Stephen also posted that ensemble fees will be submitted for All State Bands this evening. The Boosters usually cover this fee.
 - Stephen was reimbursed for the audition fees. Craig had asked who the reimbursement should be for All State Band - should it be Stephen or All State. He was unsure as the request just said Reimbursement. Stephen will be sending the bills to Craig to handle rather than paying and getting a reimbursement.
- Marching Band expenses - the Marching Band group keeps that up to date but Craig reviewed some of the checks, such as the banquet check.
- Monika asked about the expenses for the upcoming symposium, as she does not see it. Due to the fact it is new, he has it listed under the general fund for Marching Band because Monika deposited it under that. Craig needs to move that by “charging” the account.
 - Monika also asked for a copy of the statement. Craig reviewed that the statement may not always be a 1-1 match as PayPal expenses don't go to the Marching Band fund automatically, he needs to move that over.
- So far we are staying in budget - Quickbooks fees are a bit higher due to their fees rising.
- **Committees**
 - **Upper School Trip Planning**
 - Craig did pay the bus deposit.
 - Stephen and Craig want to sit down and get the timing worked out so he can send the agenda to the bus company. This can affect the price although that should not be too dramatic.
 - According to Stephen, we should have our performance order in the next month or two. We will roughly be leaving Friday afternoon (noonish) and then coming back later on Saturday night (maybe 10:00-11:00PM).
 - Craig also got in touch with the hotel and he is waiting on the contract to come through. The price for the room is about the same as expected.
 - They need to also figure out what to do for dinner Friday evening as well as breakfast Saturday.



- Craig also reviewed Stephen's email from a month or so ago regarding the package vs. purchasing separately. He feels the package makes it easier as purchasing separately only saves a few dollars per person. The total difference is about \$25 but they would still need to purchase lunch.
 - Meals to consider
 - Friday night dinner - will they go somewhere?
 - Saturday morning breakfast, available at hotel at a cost
 - Saturday lunch - the festival does provide a picnic buffet lunch
 - Saturday dinner - usually left up the kids
 - Stephen asked if we should use the hotel breakfast or just bring our own breakfast - yogurts, bagels, breakfast bars, etc.
 - Craig said a continental breakfast is also provided for about \$25/person so that may make more sense but the cost still needs to be allocated into the costs.
 - Stephen suggested allowing the kids to pack their own dinner for Friday night.
 - Craig and Kim think we should consider a restaurant as the group is leaving in the afternoon and the kids may not pack dinner.
 - Craig also reminded everyone that we need to see our performance schedule as that would affect dinner time/duration.
 - Kelly mentioned getting hoagies or pizza up that way - keeps it cheaper, easier, and quicker for the kids. Kelly said we could probably also find a buffet style restaurant not too far away.
 - If by some chance, we overcharge we can reimburse the families the difference.
 - Kelly said Hershey is one of the few parks that still does the buffet style lunch and is great at working with kids with dietary restrictions.
 - Jen said there are times that the kids show up without cash assuming they can use Apple Pay.

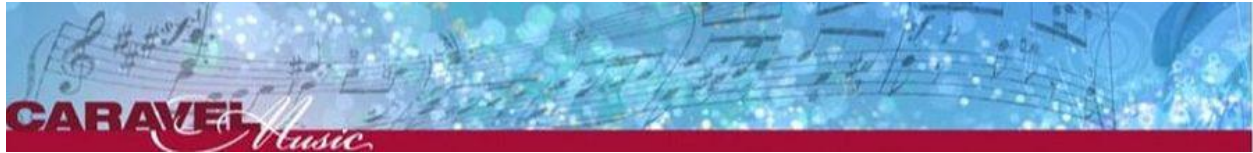


- Stephen said he often reminded his students to make sure they had a credit/debit card, generic gift card, or food voucher especially since Hershey is cashless.
- With us bringing breakfast, it would bring the total price down. Craig suggested charging \$295 to account for the cost fluctuations depending on how many students come.
 - Monika asked about the total of students to expect as they can start looking into the costs for breakfast.
- Stephen said he will be having a meeting with the band kids to discuss the trip and get slips out. Kelly suggested having a joint meeting for choir and band students and that they don't need slips as it will be done through the jotform.
- Kim asked if Cheryl had what she needed for the jotform. She does not as she needs to know the chaperone costs and how we should handle the deposits. We will be starting with \$100 for the students by February 1st and the second deposit would be due by March 1st.
 - Kim is concerned the February 1st deadline is tight and that we should do a later date. The first deadline will be February 6th.
- Monika asked if they should create a chaperone document or have a parent meeting in the event of new chaperones. We are planning to have 4 staff members and 8 chaperones.
 - The student count determines how many chaperones we will need. The bus can hold 56 people.
 - Kim asked for a show of hands of people who will be going on the trip. Kim, Jen, Monika, and Craig raised hands.
- Craig did not realize Katie also would be attending the trip and will be adjusting his numbers to have 5 staff members.
 - We will do \$289 for the students, \$309 for chaperones in double rooms, and \$436 for chaperones in a single.
 - Kelly suggested Kylie and Katie share a room as Kelly always shared rooms when she did trips.
- **Middle School Trip Planning**
 - Kelly and Kristin started adding students to a spreadsheet. Katie has added her students into the spreadsheet. Kelly has sent numbers to Craig to start getting crunched. The bus prices are

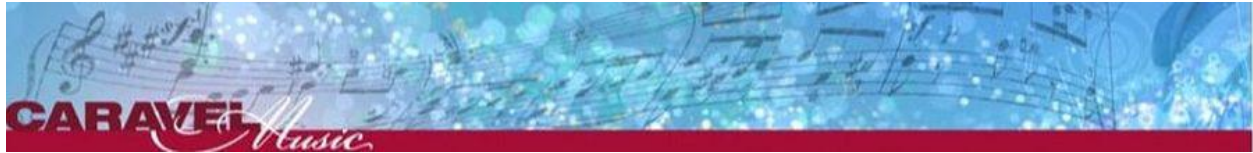


usually the biggest fluctuation costs - the Music in the Parks prices usually stay the same.

- As soon as Kelly has the numbers so Cheryl can work on the jotform. We will be doing the same payment dates - the first payment should be due by February 15th, then March.
 - Craig has the numbers ready. He has taken a similar approach as with high school.
 - For 5th/6th grade, 98 student tickets and 10 adult tickets were reserved but it should be higher which means we will need a third bus. A cap has finally been placed on the class so it shouldn't rise much.
 - Kelly reviewed the roster and it looks to be 109 kids and she is assuming about 10 kids won't go on the trip. For the two buses, we would only fit 112 people.
 - The staff for the 5th/6th grade trip would be Kelly, Katie, Stephen, Kristin, a nurse, and an accompanist. The accompanist does not take the bus. Luckily a nurse is usually a chaperone but that is not a guarantee.
 - The ticket numbers may need to be tweaked - so we are looking at 4 teachers and 6 chaperones.
 - Kelly said she can get more tickets if needed rather than buy extra and then be unable to return them.
 - Estimated costs were reviewed.
- 7th/8th grade trip - we have 95 kids on the roster and assume the same number of adults. Estimated costs were reviewed.
- Craig will also discuss the trips with Cindy Hanifee as we may need a van from Caravel for overflow.
- Craig has asked for another day to review and finalize the numbers before we start drawing up the jotforms.
 - We are hoping to get this out early next week.
- Kelly has been asked by parents for information on fundraising as parents are unsure how they will cover the trip especially for those who wish to chaperone. She was wondering if we had anything in the works to help the middle school trips. Craig did remind Kelly that the Music Boosters are putting money towards each trip (about \$1000) and fully covering the staff costs rather than passing that cost onto the students as we have in the past.



- Kim brought up a coupon book we could use for a fundraiser. We would have to sell 200 books but you do get a nice amount of money back.
- Monika asked if we could kick off fundraisers at any point and Kelly said the school does not want fundraisers to overlap to not overwhelm the parents and then participation is low.
- Jen asked Craig if the PTC's Red Robin fundraiser went well. Moes does a fundraiser as well and we were curious if it was worth it.
 - They made about \$100 but that is dependent on how many people show up.
- Applebee's fundraiser idea - according to Craig we would need to pick a date. We could be competing with other groups. Saturdays and Sundays are offered from 8am-10am, so all Applebees participate.
 - Monika asked if we could do multiple locations. Craig said we could but we would need to staff them.
 - The cost to us is \$6/person and we can charge whatever we want. They allow some add-ons but Craig is concerned that would be overwhelming.
 - We have to provide the waiters and bus people - the cooks/dishwashers are there.
 - Craig reviewed the calendar and listed dates that are available.
 - Jen feels March would be the best and Craig recommended the weekend of March 14th/15th. Kelly is concerned about the Cabaret being a few weeks later if it would cause less money to be made.
 - March 14th is the weekend of All State bands so Kelly asked if we could do March 15th.
 - Craig can ask Applebees about availability and we are looking at the People's Plaza location as it is the closest to school.
 - Kim asked if March 22nd would be better as the only event for that weekend is for elementary school kids and that is a closer event.



- The plan now is to do March 22nd and the 15th as a backup. Craig will also confirm that the minimum ticket costs would be 100.
- **Review and approve events in January, including expected budget/revenue**
 - **Lower School Dance**
 - Kelly's usual parent helper is unavailable for the weekend of the dance. She normally handles/donates the snacks and decorations. Kelly put out an amazon wishlist for decorations and everything on it was donated.
 - Kristin will be handling the cupcakes - about 200 mini cupcakes.
 - We will need popcorn, probably the Smartpop you can get from BJs. We will also need pretzel trays but Kelly believes that has already been ordered. 2-3 trays would need to be ordered and delivered. We will also need water.
 - Jen said we had 5-6 cases of water from the extravaganza. We also have boxes of candy and hot chocolate packets if they want to do that. Since the kids are younger, we do not do sodas or hot chocolate.
 - There are also boxes of chips but Kelly asked if we could save them for Bingo if they would last that long. Tony has them so they would check the expiration date.
 - Jen suggested adding popcorn to the amazon wishlist.
 - Kelly asked if the water bottles were the big or little ones so we will also get some little ones since we have smaller bottles lying around.
 - Cheryl asked when we would make a decision about the dance with the weather and we will plan to do so by the end of day Friday.
 - Cheryl confirmed about door sales and we will not be selling tickets at the door.
 - Kim asked definitively what was needed. Kelly said popcorn and small waters need to be purchased and the pretzel tray needs to be ordered. She can do it and get reimbursed or have someone do it. Craig will be ordering the tray and was also reviewing the ticket sales.
 - We will also have 50/50 raffle sales and swag tables for confections.



- Jen reviewed the amounts of food left from the extravaganza. We plan to save the hot dogs for the cabaret.
 - Stephen would like to have his ensembles play more - and he was asking about having a small ensemble play in the lobby where concessions are sold. Kelly said that ensembles usually perform at the cabaret which will be discussed at their meeting. They could also play “mood” music as people come into the event.
- **Future events**
 - **Cabaret**
 - Auditions were sent out to the teachers and a new flyer was made for the auditions to go into the newsletter. A new flyer will be made for the event in the near future.
 - Kim is putting together a flyer to post in the Boosters page for donations for the silent auction. She also reviewed what Geralyn has done in the past for donations. She will do her best to do a good amount of reaching out to companies for donations.
 - Kelly has a lego set and past donations that can be used for silent auction.
- **Pretzels**
 - Kim asked if we are set for pretzels this year as next year will be difficult as Pam will be leaving. Tony and Pam are set for this year but we will need to find a new volunteer for next year.
- **New Business?**
 - According to the bylaws, at the next meeting we will be nominating people for our board next year. We are doing it so early to ensure we have enough people to fill each position and recruit, if needed.
- **Good night!**
 - Meeting ended at 8:40PM