



**Music Booster Meeting Minutes**

**September 16, 2025**

**Meeting Attendees:**

Cheryl Morecraft	Stephen Andrewlavage	Jennifer Connolly
Craig Sparacino	Monika Rossi	Andrea Sweeney
Kylie Boggs	Kelly Busovsky	Misha Sikka
Kim Duus	Katie Gilroy	
Seth Morecraft	Pam Rousseau	

- **Welcome**
  - Our president welcomed us at 7:04PM and described how we would be speaking mostly on the budget as stated in our bylaws
  - We also discussed how the agenda should be shared in advance via our Facebook group
  - Kim has also shared the agenda in the chat
- **Treasurer Report**
  - Report has not changed much from last much
  - With the timing of the resale, the numbers will be shown in 24/25 as it is because the new year started. We sold almost \$4000 at the resale.
  - In the last month or so, Pam has worked to reconcile the last few years of Marching Band activity. We will be able to see the Marching Band numbers soon and they will have their own bank account once he meets with Kim and Seth to create it at the bank. The reporting will be the same but the number will match their account.
    - Marching band is starting at around \$17,000.
    - There was also a donation and some expenses.
  - We have also begun receiving Membership Drive payments as well as scrapbooking, shirt sales, pretzel sales (~\$3700), and food truck donations.
  - Marching Band has a few outstanding expenses and Craig will be bringing them tomorrow (for Jen and Monika). He also wrote Stephen two checks and asked if he was missing anything else. There will also be an expense for the USBands. Seth's purchases were via the Boosters card and were counted towards last year's expenses.



- Jen raised her hand and asked if she could be the guinea pig for the jotform for reimbursement. Craig said that would be helpful and he is going to be entering Monika's as well for testing.
- Kim also asked about submitting a PO for the pretzels and he said we can use it less as a PO and more for a receipt of transactions.
- Craig will also be using it for some things he purchased from Kelly.
- Seth asked Craig if he would rather email him or just use the jotform and as long as one is done that is fine.
- Pam asked if she and Monika could be copied on items from the jotform that were for marching band.
  - We are going to change the group from a free text to a dropdown with an 'other' option to send everything appropriately.
- **Committees**
  - Review and approve events in August, including expected budget/revenue
    - Clothing Resale/Meet the Teacher - Pam/Jen/Misha/Renee
      - We discussed the amounts made from the food trucks - one was \$80 and \$100.
      - According to Jen, the donations are an honor system from the food trucks.
        - Kim asked if the food trucks had good business.
        - The Out of the Ordinary truck will be back at homecoming and the water ice truck asked if they could come back because they had good sales.
          - There were some miscommunications with the water ice truck as they thought we were guaranteeing sales.
  - Review and approve events in September, including expected budget/revenue
    - **Welcome back membership drive** - Kim/Cheryl
      - Cheryl gave an update on the total of the sales and how many were check/paypal. The current total is \$705 with 4 checks expected. Thank you notes will be going out soon.
      - We also reviewed the roll out schedule. Cheryl posted Friday, Mrs. Davis posted on Monday, and it was in Dr. Lamey's newsletter, and it should be at the end of September. We will be re-posting in the next week or so.
        - Kelly chatted about how flyers went home with EEC and lower school students last week.

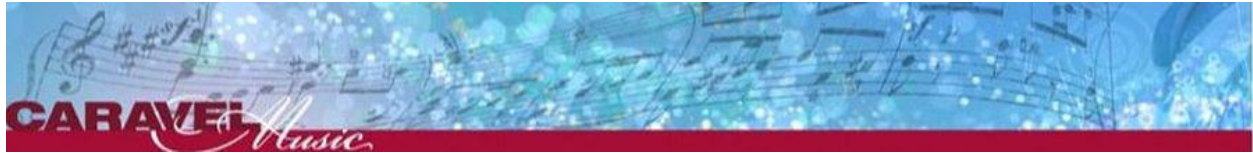


- Kim also asked for approval to purchase \$100 worth of amazon gift cards for prizes.
- Kim asked how much we spent last year. Last year we brought in about \$2500 and the expense was \$162 (goody bag and ice cream party).
- We approved to purchase \$100 in gift cards since it is still less than we spent last year.
- Kim will contact Lexi from the PTC and see how many gift cards they are providing and we will decide from there if we will do two \$50 gift cards rather than four \$25 gift cards.
- **Pretzel orders**
  - Sales were going well and logistics were worked out.
- **Crafting Buccaneers - Kelly**
  - Things are going well and signups are out.
  - They will have lunch next week but they need to start getting start up supplies, such as water bottles and small bags of chips. Kelly was wondering the best way to get the costs handled. They will be having pizza and tossed salad.
  - Pam asked about the calendar as the cabaret, resale, and crafting is the same day. Kelly answered that the resale is always the same day as crafting in the spring because they already had the cafeteria. Kelly will be missing the crafting to help with the cabaret. She is hoping that there will be a separate committee to cover each.
    - There are concerns about the kids and volunteers being able to cover the resale and the cabaret. There is another crafting date in April but that has another conflict with the upper school trip.
- Review and approve events in October, including expected budget/revenue
  - **Renaissance Faire - Kim/Andrea/Kylie**
    - October 9th is the date of the competition of the Ren Faire but that is the date of the PSATs so they cannot go. On October 8th, there is an option to go on the field trip or move to a different Ren Faire.
      - Kim asked what Kylie wants to do and she would prefer to keep it as an informal trip where people just show up and do informal singing alongs but then it becomes expensive and half of the kids won't go. So



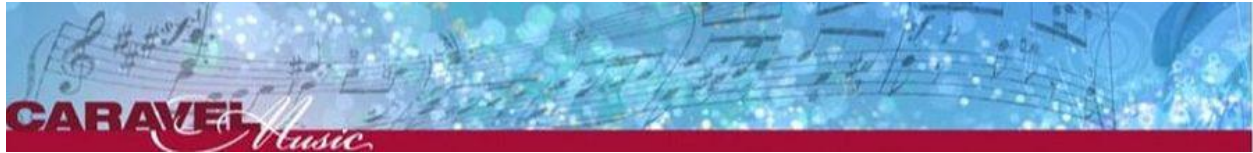
Kylie is leaning towards canceling this and doing something more formal at a different Faire.

- **Homecoming** - Jen/Pam/Monika
  - Per Jen, the food trucks are booked for the correct day.
  - Kim asked what help Jen would need with helpers or budget.
  - Sweets by Josephine, Dixie's Down Home Cooking, and Out of the Ordinary will be setting up
  - Cheryl asked if someone needed to still reach out to Mr. Smith regarding moving the date on the school calendar. Kim will be emailing him to get that updated.
  - Kelly spoke with Kylie, Stephen, and Katie regarding getting the alumni together.
- **Budget - This is the primary topic for the September meeting**
  - We discussed how having a budget set up at the start of the year helps streamline our decision making as well as outlining what we are investing in this year. We also want to be able to go to the parents and show what we are fundraising for. It is also in our bylaws.
  - Kim reviewed all of the questions she outlined for going over the budget. Pam brought up the upper school trip and how that should be in discussions and it is hard to figure out what the costs/expectations are with fundraising.
    - Kim asked if we could allocate some time to budgeting and take the trip more offline so we can hear it from the upper school teachers without taking up too much meeting time.
    - Kylie has an itinerary that Sarah provided and shared it with the music staff and can share it with the parents as well. She reviewed a high level overview of the itinerary. The cost estimate is around \$500-\$600. It can be adjusted as need be as nothing has really been booked.
    - Stephen added that nothing is really set in stone and was happy to have an itinerary.
    - Pam mentioned that the chaperone cost is also higher than the student's which could be a concern.
    - As Craig put it, the boosters want to help the trips. The sooner we have a cost we can see how we can help financially - perhaps it is bus costs, park tickets, etc. It would also help the community to see more of what the boosters do. He also brought up how to handle chaperone costs as well as teachers. He asked if the



school should be covering the teachers' expenses as it is a business trip or does their cost get bundled into the students' costs.

- Kim thinks we need a committee for trip planning as the boosters did help find the bus and hotel, etc.
- Kim asked how much we spent on the general funds on the upper school trip last year (not the fundraisers and such). About \$2200 for upper school and about \$600 each for the middle school trips.
- Seth wanted to revisit something that Pam mentioned about hauling equipment for the trips. Seth said we should work with Mr. A to see what equipment might already be up there and not need to haul as much.
  - Kelly chatted in that with Festivals of Music we should have equipment already set up.
- Jen said if there will be a committee it needs to start meeting within the next week as getting reservations will be a problem. Reservations fell through a lot last year. We also want to have the total of the trip sooner rather than later so parents can start saving.
- Kylie said that she senses some hesitancy regarding the trip and said we can discuss changing the location as well.
  - Kelly chatted in about that the four trips was Kings Dominion, Busch Garden, Boston, and a floater trip.
- Jen mentioned that the kids didn't feel that they got a chance to just have fun at an amusement park last year and Kylie reminded everyone that there is a day planned for an amusement park.
  - Kelly reminded everyone that any changes need to go through administration and need to be approved and that can take weeks. For a while, they only did Middle School trips due to cost, logistics, etc. She also did say how many kids who went on the trip last year raved about going to Temple and meeting the kids there.
- Monika asked if the trip was already approved by the admin and it was approved before Sarah left.
- Jen asked if reservations were made for the Boston trip and Kylie shook her head no. Jen did reiterate that we need to get the ball rolling so we can get costs to parents.
  - Kelly chatted in that the Festivals of Music is reserved for Boston.
- Craig brought up a document he made that outlines all events this year with their timeline, who is in charge, projected income,



projected expenses, fundraising profit, scholarship expense, pre-approval notes, and mapping. It basically lays out all planned expenses this year. We can use it as our Bible.

- Kim asked if Seth and Craig wanted to meet with her next week to further flesh out the budget more. They will meet next Tuesday evening.
- What are the prioritized strategic expenses this year?
  - We discussed the piano costs which should be around \$7000. Dana Davis is looking into a grant (which should be around \$1500 from previous years). The PTC was solicited for a donation as well.
  - Stephen said that he needs another year or so to see what larger items he will need. He has spent on music and amps, etc.
  - Kim asked if the piano is prioritized as an expense and that is a yes.
  - Kim then asked what other priorities the faculty needs.
    - Kylie said that for choir they just need accompanists and helping students with ACDA, Honor Choir applications, as well as Tri-M.
    - Stephen raised his hand and said Marching Band Uniforms as well as instrument repairs. Kim asked if the uniforms were going to be replaced or just added on to. Stephen asked how old the uniforms were and it seems they are 11 years. Stephen said the uniforms are usually switched 7-8 years and we will be saving up for that as a long term expense.
      - Seth asked if the larger expenses need to be submitted by faculty like with the faculty and she said yes.
- What is our target amount to carry to the following year?
  - Should it be a percentage of funds brought in? Seth likes that idea but Craig said that could be tricky because we could sometimes spend the same amount that we take in. It would be cleaner to shoot for an exact number - perhaps a total for what we would spend over the summer and the start of the year. This year we have rolled over around \$12,000.
  - Kim said it is great to have the number but should we be reinvesting some of that back into the department.
  - Revisiting the piano (as it is the top priority), Seth asked if we vote on this now or do we wait until the total number that we know what



the school/grant/PTC are going to chip in? Craig said he received an email that sounded if they would be willing to pay for the whole thing so all in all it should work out.

- The board voted and approved to chip in \$1500 towards the piano. Seth will email Tina and let her know and Craig will handle the PTC side after their meeting tomorrow evening.
- What is our fundraising target for the 2025-2026 school year?
- New Business?
  - Kim jotted down the names of everyone who will be on the trip planning committee and we will also be meeting next week.
  - Craig asked Stephen about the USBand costs and Pam answered it is \$650 and Stephen said it is Marching Band only. It is registration for the competition circuit.
    - Craig asked how it was paid last year (general funds vs. marching band funds). It was agreed to be General Funds. Stephen and Katie met with admin regarding the school paying for competitions and they said they had not heard it before and he would need to speak with Craig. Mr. A said that at previous schools, the school paid for competitions, transportations, and the boosters only covered band specific items and food.
    - Craig mentioned how we need to figure out how to get the admin covering more things that other schools cover. We should be here to supplement and not fund.
    - Pam asked what the mission is for the boosters - we do a lot but why do we do them? Whatever is done, should be done across the program. She had concerns about the band being under the music boosters and feeling that the boosters would say no to requests because they know how much money marching band has. Craig said that may have been the case a few years ago but not now. We know more and we would vote and hopefully approve their requests. Pam is concerned we don't have a standard for approving things and also keep it consistent for all departments.
    - Stephen raised hands - for his equipment orders that for now he is just trying to focus on things that are overall band specific and having the school cover them. He is hoping to have the boosters cover the marching band costs.
    - Craig has asked if this was considered a course. We reviewed how it is credited and since it is a class and not just a club that the school should be supporting it.



- Stephen came back and said that is his thought process. Music, instruments, etc. are part of the curriculum.
  - We are taking a vote on the \$649 for the USBands. Stephan already paid as the deadline quickly approached. We will be covering it this year and then next year we will hope to get the school to cover it.
- Good night!
  - Meeting ended at 8:46PM.
  - Next Meeting October 21, 2025 - will be largely focused on planning the major events for the year:
    - Fall fundraiser
    - Holiday event
    - Cabaret
    - Spring Fundraiser
    - End of year HS trip
    - Others that need discussion?