

FOCB Board Meeting Minutes

February 3, 2025

6:30pm, Band Room

1. Welcome and introductions - Nadine
 - a. [January minutes](#) – Motion-Rosanna, 2nd-Dave, All Approved
 - b. Attendance: Nadine Block, Khamille Neumann, Tayler Kim, Dave Bleckmann, Alexis Abrams, Bree Ramage, Rosanna Gill, Carolyn Choi, Gary Riler, Calder Gill, Dona Norlander (Student: Reed - Sr.), Laurel Walker (Student: Will - Jr.), Kris Carlson (Student: Owen - So.), Sue Ledgerwood
 - c. Absent: Michelle Lee, Heather Randol, Kelly Schauer
2. Director's Report– Gary (see [attached 1](#), [attached 2](#)).
 - a. Retreat 1/28/25 Clinician Ed Powell:
 - i. within Clinician budget - no vote needed. Gary gave Khamille invoice.
 - b. Color Guard Uniforms:
 - i. Motion-Rosanna, 2nd-Carolyn, All Approved from Equipment + Supplies fund.
 - ii. Need help measuring and ordering uniforms: Carolyn will help measure this week.
 - c. Spring Jazz night Prof Jazz Quartet (4/22):
 - i. Motion-Nadine, 2nd-Dave, All Approved from Contingency fund.
 - d. LA/Disney
 - i. There will be a chaperone meeting early March
 - ii. Itinerary not finalized yet, but close
 - e. Solo & Ensemble
 - i. Changing to electronic tabulation system. Computer entry is final score - not sheet entry. Need parents to match sheet to computer. Already have 3 volunteers to tabulate from last meeting.
 - ii. Gary will flush out parent roles for sign up genius.
 - iii. Non music kid volunteers would be great at directing people around the school
 - iv. Will probably have a music teacher at the entry to check for original music for high schoolers only - not middle schoolers
 - v. Suggestion to have a parent captain for am and pm shifts
 - vi. Gary showed Blue Ribbon award! It will be officially presented at the May concert.
3. Upcoming events/Volunteer Coordinator (Bree)
 - a. Uniform Fitting: Michelle will organize in the second half of Feb.
 - b. Sat, Feb 8, JE + JL West Salem Jazz Festival: Volunteers all set - Bree + Drew, room for more parents on bus
 - c. Thu, Feb 20, Chamber Music Recital: Hospitality, kids run the show
 - d. Sat, Feb 22, Solo / Ensemble:
 - i. District will order food (eleanor)
 - ii. Need volunteers Friday and Saturday
 1. Need volunteer to pick up food from Chipotle
 2. Need 2 volunteer for kids lunch - pizza
 3. Need 1 volunteer for judges lunch
 4. More roles will be determined by Gary as mentioned above
 - iii. Gary is doing Laurels job
 - iv. FOCB submit receipts to district for reimbursement
 - e. Fri, Mar 7, Warner Band Festival (SB + WE): need 5 volunteers - all day, bus to and from
 - f. Tue, Mar 11, 7-8:30pm, Cleveland Bands Festival concert: Bake Sale
 - g. Tue, Mar 18, PIL HS Band Contest @ McDaniel HS: need 3 volunteers - all day, bus to and from
4. Treasurer Report - Khamille
 - a. FOCB tax accountant update: meeting w/ Jim Schaller of Woodstock Tax
 - i. Jim will do FOCB taxes pro-bono. No conflict of interest (Woodstock Tax is also a sponsor). In-kind service towards sponsorship. Current tax person Mary charges \$500 as a reference for in-kind service amount.

- b. Senestraro also did not receive their 2023-24 certificate. Gary will write a letter. Tayler will deliver with a framed certificate.
 - c. Closing old credit cards update: No new status.
 - d. Request to have a budget draft earlier than last year so budget can be approved in June meeting (before new fiscal year starting July 1, 2025).
5. Fundraising and Sponsorship
- a. Woodstock Tax 2023-24 certificate has been delivered. Jim may be willing to contact businesses for sponsorship.
 - b. Sponsorship volunteer update: Dave
 - i. **Renewal of Last Year's Sponsors:** Emily Swanson, **Sponsor Logo page:** Carrie Cohen + Tayler
Communication with Sponsors: Dawn Payne emailing w/ Dave and in the works
Sponsor Thank You's on Facebook: Dona Norlander: have more people "like" FB post. Dave will put in the newsletter. Link Instagram to FB.
Sponsor's Gift Creation/Delivery: Erica Maggi: might have been some confusion about her last email communication. Does not seem interested in further participation.
 - c. Let's do a pro-rate sponsorship for any new sponsors who want to add for this year: 40%? Josh had done this in the past - look for his reference. Check with Senestraro on this
 - d. Change name on sponsorship email: has Melissa Nelson. This is on each individual email and Gmail saves the name from the past. Talked about the sponsorship form on the website. Tayler did a test to see if it works. Dave said it doesn't seem to be working?
 - e. Past fundraisers were 2 restaurants/dining. One was good, one was not so good.
6. Student liaison report (Calder)
7. Recruiting.
- a. Still searching for a volunteer to coordinate (a) fundraising/sponsorships - Tayler will print certificates and design sponsor logo page for programs, (b) uniforms - Michelle will try to get current helpers to continue
 - b. Bree will get a list of previous volunteers since beginning of the year to Dave who will send a targeted email asking for help/involvement. Bree will resend email to Dave.
 - c. March concert - hard "visual" sell for recruitment: board members please attend. Michelle will talk.
 - d. Last resort - personal calls
 - e. Sr member leaving : Pres, VP, At Large, At Large, Co-Hospitality (Alexis is talking to someone who may be interested)
 - f. Laurel and Kris: interested in sponsorship, talk w/ Dave after meeting
 - g. Sue (works at school so not available during daytime): interested in bake sale and Member at Large
 - h. Dona: continue with the FB sponsorship postings for this year.
 - i. Elect new members at May meeting
8. Khamille left 7:36pm
9. Adjourned: 7:47pm

2024-25 next meetings @ school: Mar 10 Apr 14	May 5 Jun 2
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