

BOPO MEETING MINUTES
DECEMBER 10, 2013
Submitted by Joan Drushel, Recording Secretary

Attendance: Joan Drushel, Hope Wright, Flo Demilia, Ditte Wolin, Brett Baker, Dan Heim, Janet McGrath, Elizabeth van den Bogert

Last meeting minutes on line

Tour (Hope Wright)

- Making sure money gets to Elizabeth van den Bogert
- Dan Heim not have sense of where people are with accounts
- Kirsten Radivoyevitch and Kim Conklin calling or visiting families if issues with payments
- A few kids may need scholarships, but also fund-raising
- 3 kids with no money submitted
- Only need to involve Brett Baker and Dan Heim if issues
- Brett and Dan to coordinate with Kirsten and Kim about tour meeting

Budget (Elizabeth van den Bogert)

- Patron donations doing well and will probably get more
- \$303 from Ten Thousand Villages fund-raiser
- Try for 50/50 raffle at Tiger Nation
- Senior messages in: more than expected
- Students raised less money with mixed bags and citrus than last year
- Will probably not get school board reimbursement for tour
 - Only need U-Haul for stop at nursing home in Ashland on way home
 - Maybe have some load it and meet tour on last day in Ashland
 - Need xylophone, bass drum, and tympani
 - Not a lot of extra room on busses
 - See if can borrow instruments from nearby college or high school
 - Dan suggested since we are giving performance gratis to nursing home, see if they can help find someone to loan us equipment. Offer to reimburse but give facility the responsibility.
- Biggest problem is tympani
- Give list of needed equipment to Kirsten so can begin to contact facility

CD's

- One CD term ends on January 1
- Goal to have 4 with 1 maturing each quarter
- Need more money in 2nd semester
- Check if available money market savings accounts with better rates
- Option to renew current CD for another year
- Motioned, seconded, unanimously passed

Non-profit status reestablished

- Need to register with each state visit during tour
 - This year Ohio and Kentucky
 - Audit by state showed something faulty with travel budgets with elementary and middle schools, but not high school
 - Problem with traveling across state lines and need state approval
 - Since tour approved early by school board, should be ok
 - Resubmit tour agenda to school board and inform tour is in Ohio and Kentucky

Make sure have paper trail so have record
Talk to Jane Simeri first about what we need to do: give her information and let her handle it
District money only towards directors and Jane Simeri compensation
School board mites show tour was approved
Make sure hotel information was in proposal to board
Traveling across state lines needs early approval, but not communicated to us
Put in our tour notes now so know how to deal with it next year

Fund-Raising (Hope Wright)

If student is in both IMD and VMD, can he use extra IMD money for VMD tour?
Look at this as special case and handle individually year to year
Can only do this if senior, underclassmen will carry over to next year
If happen repeatedly, will need to develop general policy
VMD will not allow money to go from VMD to IMD because of how they do tour
Pit Orchestra money goes through district
Checks go to high school account for auditing
District writes check to tour company
Accounting improprieties at lower schools
Meeting to occur among Hope, Ditte Jane, Toia Robinson
If ticket sales go to BOPO account, no special procedure
If ticket proceeds go to IMD student activity account, need to follow strict rules
Need to know what rules are
BOPO money outside of audit
Need to know before Tiger Nation 1-07-14
Malley's: sales high enough to get 33% of total

Program Book (Ditte Wolin)

Have first draft
Brett and Dan have pictures of ensembles
Final draft goal for beginning of January and to printer by 1-22-14
Brett having problems with computer, needs to submit his stuff to Ditte
Need pictures first as need to adjust them
Brett and Dan evaluations week after Tiger Nation

Citrus Sale (Janet McGrath)

To be delivered 12-13-13 at 3:30 PM at Elgin Furniture parking lot
Have sheets of what each kid ordered, need checkers to help check orders
2 kids said will have problems getting there for pickup
If cannot get there on time, can we temporarily store fruit at Bottlehouse Brewery?
Team orders: team members have to figure out divisions
One person ordered fruit last year and did not get order: give them gratis order
Where do we store extra fruit?

Communications (Flo Demilia)

Need to develop press releases and press kits for stories and media
Media interested in history of department and why it works the way it does

Orchestra Director's Report (Dan Heim)

Tiger Nation 1-7-14
Have not had too much time to devote to it so far
Able to get stuff organized an to lower school directors earlier this year

Most of program information ready now
Ticket orders from elementary and middle schools due 12-16-13
Kim to help with tickets orders to help Joan Bendix (new IMD assistant)
All tickets are "will call"
Problem with people requesting extra tickets
Need person to help with communication during break
High school parents told to wait until night of concert and not able to buy tickets ahead of time
Joan Bendix putting totals in spread sheet as get orders
Ditte and Hope will help during break
Toia wants assigned seating and recorded ticket numbers
Not reasonable
Need to have tickets with seat numbers on them
To avoid, make concert free or charge and allocate money to BOPO not IMD
BOPO then gives money to IMD directors
Need to find out rules and expectations and then explain issues
Communicate all issues with Jane
Ask if can grandfather Tiger Nation as process started before policy made
Communication issue: Dan was told about this but not Brett
Michelle Holy to help with stage management
Tri-M to help with student tours of high school
Should have adult with them
Joan Drushel can help all day with whatever is needed
Lunches in social room with staggered times
Five stage set-ups: need to find a way to do changes efficiently
OMEA Solo/Ensemble
Need to finalize selections
Paperwork handed out Monday: one per solo and one per ensemble
Dan talked with ensembles who fit OMEA approved configurations about what they need to do for contest
OMEA form
No place to request time: can write time on bottom
Dan to deliver forms to Craig McGaughey
Checks made to BOPO and IMD make one payment to OMEA
Deadline 12-21-13 so IMD can get money in on time
Not talked with Craig yet about concessions, etc.
OMEA approved music list on OMEA website

Band Director's Report (Brett Baker)

Eighth grade recruitment

Brett and Dan to go to middle schools for eighth grade recruitment presentation
Submit letter with presentation information to give to parents and eighth graders who miss presentations
Make pdf's of information and put on IMD website, including audition information
Mini newsletter at Tiger Nation and February concerts
Include Marching Band Camp information
List of concerts
Summer Music Camp

Tiger Nation

Host suggestions: Regina Brett (Plain Dealer), Tom Sperl, Patrick Mullen, Carolyn Warner, Richard Waugh, Susie Kaeser

Start with Susie

Meeting with Toia Robinson

Estee Gulden and Ditte met with Toia

Toia met with all music directors in district

Toia to come to all concerts and programs

Getting back to BOPO quickly

Communication big issue in district

She is making effort to work with us

Group of parents met with Ron Register and Dr. Wiley about issues at high school

Schedules, small school

To form small task force of parents and staff to address issues before official proclamations announced

Toia making effort to be active with music aspect of position

We need to recognize her effort and show appreciation for it

Some administrators trying to address issues, especially communication and recognize mistakes are being made and are willing to address them

A lot of turnover in administration

Need to continue ton work with parents, staff, administration, school board