

BOPO MEETING MINUTES
FEBRUARY 4, 2014
Submitted by Joan Drushel, Recording Secretary

Attendance: Joan Drushel, Hope Wright, Heather Kilbride, Ditte Wolin, Flo Demelia, Pam Bertraud, Jane Simeri, Daniel Heim, Kirsten Radivoyevitch, Elizabeth Van den Bogert

Minutes to be put on-line

Budget (Elizabeth Van den Bogert)

Tour: busses paid, more tour deposits in, 2 chaperones have paid

Malley's: \$835

OMEA concessions

2013: \$300 given by VMD as goodwill as balance unclear

Call Marcy Lieberman from VMD this week to see if know balance this year

More patron donations

Program ad totals not accurate, need to check among Ditte, Elizabeth, and Pam

Bounced checks

One for a mixed bags payment

Two of \$10 each for uniforms

BOPO charged fee for each bad check

OMEA orchestra fee paid

To be reimbursed \$230

Need to submit invoice

OMEA Large Group Event (Dan Heim)

February 21 at 9 PM

Call time 6 PM, leave school at 6:45 PM

Need 4 chaperones (Joan volunteered), 2 busses

Communications (Flo Demelia)

Made press release for Heights Observer about Winter Concert, OMEA results

Joy Henderson to distribute information to press

Cleveland.com and patch.com sent concert information

Person at Observer confused why concert on 2 nights

Newsletter (Hope Wright)

Done and mailed

Make sure use district envelopes with district return address

Need to have flap down

Everyone got one this time

Program Book (Ditte Wolin)

Currently at press

Lots of space this year for candid photos

Concert Hospitality (Heather Kilbride)

More people attend Friday's concert than Wednesday

Need volunteers to bring refreshments

Need help setting up stuff

Raffles (Hope Wright)

To have at least 2 baskets at Friday concert

Can also sell IMD bags and pillows

Volunteers (Ditte Wolin)

Need chaperones for OMEA large group event and concerts

Tour

Do not know if James Newberry is going on tour

Need more chaperones

Leslie Wilson has not gotten back to us

No male chaperone

Larry Smith could be chaperone as not driving U-Haul

Dan Heim and Brett Baker too busy with tour business

People from Ashland nursing home can transport instruments we need

Orchestra Director's Report (Dan Heim)

Snow days

No full 5 day school week so far in 2014

May need to pull out of OMEA Large Group Event if not able to be prepared

Try to get master class and OMEA review

Craig McGaughey cancelled VMD February 22 concert so auditorium open that week

Concerts

Tickets

If sell them through IMD need to fill out forms

If sell through BOPO need different form, red tape, and liability

Need to number tickets but not assigned seats

Two colors and number sets for each day and adults/children

Need to account for Wednesday tickets used on Friday

Ticket sellers need to get money to IMD right away who then need to get money to district treasurer office in 24 hours (or Monday for Friday's concert)

Uniform monitors

Need 2 monitors on Wednesday: one to monitor and one to be able to go to uniform room to get stuff

Only need 1 monitor on Friday

Get extra white blouses

Programs

Wednesday: 3-4 Chamber Ensembles, Concert Orchestra, Percussion Ensemble, Concert/Symphonic Band

Friday: More Chamber Ensembles, Gretchen Drushel's solo, Symphonic Winds, Heights High Symphony, Jazz Ensembles

Tour

Having hard time contacting clinicians in Cincinnati

Not getting any response with multiple contact attempts

Cedar Point with Concert Orchestra on May 10

Music in the Park

Roxboro choir also to perform

\$20 deposit per student due tomorrow

\$100 deposit due to event from IMD

Total of \$70 per student

So far nobody said they cannot afford it

Combined event fee, admission to park, t-shirt (\$7-9 for shirt)

Some students did fundraising

Deposit deadline February 9

Need check from BOPO

Dan to participate in work group with facilities

Meeting Thursday

To discuss what performing and fine arts want for new building

How to use swing space at Wiley

Opportunity to discuss with administration about restructuring whole IMD program from
Elementary, Middle, and High School

Brett Baker helping to get greater support from administration for Joan Bendix's position

Tour (Kirsten Radiovovitch)

Kirsten and Elizabeth met about deadlines

Need absolute numbers by February 11

Then will call places events, restaurants

Need to figure out if a few students will attend

Need 1 more chaperone

Lunches prepaid

Not giving kids money for lunch

Union Station: sign up for box lunch

College campuses: meal voucher card for all you can eat at cafeteria

See if CHHS alumni at colleges can eat with students

Avoiding taking a lot of cash on bus

Chaperones need to sign up for box lunches

Sign-ups for lunches, loading crew, bus captains,

Room sign-ups on Thursday: all in same room on same bus

Invoices

Send invoices to Elizabeth

Need to reconcile totals

Problem with getting invoice total for hotel security: original contact person fired and not
given total by new person

Instruments arranged for all sites

No need to unload drum sets at OSU

Leave Heights about 7 AM

Avoid hitting rush hour traffic

Allow for enough time for set-up at OSU

Can do drop-off right at music building

Jazz Ensembles need to wear jazz uniform on bus

Scholarships

Not discussing scholarship needs at meeting

Kim Conklin and directors to discuss and give information to Elizabeth

Maintain anonymity

Refunds

\$100 deposit not refundable

Fundraising can stay in accounts

Should we have a set policy or deal with issue case by case?

Should it be different if not go on tour because of emergency or grades/behavior?

If due to something totally within student's control, BOPO should have rule about whether
the money is refundable

Not want BOPO in position to alienate people or cause lawsuit

Probably can refund money except deposit

This year

One student not going after paid in full: decision by student and parent
1-2 with behavioral issues: on paid in full, other not sure
Still a few stragglers with payment

BOPO Scrapbooks (Ditte Wolin)

Old scrapbooks in BOPO archives falling apart

Talking to archivists

Grant to preserve materials in archives

BOPO approved to match \$200 for volunteer hours and materials

Store at Coventry

Need to put in boxes to store

Need to take down senior soloist pictures and store them with captions to fix Wall of Fame

Moved, seconded, approved

Possible senior project

Tri-M can help

Need to go through old program books to find missing soloists (recently and in 1980's)

Need to sort through IMD archives

Students Ambassadors

Monticello concert: Gretchen Drushel, Ian Bartz, Geno Aikens to play with middle schoolers

Britanny Rabb to go to Monticello to talk to them about summer music camp