

La Cueva Choir Boosters Meeting Minutes

Monday, June 5, 2017

Called to order at 5:13pm

Attendees: Deanna Amend, Clovis Martin, Del Reanne Wilson, Susan King, Sara Martin, Kristi Ingle, Marty Brown, Karen Schroeter, Shannon Jaramillo, Larry Alei, Alex Gallegos, Holly Carey, Linda Rasheed, Natalie Eames

Vision: The key to success is organization that provides consistent, timely and clear communications to parents, community and volunteers, combined with a repeatable process for future involved parties to maintain synergy. Keeping volunteers excited and involved will allow for the best support of the boosters goals.

Choral Director (Deanna Amend)

- An ex-officio (non-voting member)
- Provided background history and scope of the choir program.
 - In comparison we are one of the younger programs in NM. Show choir started at LCHS in 1989 and has evolved over the years.
 - With 4 ensembles our program is set up well for her predecessor next year.
 - Treble Choir will be introduced to a new choral style focusing on a cappella and competing in an a cappella contest in Rio Rancho. Would like to bring in a clinician to work them and new music will need to be purchased.
 - Suggested Mixed Choir has a retreat this year.
 - Main Street weekly evening rehearsals will move from Tuesdays to Mondays.

President (Clovis Martin):

- Roles of executive board members were reviewed. *See below.*
- Planned Committees for the 2017/2018 school year. Need to fill open positions.
 - Costumes (Lynda), Large Competitions (open), Choir Camp (open), Props/Visual Coordinator/Creation (open), Equipment Crew/Sound & Lighting (Larry), Major Fundraising events/Madrigal (open), Bear Wear (Kristi), Fundraising (Marty)
 - Choir Representatives- Only one rep per choir needed.
 - Concert Choir (Natalie Eames); Main Street (Holly Carey); Treble Choir (open); Mixed Choir (open)
- Discussion about a social for show choir families during the week of their camp. Tentatively planned for July 18th 5-6pm at North Domingo Park.
- Report all feedback on processes to Karen Schroeter at Karen.s.schroeter@wellsfargo.com who will collect and organize this information.

Vice President (Del Reanne Wilson):

- Working on sponsorship opportunities
- Creating marketing campaign calendar
- Updating board organizational chart
- FunRaising
 - Has made contact with First Eagle and Santa Fe Bank for sponsorship.
 - “Breakfast with the Stars” was discussed with possible date of September 9th. Will coordinate with Kristi Ingle on this event.
 - Will conduct a separate meeting with Marty and others interested in brainstorming FunRaising opportunities.

Treasurers (Susan King and Sara Martin):

- Sara
 - In charge of bookkeeping and reconciling
- Susan
 - Handles receivables
 - Statements will go out on first day of each month starting July 1st.
 - Discussion on making the balance due on statements clear
 - Add upcoming fees/full payment amounts.

Secretaries (Traci Remington and Shannon Jaramillo)

- Minutes
- Email communications
- Website
 - Will keep website up to date, with website/communications...directed by Deanna & DR as Liaison.
 - Shannon, Traci & one other will have access...
 - Website flowchart was distributed for review
 - Discussion on moving from current website to one on Weebly. It is very easy to use, cost effective and can provide us the tools we need; key factors for a nonprofit with parent volunteers that can rotate yearly. Since time and cost have been occurred for current website more thought will be done on this matter before any transitions occur. Training at a cost will be needed if we continue with the current website.
- Send out Sign up genius links to choir families created by Natalie
- Update and maintain calendar
- Social Media (Facebook)
- Week at a Glance “Choir Notes” is in development
- Support by Karen Schroeter
 - Contact master list
 - Add incoming mixed choir when list received
 - Create and update Volunteer master list to be provided to Natalie and Linda
 - Other master docs edits

Event Coordinator (Linda Rasheed):

- Event Coordinator plans event needs & timing. Coordinates with Natalie on volunteer needs.

Volunteer Coordinator (Natalie Eames):

- Volunteer Coordinator supplies people available for events to event coordinator (Linda).
 - Will create a Sign Up Genius for all events. Has requested a 3 week notice before the event of needs whether it is volunteers and/or supply donations. Creating a separate Sign Up Genius account so it can be passed on.
 - Provide committee chairs with volunteer information so they can contact them directly and explain needs.
 - Discussion about making volunteer hours part of the lettering requirement for students
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2017/2018 Budget

- Each line item was reviewed and updated if necessary.
 - Natalie motioned vote for 2017/2018 budget and all approved.
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FUTURE IDEAS/Follow-Ups:

- Show Choir family social July 18th 5-6pm
 - FunRaising Committee meeting
 - Website; make decision to stay with current or transition to a new one
 - Show stage lighting purchased within budget constraints
 - Liaison for new families
 - Have student choir presidents notify booster secretary of bonding activities so parents can be notified and made aware.
 - Need Choir descriptions/includes class requirements (show choir and curricular)
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Meeting concluded at 8:17pm

Next booster meeting: Tuesday, August 22nd; 6-7pm board and 7-8pm all choir families