

Minutes
Mahomet-Seymour Music Booster meeting
Monday, November 12, 2007
7:00 p.m. Mahomet-Seymour High School

Attendees: Chris Johnson, Jan and Max Guthrie, Karen Badger, Nancy Tolar, Mark Igoe
Billie Waddell, Bob and Karen Conrad, Cindi Eustice, Leslie Knicl, Karen Sanders, Kathleen Carroll, Barbara Semeraro

Music Directors: Michael Stevens, Matt Kutyllo, Jill Rinkel, Leslie Manfredo

- I. **Call to Order** – Chris Johnson, Booster President, called the meeting to order at 7:10 p.m.
- II. **Incorporation, proposed by-laws, and related organizational issues** – Fred Heinrich was invited to attend the meeting to review the incorporation process. Mr. Heinrich has assisted the MS Athletic Booster and the MS Drama Club organizations with their incorporation as not-for-profit organizations. He stated that it is up to the organization to decide whether or not to proceed with the incorporation process. The main reasons to incorporate within the State of Illinois are: 1) liability protection for the Board members when entering into agreements and contracts, and 2) volunteers of the organization receive liability protection.

The costs to incorporate are: \$75.00 State filing fee; \$25.00 recording fee; and an annual fee of \$5.00. Additional expenses would be incurred to file for a Federal tax ID number, etc. Mr. Heinrich will waive his fee for overseeing the incorporation process.

The steps needed are: 1) file the Articles of Incorporation document, 2) file for a EIN number, 3) meeting of the Board of Directors to approve the new by-laws, 4) file with State of Illinois that we are a fundraising organization, and 5) file for 501(c) 3 status. Several items were discussed in regards to what type of organization we are or should be (a member driven organization, or a board driven organization), the keeping of books and records (document everything), and perhaps having 2 Board members sign checks (currently only one board member is needed).

If the current Booster organization wishes to proceed with the incorporation process, Mr. Heinrich requested that the organization inform the school district that the existing Booster organization will be dissolved and the funds transferred to the new organization.

Chris thanked Mr. Heinrich for preparing the proposed by-laws and Articles of Incorporation and for taking the time to attend the meeting to inform the board of the incorporation process.

- III. **Review and approval of October, 2007 minutes** – A correction to the October, 2007 minutes within the Chorus Directors report. The minutes should read that, "We had 27 junior high school students participate (7th and 8th grade)." A motion was made (Badger), seconded (Conrad), and carried to approve the October, 2007 minutes as revised.
- IV. **Treasurer's report** – Max and Jan Guthrie presented and discussed the treasurer's report through October 31, 2007. We received \$2,127.49 for Dawgpalooza 5. And most Marching Bulldog Festival income and expenses have been recorded. The event raised a little over \$11,000. A motion was made (Semeraro), seconded (Rinkel), and carried to accept the Treasurer's report as presented.
- V. **M-S Hawaii treasurer report** – Cindi Eustice distributed the Hawaii 2008 Treasurer's report. Not all expenses for the Trivia Night III event have been paid and there are still a few outstanding expenses for the Luau. The students' accounts have not been credited for the Luau tickets.

Old Business

- I. **Marching Bulldog Festival** - On behalf of the music directors, Michael Stevens thanked everyone for organizing a very successful event. Several visiting music directors and fans did make a point to stop and compliment our festival.
- II. **Trivia Night** – Leslie Knicl thanked the committee for organizing and running the November 3rd event. We expect the event raised around \$1,200 for the Hawaii trip general account. Plans are underway for the next Trivia Night, scheduled for March 15th.

The large capacity coffee makers owned by the Boosters need to be replaced. They do not work very well (one does not heat water). A motion was made (Badger) and seconded (Sanders), and carried to authorize up to \$150.00 to purchase 2 new large capacity coffee makers. Leslie Knicl agreed to purchase the new coffee makers.

- III. **Dawgapalooza & Luau final updates** - We received \$2,127.49 for Dawgapalooza 5. Regarding the Luau, we are putting \$5,592 into student accounts for tickets they sold and have \$8,056 currently remaining with two bills to be paid that we haven't received from The Citizen. After those two bills are paid the remaining amount will be put in the general account.
- IV. **Hawaii Trip update** - Leslie Manfredo reported that the next fan and/or student installment payment is due by February 1, 2008. Final balance payment is due around April 1, 2008. Dates for the trip are: leaving June 9, 2008/return June 15, 2008.

Cindi Eustice stated that we are limited to 6 checks drawn on the account per month. Fees are imposed for every check issued over the allotted 6 checks per month This is a restriction due to the type of account (money market account).

- V. **Other** - no other business discussed.

New Business

- I. **Discussion from Max & Jan Guthrie regarding new corporation** – Jan and Max asked the group to consider a few administrative details, especially if we proceed with the incorporation of the organization.
 - Should the Festival account and the general account be separate accounts (current practice) or combined (proposed). The Festival requires access to funds to organize and run the event. The current policy of funding the Festival account (up to \$2,500.00) does not adequately cover the operating costs. There seems to be little reason to have separate accounts, at this time.
 - What is the tax status of the current organization, since we have no official standing within the State of Illinois. Could the organization be obligated to pay state and federal taxes.

The Board agreed to proceed with the incorporation process. Jan and Max Guthrie, and Barbara Semeraro will review the proposed by-laws presented by Fred Heinrich and update as necessary. They will have Mr. Heinrich review the proposed changes. Once Fred approves the new by-laws, they will distribute the by-laws to the current Booster board and directors. A December meeting might be called in order for the board to discuss the proposed by-laws.

- II. **Other** - no other new business discussed.

Director's Reports

- I. **Michael Stevens** - He has contacted Tom Harpst about the Lion's Club 4th of July parade cash prize. We have never received our portion of the 2nd place prize (\$800.00). To find out, funds are distributed to the sponsoring country (ours was Thailand) and it is left up to the sponsoring country to distribute/or not distribute the prize money. We are still waiting for the Thailand organization to release the funds to us.

Marching band concluded with the Indoor Marching Band Festival on Thursday, November 1. He thanked everyone for making this a great season. Concert and jazz bands have started.

Three students performed at the Nov 3, 2007 Jazz District Festival: Nicki Johnson, Tyler Starky, and David Rausch

- II. **Matt Kutyllo** - A big thank you for a fun Trivia Night. Chair tests are soon. Madrigal brass are coming along well. Several junior high school students will perform this weekend at the District Festival.

- III. **Leslie Manfredo** - The choirs have had several guest conductors: Karyl Carlson (ISU Madrigals) worked with the Madrigals on November 5th and Chet Alwes (University of Illinois) worked with the Madrigals on October 29th and the Concert and Chamber Choirs on November 7th.

Madrigals will be taping for WICD TV program "Sounds of the Season" on November 14th. General tickets go on sale at the Thursday, November 15th chorus concert.

Twenty-two high school students will perform at this weekend's District Festival. Three students, who received 1st place grades, will audition for National Anthem signers (State Festival). They are: Tim Eustice, Liz Colravy, and Aubrey Henderson.

And we will host the Greenville College Choir this Friday, November 16, from 3:00-4:30 p.m. Light snacks and desserts are planned.

- IV. **Jill Rinkel** - Jill will place another order for Hawaii t-shirts (travel shirts) soon. The original order was for students only so they could be worn at the Trivia Night.

Upcoming concerts:

Tuesday, November 13:	7 th & 8 th grade music concerts
Thursday, November 15:	HS Choral concert
Saturday, November 17:	JH-HS IMEA District Festival
Sat/Sun, December 8/9:	Madrigal dessert/dinner performance
Tuesday, December 18:	5 th & 6 th grade music concerts

Meeting was **adjourned** at 8:15 p.m.

Next scheduled meeting: Monday, *January 14th at 7:00 p.m. in the HS Music Department*

Respectfully submitted,

Barbara A. Semeraro
Secretary
2007-2008 MS Music Boosters