

St. Francis Choir Boosters Meeting Minutes

July 10, 2017 – 6:00 PM

Athletics/Activities Conference Room – A112

Attendance:

Officers:

Paul Anderson, President
LuAnn Anderson, Vice President
Denise Keller, Treasurer
Charlene Provost, Secretary/Communications

Director/Committee Members:

Jodi Hennen, Jill Kent, Amy Meyers, Karen Olson, Teresa Peterson

Call to Order at 6:00 p.m.

Approved Minutes from 6/5/2017 Meeting

Treasurer's Report

- Funding \$2000 for busing.
- Tax preparer is willing to give a discount given expectations weren't met. Considering giving her another chance next year.
- Denise will explore process for changing the official name for taxes to St. Francis High School Choir Boosters.
- Completed several reimbursements for expenses incurred by Choir Booster members.
- Balance is at \$7500, which is relatively low. Need to rebuild through fundraising and parent fees.
- Transitioning treasurer role to Denise Keller. Plan to visit bank in the next two weeks to change approval names.
- Discussed the approval process for purchases, specifically whether there should be two signatures for checks. Decided not to change the process since there is an accounting of the treasury and expenses are often needed quickly.

Director's Report

- Competition registration fees will be needed or committed soon.
- Discussed the plan for handling fees from students. Requesting the full amount, but accepting a payment plan that allows fees to be spread from August to December.
- Happy with the Show Choir meeting in general. Need to host another meeting in the coming months to ensure information is communicated to the parents who were unable to attend in June.
- Need to continue discussions on finances, fundraisers, and sub-committees.

Fundraising Report

- There are no current fund raising initiatives scheduled for the summer.
- Still need a Fundraising Director for the 2017-18 school year
- Amazon Smiles is ready for promotion whenever the decision is made about the official organization name change. Currently the Choir Boosters are officially named "The Overtones-Family and Friends of the SFHS Choirs" with the Federal government, which is confusing for those who wish to look us up as an official charitable organization.
- Jodi Hennen agreed to lead a silent auction opportunity for enhancing the Madrigal Singers' Dinner and Fundraiser, leveraging the performances to increase fundraising revenue.

Communications Report

- New Q&A article about Mr. Telschow was published on the website and promoted through the Facebook channels. An abridged version will also appear in the August issue of The Courier.
- Planning to interview Mr. Beaupre and Amanda Tesdahl in a similar Q&A articles.
- Attempting to centralize communications through the website and consolidating Facebook pages.
- Working on a monthly newsletter (email) to all choir parents, compiling news and noteworthy items and reminders. Anticipating the first issue to publish in August.
- Developing a “Student/Parent Information” section for the website to hold information packets, expectations, announcements, and more. Plan to launch after Mr. Telschow has an opportunity to hold a few more parent meetings.
- Exploring opportunity to consolidate the three Facebook accounts related to choirs (Bridge Street Singers, Prima Voce, and Choir Boosters)
- Adding a link to the Achieving Dreams fundraising opportunity.
- Need volunteers to serve as a communications committee.

Items for Discussion:

Old Business:

Meeting location will remain at SFHS, with the next meeting to be held August 7 at 6:00 pm.

School year meetings will continue to be held on Mondays at 6:00. Hoping this timing will be advantageous for parents who are transporting students to/from Show Choir practices.

Monthly Choir Newsletter will serve as an opportunity for broader awareness, engagement, and general reminders to all choir parents. Will seek “news” from each of the committee leaders.

Paul discussed the need for strategic subgroups beginning with three subcommittees for Budget, Bylaws, and Fundraising. All three areas need small teams to review and formalize structure in each respective area. He will route an email to solidify commitment from board members to lead these efforts.

New Business:

Tabled further discussion about the June Show Choir Parent Meeting until August given time constraints.

Mr. Telschow provided a preview of the mandatory meeting for Madrigal Singers and their parents, which was held immediately following this Choir Booster meeting. The focus was on setting expectations for the coming year, sharing a return to a committee approach for volunteers, and getting the students started on their summer script writing sessions.

Open Items:

Exploring options for a “Parent Mentor” program to engage and inform parents of incoming students. Mr. Telschow will provide more documentation on how this worked at Bloomington Kennedy.

Meeting Closed at 7:10 p.m.