

Northwest Band Parent Organization Meeting 2/9/2023  
Location: Northwest High School Band Room  
Minutes prepared by Michelle Kurtz, NWBPO secretary

\*\*\*APPROVED 3/9/23\*\*\*

ATTENDEES:

Michelle Kurtz	Kris Lachenmaier	Nicole Opfer	Becky Lachemaier
Christiana Rau	Valerie Fouts	Keri Songer	Marilee O'Donnell
Sharon Divingnzo	Stacey Walter	Chris Strohmaier	Kelly Jackson
Jon Rech	Katie Wittmer	Chad Allison	Tiffany Allison

Agenda:

Call to Order

Minutes of the Previous Meeting

Treasurer's Report

Committee Reports

- Equipment
- Fundraising
- Concessions
- Uniforms
- Volunteers
- Wolf WearHouse
- Website/RevTrak
- WMI

Old Business

- follow up concessions/athletic boosters policy changes
- liability insurance

New Business

- Iowa Biennial Business Report
- Blue Note Jazz Festival plans/update
- Board slate for 2023-2024 planning

Band Director's Report

Adjourn

Upcoming Dates

- 2/12 Winter Guard/Indoor Performance IIMA Marion
- 2/14 All-Iowa Concert Band Festival, Atlantic
- 2/17 Tall Corn Jazz Festival, UNI
- 2/18 Perry Band Olympics
- 2/20 Winter Band Concert, NW Auditorium
- 3/4 NW Blue Note Jazz Festival
- 3/7 NW Jazz Showcase, Prairieview ?
- 3/9 March BPO Meeting

## Meeting Notes

**Call to Order** at 7:02pm by Becky Lachenmaier

**Minutes of the Previous Meeting-** Motion to approve, Christiana Rau, 2nd Stacey Walter. Approved

**Treasurer's Report-** Valerie Fouts 1) Looking at a way to more directly do bank transfers from the vocal BPO to band BPO for the copier lease 2) SCIBA Jazz concession money was received 3) WMI \$1551 received, total of \$3700 4) Received checks from WMS parents for \$250 in donations (checks had been written in August but were not received by BPO until recently) 5) Can shack received \$170 for BPO, approx \$37 earned per kid per shift 6) \$815 total WMI money for golf cart tips/advertising fees, split with Waukee. Also \$4700 for WMI ticket sales and \$3300 for the 25% of total state ticket sales 7) missing 6 entry fees from WMI, if receive these, would be additional \$525 total 8) external review was completed, notes from this review a) credit cards earn points-these will be cashed in by directors for cash credit towards statement balance b) they wondered why the CD was not listed-we do not own this yet (will be listed once that split is done) c) wondering why the BPO did not receive all of the credit card receipts-treasurer reviews statements and can request receipts if any clarification is needed d) they also had a question about the student liabilities-those do not change monthly 9) Valerie questioned how car decals get to people when they are ordered on revtrak- Sharon D. gets a report and gets these directly to the people that order them

Motion to approve the Treasurer report by Chad Allison, Tiffany Allison. Approved.

## Committee Reports

**Equipment-** no report

**Fundraising-** Need sorters for can shack. The cans fill up quickly in the shed. There is a lock box for the key with a 4 digit code and Sharon and Becky also have keys if needed. She mentioned mattress sale, this is not being done this year. That process starts several months in advance of a sale. Sharon said Culver's and Pizza Hut fundraisers are coming up. No details on either. Also mentioned a butter braid sale. Discussed this should include the current 8th and 9th graders so they can earn funds for a future trip. Sharon said she would work on getting this set up.

**Concessions-** Stacey Walter-working on Blue Note Jazz concessions at NWHS and then will also work on concessions for the joint IIMA Waukee event held at WHS.

**Uniforms-** said were told that Indoor does not have uniforms yet and may be using the bibs from the marching band uniforms but have no further information on this.

**Volunteer-** no report. Katie Wittmer created the Blue Note volunteer sign up, Michelle Kurtz will create the IIMA Waukee event sign up.

**Wolf Warehouse-** will probably plan a "pop up" event in August. Might try to coordinate with the football scrimmage.

**Website/RevTrak-** Shirts were removed from RevTrak. Let Nicole know if anything needs to be updated on the website.

**WMI/state marching band contest-** date is set for 10/14/2023. Jon Rech is planning to talk with the district about reserving all of the necessary items in May. The procedures may need to be adjusted to be able to get this done sooner (as had been done before the district started requiring they do that part of the process). It is less stressful when these things are done ahead of time.

## Old Business-

Follow up on concessions/athletic boosters-Tad and Becky have a meeting planned with the athletic boosters on 2/23

Liability insurance-waiting for the district to pay the policy

## **New Business-**

Winter Guard-Keri Songer (leader) spoke today. There are 23 high school kids (WHS +NWHS) and 19 kids in grades 6-8 in the winter guard. They are going to Marion on Sunday and to Minnesota on 3/4/23. Revtrak link is now open for donations. Budget includes approx \$1300 for flags (24 for group plus 14 other flags) and approx \$1200 for uniforms (ordering on Amazon, less expensive and faster to get than other options evaluated). Asking for BPO to cover expenses if not met through donations. In addition, the floor they are using has been in use since 2019 and will need a new floor next year. The weapons they are using for the show are hard on the floor. In addition, she is requesting t-shirts be provided by the BPO for all of the Winter Guard participants. These will be shirts that the participants keep after the season. Requesting 50 shirts, no price yet. Requested total of \$400-500 to cover the cost of these shirts (this can be split with Waukee, with split dependent on how many kids are participating from each school/feeder). Motion to approve maximum of \$350 (from NWBPO) for these shirts for the participants to keep by Christiana Rau, 2nd Nicole Opfer. Approved.

Iowa Biennial Business report-has been filed. The email for this is the NWBPO president email, needs to be completed every 2 years.

501C3-still waiting on this to finalize.

Board Slate for 2023-2024-(many vacancies due to parents being of current seniors) Stacie Tigges will resign from at large rep, Valerie Fouts will resign from treasurer position, Michelle Kurtz will resign from secretary position as well as Winter Showcase/IIMA Waukee coordinator position, Stacey Walter will resign from concessions, Sharon Divingnzzo will resign from fundraiser position. It is not known if Kathy Bernreuter is doing volunteer coordinator position. Also a vice president position open.

Katie Wittmer spoke about upcoming Blue Note jazz event. Jazz Lab will play at 12:20, Jazz Orchestra will play at 5:20pm. Need a lot of volunteers for the event. Will be a separate sign up for students. Discussed that volunteers at the recent show choir event at NW had adult volunteer t-shirts and would like to do this for this event also. It makes it easier to identify people that are volunteering. Want these shirts to be returned when done volunteering and hoping to have some sort of prize to encourage people to return these. Would like to order 80-100 shirts for this. Found a place to order the shirts for \$6.50 each. Christiana suggested ordering larger size shirts as people will put them over their existing clothes. Request by Katie for \$650-700 for t-shirts for adult volunteers. Motion Jon Rech, 2nd Kelly Jackson. Approved. Concession funds will go to the NWBPO. Jill Kimpston is creating a program. Katie is working on getting advertising funds. Katie and Valerie are looking in to using what the vocal music BPO used for their square type device for credit card sales as this worked much better. Cash for concessions will be through NWBPO (will need cash boxes).

Katie will check with Jim Duey regarding hot spots.

Chris Strohmaier discussed that the cash ticket sales will need to be taken by a district employee per a state law. Admissions will be done by online pre-order as well as credit card at the event. Any cash at the event will need to be taken by the district employee with a district cash box.

This event will have a lot of up front costs for t-shirts, signs, etc. There are 30 bands scheduled for the event in 3 different centers. Max capacity of the event would be 36 bands. Fee was \$200 per school for the festival (many of the schools have multiple bands participating). Judges cost \$5800, misc expenses (signs/t-shirts, etc) \$2500, plaque awards \$300. The first year will have the most upfront costs, still hoping to profit \$7000-8000 (will not be known until after the event).

First band warm up 7:20am, perform 8am. Will have concessions open at about 7:30am. Set up can be done anytime after 2pm on Friday.

**Band Director's Report**-as above regarding the Blue Note jazz festival.

Kids are busy doing a variety of events.

Want to make sure to include current 8th and 9th graders when coordinating future trip plans/  
fundraising opportunities.

**Adjourn**-8:20pm motion by Christiana Rau, 2nd by Kelly Jackson, approved.

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