

CVHS Orchestra Boosters  
General Meeting Agenda  
Tuesday, December 7, 2021

**Call to Order 7:00pm**

**Welcome members**

Stephanie Williams – President  
Laura Conrad – Vice President  
Karina Robinson – Treasurer  
Courtney Harman – Secretary  
David Dain – Website Coordinator  
Sandra Young – Uniforms  
Randi Schafer – Fundraising

Welcome Parents! We meet every first Tues of the month.

**Chair Reports**

1. President – Stephanie
  - a) Mrs. Payne is not in attendance; she is taking a well-deserved wellness evening as she prepares for end of year concert and semester activities.
2. Treasure Report – Karina
  - a) There has been an overpayment of regional fees; Karina is looking into options to apply balance: refund seniors, contact parents, etc.
  - b) We received email approval for one \$95 sponsorship for a student to attend the Disney trip. Mrs. Payne is working directly with the student for privacy.
  - c) Final butterbraid profit is \$1686; another great year.
  - d) Boosters fees: 21 open
  - e) T shirts refund in process due to color realignment between front and back
  - f) Stephanie approves the budget report; Laura seconds
3. Secretary – Courtney
  - a) Stephanie moves to approve the Nov 2021 minutes; all are in favor.
4. Fundraising – Randi
  - a) Restaurant Night Jan 12 @Someburros from open to close (30%)
  - b) Orchestra Car Decals are in; we will sell them for \$5 at the concerts.
  - c) Valentine's dinner:
    - i. Cafeteria has been reserved for Feb 11. Seating capacity is 126 people.
    - ii. Food has been ordered from Bacci's with Delivery. \$7-7.50 per head for food: Pasta with Chicken Parmesan or Meatballs; cream or red sauce; salad and bread. \$.25 per drink (tea, lemonade, soda); \$.60 tiramisu.
    - iii. We will use Butcher Paper with markers for tablecloths.
    - iv. Addison (student) will take pictures; we will set up a photo booth.
    - v. Planning \$35 entrance fee
  - d) Valentine's dinner:
    - i. Cafeteria has been reserved for Feb 11. Seating capacity is 126 people.
    - ii. Food has been ordered from Bacci's with Delivery. \$7-7.50 per head for food: Pasta with Chicken Parmesan or Meatballs; cream or red sauce; salad and bread. \$.25 per drink (tea, lemonade, soda); \$.60 tiramisu.

- iii. We will have 11 trays of food that needs to stay warm. We have 12 warming sternos available. We only have 5 frames, however; committee will work on securing additional frames.
  - iv. Randi will procure serving utensils.
  - v. We will use Butcher Paper with markers for tablecloths.
  - vi. Addison (student) will take pictures; we will set up a photo booth.
  - e) Hoodie sales are in process; 9 orders so far, most with name. First order submitted Nov 30, next one after concert and weekly after that.
5. Uniforms – Sandra
- a) We need to order the following replacements due to wear and tear: \$3 bow ties, \$7 cummerbunds; 25 of each; total of \$250.
6. Decorations/Reception
- a) We will form a Valentines Dinner committee to finalize and execute the plan for food and decorations. Randi will chair. Laura will participate. We will seek parent volunteers. Stephanie will create a sign up genius to allow parents to contribute. Tickets will go on sale by Jan 10.
  - b) Planning on 25 tables: 16 tables of 6 and 9 tables of 4. We all agreed on the color scheme proposed in the meeting (flower wall example provided by parent)
  - c) Next concert is Dec 9; Orchestra is not responsible for decorations this time. Volunteers lined up for cookies, still need help with setup and clean up. Please arrive at 6:15 for setup.
7. Website/Social Media/News – David
- a) David has updated the security certificate to address issues people are having accessing the website.
  - b) David has streamlined the photo galleries to make them load faster and be more visually appealing.
  - c) Calendars have been updated through February; need to add Someburros restaurant night.
  - d) David will add all events including strolling string events.
  - e) Question: Can we use forms on the website vs having to use event brite? e.g. use forms on the Valentines page to submit fees, collect ideas, volunteers, etc.

**Director's Report – Crystal**

- 1. Principal Dumas is encouraging parents to leave positive reviews for CVHS on greatschools website.
- 2. We expect to receive first invoice soon for Simply Three workshop; we will need to pay first half up front.
- 3. Trip fees are in process for Disney trip.

**New Business – none to report**

Next meeting Jan 4 '22

**Adjourn 7:29pm, Stephanie moves and Randi seconds, all are in favor.**