

Westfield High School Band Booster Board Meeting 2011-2012



September 26, 2011

Attendees: Murri Serbu(President), Rae Layton(Volunteer Committee Chairperson), Sue Comer(Social Event Director), Mary Coleman(Secretary), Theresa Carpenter(Director Support), Jim Plymyer(Treasurer), KT Tarro(Marching Band Chairperson), Kym Sunday(Vice President)

Call to Order- Murri Serbu at 6:35 pm

- ❖ Meeting minutes for board meetings and general membership meetings will be typed and posted on the band website. Mary will assure this is completed.
- ❖ We are going to start a feedback form for parents to complete after major band events. Kym will review the new form and its' planned use, at the general membership meeting
- ❖ Rae Layton was elected last week by the board to fill the vacant board position of Chairperson of the Volunteer Support Committee. Rae will introduce herself at the meeting and review the plans for her position at the general membership meeting. KT and Rae will work to coordinate volunteer needs and Rae's transition into the position. We plan to begin trying to complete our volunteer needs in Charms after we get through marching season
- ❖ Rae will also discuss the upcoming car wash at Chick-fil-A on October 8th and the plans we have to expand the 50/50 raffle. This year so far the 50/50 raffle has been very successful. Rae will continue to chair the 50/50 raffle. We are looking for leads to take over other fund raising events. Currently we need someone to chair the car wash.
- ❖ Jim will discuss the financial statements at the general membership meeting
- ❖ Theresa will review the use of Charms, at the general membership meeting and the importance of parents completing the registration forms in a timely manner. KT pointed out we have several forms from parents missing signatures. Theresa is going to scan the forms and send them to parents and request signatures. Theresa also indicated Charms has many possibilities for usage and we need to explore those uses and implement the use of Charms.
- ❖ Theresa is currently working through all student records to validate accuracy in Charms
- ❖ Theresa, as Charms administrator, has reviewed our access levels to Charms. Only the president, system administrator, Mr. Panoff and the treasurer will have full access to Charms. All others will have their access granted based on their need.
- ❖ There was a discussion as to the medication forms and their intent. Mary will follow up with Terri Towle in student services and report back to the board
- ❖ Sue will review the upcoming social events at the general membership meeting. We have 8th grade night coming up on the 6th of October. Sue will need parent volunteers to help with this night.
- ❖ Sue also reviewed problems she is having with making room reservations with the school and having the rooms opened on time for her to complete the social event we are having. She will review her concerns with Mr. Panoff for him to take appropriate action
- ❖ Mary will review the recent newspaper article we had in the Centreville Patch and the upcoming planned articles in the Centreview and the Watchdog, at the general membership meeting.
- ❖ Mary will add points of contact to the website for marching shoes, hats and uniforms.

The meeting ended at 6:28 pm.

Respectfully submitted,

Mary Coleman
Secretary