



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 8/20/19 – 7PM, Tavern on the Main

(Amended 8/26/19)

PRESENT AT MEETING: Jon Liu, Vilma Dennis, Kyrstin Jensen, Norma Fenech, Kristine Hill, Beth Vanderwill, Aubin Rose, Debbie Natinsky, Meghan Heikkinen, Mr. Jensen, Susan Shelton.

CALL TO ORDER: 7:19 PM

PRESIDENT REPORT – Jon Liu

- Jon would like to make our board transparent, make it fun, and be able to pass along a well-run board to the next president board as well as band parent volunteers
- Review Board Positions duties per by laws: Kristine is responsible for finding new board members when it is time. Kristine is also Jon's right hand person. Megan and Norma are the treasurers and will try to make things more transparent and get the money more organized. Taxes have to be done.
- All communications go through Beth she is responsible for email, constant contact on all accounts. We are hoping to get all email and questions to Beth on Sunday nights so that she can get the information out on a weekly basis to the FB page, Web page, etc. Also, trying to get info to non-Marching Band parents we need to get their emails in Constant Contact.
- Debbie, Beth and Susan are to check and see what email questions are coming in and get them to the right person to answer them.
- Best way to communicate with Directors is TEXT! Jon sent out numbers today on Remind.

SECRETARY REPORT – Susan Shelton

- Over-seeing Sign Up Genius log in to give to committee chairs so that they can send out sign ups for their events. Send out sign up genius info to Beth to get posted on the Website and Facebook.

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

- Treasurers to review budgets that were emailed by Jon. Would like to create a budget for each event/committee and keeping better track of money allocated.
- Possible use of Venmo or Pay Pal to use at Tag Days, tailgates, and on emails/website

DIRECTORS' REPORTS

Dave Jensen

- Marching Band uniforms we will distribute on 9/5/19. Tuxes need to be distributed September 12th before Tag Days.
- The city of Royal Oak to have Holiday parade, Dec 14, 2019. Mr. Jensen working on the city to see how much money we will receive from them. This is the week after the Berkley parade. Mr. Jensen is looking into getting a bus for the Berkley Parade.
- Varsity Letters to be handed out soon.
- Pink plumes being handled by Warren or Color Guard Coach Kim C. or Kirsten Jensen.
- Rehearsal for first game is Wednesday night on the H.S. practice field. 4-8 p.m. Game is Thursday 8/29/19 against Lakeview (School Spirit Show)
- Tailgate to be at practice field. Warren will have the trailer ready and will have it on the practice field. Kids are to wear their Raven head T-shirts and shorts.



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FUNDRAISING COORDINATOR REPORT – Debbie Natinsky & Vilma Dennis

- Let's get a better handle on the fundraisers and exactly what we are raising funds for? Identify chairs, checking on list of things to be done and the cost of the fundraisers. Debbie and Vilma are interchangeable and should both know what is going on.
- Tag Days: 17 locations so far. Hoping to get English Gardens and Trader Joes. Where are all the cannisters? Kristine and Lisa are to look for them in dressing room B. Possible use of Venmo or Pay Pal at two Tag days locations, Jon wants to look into this.
- Barnes and Noble: Orchestra may take this over, Mr. Rose to work on getting more Orchestra parents involved in this, it didn't make money last year so Mr. Jensen said we will try it one more time. Mr. Rose stated he has two parents in mind.
- Poinsettia Sales: we would like an Orchestra parent involved on this as well.

COMMUNICATION COORDINATOR REPORT – Beth VanDerwill

- Anyone who has info they want posted on the website or Constant Contact should email their info to Beth before Sunday at 5pm (bvanderwill@yahoo.com). Beth will blast out detailed WEEKLY emails (for the coming week) and copy this information to the website and Facebook. Try to avoid sending too many last-minute single event emails and FB posts which can overwhelm people.
- Encourage all parents to “Sign Up for Emails” using the button on the HOME page. This is the list that we use for Constant Contact email blasts. Teachers said they will get their student email lists to Beth ASAP so she can add all B&O students to the Constant Contact list.

NEW BUSINESS:

- Tailgate budget of \$600:
 - Motion by Kristine Hill, Seconded by Vilma Dennis
 - Passed with votes via Remind.

ACTION ITEMS:

- Tailgate flyers to be distributed at Band Camp by Friday (Beth & Michele Mester)

NEXT MEETING: September 17, 2019 in the MMR at Royal Oak High School.

ADJOURNED: 9:40 PM



Royal Oak High School Band & Orchestra Boosters

MEETING

Date: 9/10/2019- Location –Multi Media Room

Time: 7:00 – 8:15 p.m.

Present at Meeting: Jon Liu, Beth Vanderwill, Meghan Heikkinen, Kristine Hill, Lisa Liu, Norma Fenech, Jason Fenech, Albin Rose, Mr. Jensen, Debbie Natinsky, Paul Natinsky, Victoria Wisniewski, Warren Dennis, Vilma Dennis, Susan Shelton, Terri Farley, Janelle Vier, Dawn Drew, Michael McGee, Joanna Beatty, Georgeanna Kralik, Michele Mester, Blake Padilla, Jamie Thomson, Rose Castilla, Huw Evans, Ermelo Mece, Leslie Gillilauc, Jason Pyaz, Keith McDonough, Grace Hammond, Shelly Willis.

WELCOME/CALL TO ORDER 7:00 p.m.

APPROVAL OF MINUTES FROM MEETING ON 8/20/2019 – All in favor.

PRESIDENT REPORT – Jon Liu

- Statement of Booster Purpose
 - a) Support student musicians through volunteering at events
 - b) Raise funds and determine spending strategies to best support program
- Jon did an introduction of all the officer and committee chairs to the new members and spoke of committee chairs that need extra help.
- Jon gave high praise to the Marching Band Committee and their excellent work during band camp. Lisa Liu and Kristine Hill.
- Jon announced the Marching Band Uniform Committee: Lisa Liu and Janelle Vier

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

- Approximately \$27,000 in bank account
- Approximately \$8,500 in outstanding checks

TAG DAYS STATUS - Committee Chairs Debbie Natinsky and Vilma Dennis

The donation cans have been found and they will stay in the MMR until Tag Days. Debbie has stated that a postcard is to go out Saturday, September 14th. Debbie and Lisa to discuss this separately from the meeting. Debbie is hoping to have the sign up genius ready to go live by Sunday night 9/15. This is our biggest fundraiser. The students are required to wear their uniforms. The discussion of handing out cards with our performances on them has been nixed! Mr. Jensen has decided it is a waste of money since no one ever wants them. Tag days is September 27 and 28, we will need additional volunteers at Head Quarters both days to help count money. We will need runners to grab buckets and bring them back to HQ and replace buckets. All locations will need adults to chaperone. The conversation of a possible QR code on the can so that people who do not carry cash can donate money if they wish, also the discussion of testing out a Square Reader at two locations was talked about but nothing concrete as of yet. Last year we didn't take any donations outside of cash. Talk of putting something on the ROHSBOB website to accept donations is also being looked into. Jamie Thompson a new member is a web designer and has offered to help. Mr. Jensen has written a melody for the kids to play at their locations if they wish.



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GOLF OUTING – Chairs

- Golf Outing is Sold Out!
- Only 4 more Volunteers needed
- All Hole Sponsors are paid up
- Since the event is starting 2 hours later than last year they have decided they do not need bagels.
- Still looking for 72 items for goodie bags.

ARTS BEATS AND EATS RE- CAP

- We will find out how much we made sometime in October Jon is thinking approximately \$3,300. We did make \$605 in tips which will be split 3 ways.
- Next year changes are to come, they will be looking for people to open and close the event, more information to come from Scott Brown.

DISNEY 2020 Status

- Jon needs anyone who is going as a chaperone and is getting a background check to please respond to his email.
- Perrys Pizza will be sponsoring T-shirts for the band, cost for 300 T-shirts approximately \$1200 - \$1300.
- Disney will not give us an agenda until December.

DIRECTORS' REPORTS

BAND

- Dave Jensen- Band classes are going well considering the hard times we are going through with the construction but “hang in there and thank you for your patience” All things considered they are doing well.
- Lock Box in his desk drawer during construction
- First Band Concert October 1, 2019
- Marching Band – Mr. Jensen spoke of a request for the front ensemble (pit) for a new Yamaha xylophone, there was money allocated last year for this but it was never spent so it is not in the budget this year. Xylaphone cost \$3,389.95 Also discussed a Sousaphone but we have to pay for Marching Band Raincoats first the cost is \$12,000.
- Mr. Jensen will pass out a flyer to the kids to go to a clinic with Dr. Tim Lautzenheiser at Waterford Kettering High School. He would like some kids to go and would like the booster to help pay. This is a student leadership workshop. The first 20 students to sign up to go Mr. Jensen would like to help pay for some of the cost. Workshop fee is \$30

ORCHESTRA

- Mr. Rose says they are making the best of it during construction. First concert is October 3rd they are having some problems with pick up on the Electric Upright Bass. Not sure of the cost but will get an estimate from Tom Murray and asking B & O Boosters for monetary help.



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COMMUNICATION COORDINATOR REPORT - Beth VanDerwill

- We will no longer be using the student run FB page for Band and Orchestra. Please use the Royal Oak High School Band and Orchestra Boosters FB page instead.
- Sunday nights Beth will send out an email to all people in Constant Contact to give them a week at a glance of all things happening in the Band and Orchestra.
- If you have any questions get them to Beth by Sunday night.
- You can also get your information through Remind.

WALK IN ITEMS

- Tuxes should be out before Tag Days, possible date put out September 24th
- Tux Boxes some are missing. Some Tuxes got wet and had to be sent back to dry cleaner.
- CMU Update - the Bus leaves at 6 am not 6:30 a.m. Beth has adjusted this on all communications. Bus returns at 7:30 p.m.
- Mr. Jensen will be directing the CMU Bands
- Air Guy can we get him out of Tailgates he does require a generator.
- Pink plumes and pink Berets for Pink out Night have been acquired. \$9.00 each Motion approved and Second for approximately \$700.

REMINDERS

- Review calendar on ROHSBOB.org – three check marks at the top of calendar is the most current one.
- Smile. Amazon.com –Royal Oak High School Band and orchestra Boosters – We get a cut.
- Kroger Community Awards # WU326 (attach this number to your Kroger Card to get the benefit).
- GFS- let them know at checkout that you are with the Royal Oak Band and Orchestra #2511922 so that we get credit with them.

ADJOURN: 8:15 p.m.



Royal Oak High School Band & Orchestra Boosters

MEETING

Date: 10/8/19 in Room 313

Time 7:00 P.M.

PRESENT AT MEETING: Jon Liu, Beth VanDerwill, Meghan Heikkinen, Kristine Hill, Norma Fenech, Albin Rose, Mr. Jensen, Debbie Natinsky, Victoria Wisniewski, Warren Dennis, Vilma Dennis, Susan Shelton, Terri Farley, Janelle Vier, Brian Vier, Georgeanna Kralik, Michele Mester, Huw Evans, , Jason Pyaz, Kyrstin Jensen, Debbie Morales, Kristen Blankenship, Linda Johnson, Donna Prentiss-Bonner, Rose Merten.

WELCOME/CALL TO ORDER: 7:10 P.M.

SECRETARY RECAP - Susan Shelton

- Approval of minutes from meeting on 9/10/2019 – all in favor.

PRESIDENT REPORT – Jon Liu

- Congratulations on a wonderful Marching Band season thus far. All is going well and he is very happy with the progress and committees and works being done. Thank you to all involved.

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

- Beginning Balance - \$28,400.06
- Outstanding Checks - \$25,900.00
- Reimbursement process: The form for reimbursement in on the website Information page. When needed, print off this form and fill it out then send to Norma Fenech and she will cut you a check.

COMMUNICATIONS COORDINATOR – Beth VanDerwill

- Beth and Mr. Jensen will have a phone call on Thursdays to go over announcements that are to be posted on Sunday evenings.
- Halloween parades are all set. Halloween Parade-Maps/Info is on website on the Information & Bands pages.
- Getting lots of questions about spirit wear. We will do one more spirit wear order for the holiday season per Terri Farley. These are all online orders and parents pay up front when purchasing. Discussion was to maybe find a new company to order from and have more sizes available and on hand for sales at Tailgates. Rose Merten has a new place and offered to call them. Mr. Jensen said to stay with the same company and do one more order. Spirit wear could be a fundraiser? Mr. Jensen asked to table this discussion for a later time. Terri Farley to continue with the same company, talks of ordering specific Marching Band shirts to sell, and Alternative Strings shirts, also to order more large sweatshirts.



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DIRECTORS REPORTS:

Mr. Dave Jensen

- Thanks to all for a successful Marching Band season. Thus far we have made it through a tough season and he appreciates all the support from everyone involved.
- All bands will now be focusing on learning how to play their instruments better and he will not be teaching Holiday music until after Halloween is over.
- Mr. Jensen met with Mr. Giromini and wants to have fireworks at the Glow Show. He received the green light to investigate if we could keep the cost at \$1,000.00 or under. The motion was seconded by Warren Dennis. We will investigate this for next year's Marching Band Season 2020.
- Fall concert was awesome and he was very pleased.

Ms. Kyrstin Jensen

- Very happy with MSBOA - we received a rating 1. The kids were amazing. The carts were amazing.
- Glow Show practice will continue. The schools joining us this year are Warren Cousino and Berkley High School.

Mr. Albin Rose

- 1st concert came and went and he was very pleased with the kid's performance.
- Currently his classes have been moved into room 313 while construction is continuing.
- Students now have a lot of time to practice before the next concert in December.
- Would like T-shirts for alternative strings.
- Still looking into the upright Bass and will let us know more about this when he has all the information.

TAG DAYS RE-CAP - Debbie Natinsky & Vilma Dennis

- This year's Tag Days exceeded last year. We made \$11,509.57.
- Adding another chairperson next year. Looking for someone possibly from Orchestra to work alongside Debbie and Vilma.
- Next year we will get rid of sites and remove shifts that were not money makers.
- Debbie has contacted a Marketing Manager at English Gardens for an Orchestra-only Tag Days event, no date set yet. Leah Barnett to possibly chair this committee.
- The talk of doing a Tag Days during restaurant week and getting T-shirts made was discussed as a possibility but nothing confirmed yet.

GOLF OUTING RE-CAP:

- Money raised \$3,983.06.
- Talk of possibly making it an earlier time of the day.
- 72 golfers attended.
- Talk of possibly opening it up to students next year.



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GAME DAY:

- Warren Dennis has pink plumes and pink berets, cost \$700.
- Warren proposed a 50/50 fundraiser table at the Pink Out Night to re-coup some of the funds, but has to investigate more on this.

TAILGATES:

- Michele Mester detailed we had approximately 70 participants at each tailgate. It has been a learning curve but everyone seems to be really enjoying all of the festivities.
- Food choices have been good, the chili cook off was well received.
- Michele asked for \$40 from the budget for two metal chaffing dishes but the decision was to re-visit this next Marching Band Season as we only have one game left.
- Last Tailgate on October 18th will be walking tacos and they should have plenty of money for the food.

ARTS, BEATS & EATS RE-CAP:

- \$3,385.00 was brought in. This is close to our 2018 profits.

GLOW SHOW:

- Three bands to perform: ROHS, Warren Cousino, and Berkley High School.
- Mr. Jensen will ask Mr. McMann to invite the football players to come and support our band. Others need to help promote.
- Jon will talk to Wayne in the Facilities department to make sure the lights are turned off during the performances.
- We will need many volunteers to help get the glow sticks on the kids. **DO NOT USE SCOTCH TAPE** per Mr. Jensen.

HALLOWEEN PARADES:

- MB has two (optional) Halloween parades on October 26th: 11:00 A.M. Woodwardside and 12:30 P.M. Royal Oak Beverly Hills Improvement Association.
- Costume Contest winners receives prizes (candy)

“ROYAL OAK JINGLE” PARADE:

- December 14th at 6:00 P.M.
- \$750 to be paid to the ROHSBOB
- Berkley Holiday Lights parade is officially off this year.

JINGLE BELL JAZZ - Chairs Victoria Wisnewski & Huw Evans

- In need of three chairs for food, marketing and set up/clean up.
- Many volunteers needed for this event.
- Mr. Jensen will discuss details with committee at a later date.



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BARNES & NOBLE - Kristen Blankenship, Linda Johnson, Donna Prentiss-Bonner

- December 12th.
- Orchestra is playing
- Agreement is signed and we are committed.

DISNEY 2020:

- Updates coming from Mr. Jensen soon.
- Schedule from Disney may not be out until January.

WALK IN ITEMS:

- December 3 and 4 are the holiday concerts.
- Jazz Band start practices when Marching Band finishes.

MEETING ADJOURNED: 8:30 P.M.



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 11/12/2019 Location: Virtual meeting via email

Time: 8:18 A.M.

WELCOME/ CALL TO ORDER: No meeting held due to a school called snow day.

EMAIL ATTENDEES: Jon Liu, Kristine Hill, Beth VanDerwill, Norma Fenech, Megan Heikkinen, Susan Shelton, Teri Farley, Dave Jensen and Albin Rose

SECRETARY RECAP - Susan Shelton

Meeting had to be cancelled due to snow day called by Royal Oak Public Schools. Jon sent a group email asking for reports to be gathered and recorded by the Secretary (see below):

I. TREASURER REPORT – Norma Fenech and Meghan Heikkinen

No report submitted.

- Financials: Expenses/Balance
- Reimbursement procedure using treasurer email

II. TRAILER SIGNAGE STATUS - Terri Farley

Quote from Signs-N-Designs:

- **Quote #1:** For two 20-24" circle logos for the front, two 47" circle logos for the side and the back at 32"x28" the cost with installation will be \$1100.00
- **Quote #2:** For two 32" circle logos for the front, two 52" circle logos for the side and the back at 32"x28" the cost with installation will be \$1325.00-recommended option. **Terri made a motion for this option. Discussion ongoing, waiting for second and approvals.**

The back design will be similar to the bumper sticker with a list of the marching band shows. Discussion points:

- We are trying to get complete for the Royal Oak Holiday Parade. No rush charge and they can do it by the parade if approved.
- 3-4 day of production time and then there is installation. Dave thinks we have access to a heated garage for the install.
- Dave asked for the McCourt's logos on the front for their ongoing support of our program.



III. GLOW SHOW RECAP – Norma Fenech

- Awaiting Report
- See Volunteer feedback (from ROHSBOB.info@gmail.com) under Communications report.





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IV. DIRECTOR REPORTS

- **Dave Jensen - Concert/Symphony Bands, Wind Ensemble, Jazz Bands**
 - Winter concert prep is underway and going well. Tentative arrangements have been made to have the Mayor read the narration of “The Night Before Christmas.”
 - Jazz activity starts Nov 19 for Jazz Band and Nov 21 for Jazz Ensemble. Membership determined this week.
 - Blue Lake rep here Nov 18.
 - A small group from Wind Ensemble played at the Veterans Day ceremony. It was a beautiful tribute. Kids played well.
 - Please keep poinsettia orders coming in.
 - Be sure JBJ is on your calendar.
 - Solo & Ensemble registration is done. We have many groups participating. Strong potential this year. Should have groups for Barnes and Noble.
 - There are lots of volunteer opportunities in the coming month. We need help! Please consider pitching in!
 - Marching band will perform in the first Royal Oak Holiday Jingle parade Dec 14.
 - Eisenhower can't host Jazz Fest this year. We've been asked. I'm down for it. Date TBA. How do boosters feel?

- **Albin Rose - Orchestras:**
 - Mr. Rose submitted receipt from Detroit Violin Company for instrument repairs totaling \$227.50

V. CHRISTMAS EVENTS STATUS

- **Poinsettia Sales – Deb Morales, Susan Shelton, Meghan Heikkinen**

As of date we have only sold 12 poinsettias, Beth has blasted out reminders on all social media several times. Due date is November 17th, Deb Morales is placing the order on the 19th with Telly's Nursery. What is protocol for getting payment to Telly's?

- **Barnes and Noble - Linda Johnson**
 - All the save the date flyers have been sent to the appropriate people for inclusion in the holiday concert books.
 - We are going live with the sign up genius for parent volunteers to help at the gift wrap table and front doors. Mr. Rose is organizing the students who will be performing (we picked out a spot right next to the Starbucks cafe for them to perform)
 - We are not allowed to have a donation can set up in front of the players so there will be one set up at the wrap table.
 - We will begin posting notifications about the event on social media.
 - All sales to benefit the boosters have to be made on the day of the event including online orders. There will be a code provided.
 - Please let us know if you have any specific questions. Its all coming together very well. Spreading the word will be the most important task now going forward.



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- **Jingle Bell Jazz - Huw Evans**

Key Points Summary:

1. Finalize Sign Up Genius
2. Food
3. Some help needed to contact a few more supporters from last year
4. Ideas for sponsors or donors that may not be on our working list - and thoughts about follow up calls / visits
5. Anybody with experience of creating a sponsored event in FB ? and should we ? also in creating an event in Google
6. Coordinate advertising within RO school district

Farmers Market:

- Payment due 11/19
- Need to develop a plan relative to extra chairs.
- Parking – 46 free spots provided

Programs:

- The Print Stop has similar arrangement– discounted rate in return for advertising space. Cost TBD

Posters:

- Beth has finalized a great poster for the event - planned to pick up tonight for distribution. It has also been uploaded to the Website

Online advertising WIP:

- Currently posted - Royal Oak City Website, Oakland County Moms, Patch, Channel 4 events calendar, Channel 7 events calendar, Diane Klakulak's email calendar
- Pending consideration by sites - AARP, Fox2 (Facebook), Hour Detroit, Pure Michigan, Metro Times
- To be completed – Metro Parent

Help needed:

- How to post on google?
- How to have a sponsored event on Facebook (costs \$ but apparently for ~\$35 good coverage per zip code is possible)
- Compile list of local Facebook groups
- Any other locations ??

Signs:

- Victoria will update the signs and distribute 2 -3 weeks prior to Dec 19

Newspapers:

- To be completed – C&G
- To investigate Tribune, Free Press, Detroit News

Royal Oak Schools:

- To be completed - PTA, Weekly letters etc



Royal Oak High School Band & Orchestra Boosters

Sponsorship & Donors:

- Over 60 emails, letters and personal calls made.
- Have tried to contact last years supporters in person
- Limited ROI from emails

Sponsors:

- \$100 Dr Kabot, \$100 Miners Den, \$100 Meijer
- Verbal – 3 others considering

Donors:

- Planet Fitness
- Royal Oak Golf Center
- Dessert Oasis
- Mojo in the Morning
- Coffee Basket (Christie)
- Meijer
- Help needed
- Have not been able to visit all supporters from last year
- Ideas?

Decorations:

- Tablecloths purchased

Food:

- Poster says Light Refreshments & Hors D'oeuvre – need to agree upon a number to plan for, last year apparently ~75 students, ~225 others ie 300 in total and what can be provided in a cost effective way.
- Victoria and I discussed either having two categories for sign up genius – savory / sweet Or dessert only and purchasing the savory side.
- Some snacks are available from marching band supplies – need to quantify
- Terri Farley has coffee and sweetener – need to quantify

VI. DISNEY 2020 STATUS – Jon Liu

- Will order 150 shirts based on 138 travelers. Will charge somewhere between \$8-10 for an extra if desired. Do not have full list of student sizes. Will improvise based on known size distribution. Have one sponsor willing. Shirt order to be placed first week in December. Based on early quotes, 150 shirts would roughly be:
 - Triple Thread: \$1133
 - Top Cat: \$1087.50
 - DunMore: \$1050
 - GT Jerseys: \$997.50Final art and size distribution would be necessary for accurate final quotes.
- Will distribute updated departure processes and FAQ to board, committee and directors
- Have not heard from four chaperones.



Royal Oak High School Band & Orchestra Boosters

VII. COMMUNICATIONS REPORT – Beth VanDerwill

- **11/1-17: Poinsettia Sale:** Beth has copies of Poinsettia forms (40 gave to Dave on Friday)
- **12/3-12/4: Winter Concerts**
 - Dave & Albin - Please send your Winter Concert Program details to Beth ASAP (by 11/22/19). I will send you a template so you'll know what is missing.
 - Band Concert - Beth will bring the programs at 6:15pm. We need another band volunteer to help set up a Booster table, banner, pass out programs, collect donations (cans)
 - Orchestra Concert - We need Orchestra volunteers to get leftover programs from the Band concert, set up a Booster table, banner, pass out programs, collect donations (cans)
- **12/12: Barnes & Noble Fundraiser:** Do B&N chairs need anything printed or posted in announcements? Feel free to post/promote on our FB group.
- **12/14: Royal Oak Jingle Lighted Parade:** Map with details about meet up area, and how to "glow" is needed for MB. Beth can make/promote this map, but she will need info.
- **12/19: Jingle Bell Jazz**
 - Let Beth know when volunteers/donations sign up genius is ready to be posted
 - Beth has copies of JBJ flyers (50 color). Flyer and sponsor/donor form are on the website.
 - Beth will be working on a JBJ program. Please get sponsor info/ads and anything else you want to see in the program to Beth
- **Constant Contact Reminder:** Anyone who would like their event info posted in the weekly announcements or on the website, email: bvanderwill@yahoo.com by Sundays at 5pm.
- **Google Drive Reminder:** Please upload all your event files (planning docs, sponsor lists, flyers, ads, etc) to the G-drive so we have copies for the future. If you need help, ask Beth.
- **Glow Show Feedback & Suggestions from Volunteers (from ROHSBOB.info@gmail.com)**
 - Basket of supplies for concessions (or any event for that matter!): menu sign, tape, scissors, paper, sharpie, gloves, wipes, hand sanitizer, trash bags, etc. Extra supplies should be available in a box on the field near the band in case they need to replace anything!
 - Glow Supplies per section: 2 rolls of clear tape and 1 scissor, uniform diagram, 2 volunteers (ask blue shirt parents?)
 - Glow Areas: huddle up by section with 2 volunteers in center. Kids break their glow sticks and help each other get glowed: shoes, necklace, epaulets, hats, wrists. Volunteers help with taping legs and sash.
 - New bibbers - Packing tape does not stick to this new fabric!!! Suggest wrapping tape around legs at top and bottom.
 - Tickets: Suggest no pre-sale tix; just sell at the door. Q: Can guest bands make a percentage of rohs sales instead of their own sales? Would we make more \$ this way or lose potential guest bands?
 - Suggest inviting dance team, cheer or choir as a filler while bands are getting ready to go on.
 - Update the sign up genius slots to be really specific so everyone knows what their job entails (see email below):

First, the Glow Show rocked this year! It looked and sounded great! It would be even cooler if there was maybe one or two more bands. My suggestion is regarding Sign Up genius. I've volunteered a couple of times and it's always difficult to track down someone regarding meeting up and what to do at the time you're supposed to do it. If the Sign Up Genius list included a specific meeting point and time listed, i.e., Meet by field entrance door immediately after players leave the field (or say at 8:30pm), it would be easier for volunteers to meet with other volunteers and coordinate their duties, even if there was no one in charge. One time I volunteered I thought it was obvious where and when to meet, but when I showed up no one was there. This time on clean-up it wasn't apparent if we were just supposed to pick up glow sticks on the field or other trash left by the spectators. It's a small thing but it could help streamline volunteer efforts.



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 12/10/2019 in MMR

PRESENT AT MEETING: Jon Liu, Vilma Dennis, Kyrstin Jensen, Norma Fenech, Kristine Hill, Beth VanDerwill, Aubin Rose, Susan Shelton, Meghan Heikkinen, Mr. Jensen, Jason Pyciak, Victoria Wisniewski, Terri Farley, Lisa Liu, Warren Dennis, Donna Prentiss-Bonner, Jason Fenech, Dawn Drew, Mike McGee, Rose Castille, Shelly Willis, Huw Evans.

CALL TO ORDER: 7:00 PM

PRESIDENT REPORT – Jon Liu

Since we had no meeting in November due to our snow day a copy of the meeting minutes was reviewed by individuals and approved by Jason Fenech and Beth VanDerwill.

SECRETARY REPORT – Susan Shelton

Meeting minutes approved from November 12, 2019 meeting.

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

- Meghan reports Financials at this time we have a balance of \$22,658.37 with outstanding checks we are just around \$21,433.42.
- Reimbursement procedures were gone over – There is a form for reimbursements on the ROHSBOB info page, please print off your form and attach any receipts and turn into Norma or Meghan. Please know your budget if you go over budget it will take longer for you to get reimbursed be cautious of this

DIRECTORS' REPORTS:

Kyrstin Jensen – Marching Band

- Permission Slips are needed for the Jingle Bell Parade and are due on Friday, December 13, 2019. This form is required by the parade event company.
- Please decorate all uniforms and instruments with battery operated lights if possible and no scotch tape please!
- Call time is 5:00 p.m. and Parade is slated to start at 6:00 p.m.
- Meeting place is Lincoln and Troy streets.
- Marching Band Camp is August 24-28th with Newbie day on August 20th 2019.
- First home game is either August 27 or 28, 2019.

Dave Jensen – Band

- A thank you to all the Winter Concert Bands and volunteers! 55 minutes was a great and really good feedback from parents on how much they loved they shorter time of the concert. All 3 bands were remarkable and Mr. Jensen is pleased with where the kids.
- Mr. Jensen would like to use the trailer in the Jingle Bell Parade he has two holiday signs on the trailer then after the parade he will pick a winner of the light contest and the winner will get a sign.
- Jazz Band is sounding really good and he is happy, Jingle Bell Jazz should be good.



Royal Oak High School Band & Orchestra Boosters

Albin Rose - Orchestra

Orchestra is hoping to use some booster funds toward hiring a professional composer to write some music for Orchestra. Also wondering how do you work with copyrights to play pop music?

- **Barnes and Noble** – Thursday, December 12th and filled with students to perform. Flute choir and Clarinet choir will be joining the Barnes and Noble group as well to perform.
- **English Gardens** – *UPDATE 12/12/19: Saturday Tag Days has been cancelled.* We need more Orchestra kids to sign up and parent volunteers for Sunday. Contact Leah Barnett to help: lhoster@hotmail.com Event date is Sunday, December 15th.

EVENTS:

Poinsettia Sales – Susan Shelton, Meghan Heikkinen & Debbie Morales

Sales this year were \$357.20

Jingle Bell Jazz - Huw Evans & Victoria Wisniewski

- Facility paid \$1,050.00
- Sponsors \$1,025.00
- Silent Auction items list is on shared drive.
- Program is missing information Mr. Jensen to discuss with Beth and get it turned into Tim at the Print Shop December 13th.
- Beth has asked Jon for a letter
- Also looking for a few pictures from past JBJ events for the program
- Sign up genius we need more help
- Signs are out
- Giving 110 tickets to High School Teachers for the event
- Kyrstin asked for a graphic so that she can get it out on the ROMS student led television show
- Facilities – Confirming floor plan, only one entrance this year at the West doors, chairs must be packed up and picked up by 9:00 a.m. on Friday from the Farmers Market.
- Parking – 46 spots are available for parking, additional parking is at the Church across the street and the parking structures.
- Teri Farley looking for more fairy lights for decorations.
- Food will be Perry's Pizza, light appetizers and baked goods. If we have leftovers we can donate to First United Methodist Church.
- We can get into the Farmers Market at 1:00 p.m. but Huw will confirm this.
- Mr. Jensen will start packing up Speed Pack Boxes this week during school
- Mr. Jensen asked if we could feature JBJ information on the HOME page of the website. *UPDATE 12/12/13: A new JB webpage has been created on the main menu. Or, access this page by clicking on the JBJ logo on the HOME page.*

Disney 2020 – Jon Liu, Kristine Hill & Victoria Wisniewski

- Mr. Jensen to get kids assigned to their rooms starting this week
- Dunmore will be making our T-Shirts with 2 sponsors on back: Perry's Pizza & Fenech Photography
- Kids will need to bring Raven head T-shirts. We may have to order more.
- Kristine, Lisa and Victoria are helping with departure



Royal Oak High School Band & Orchestra Boosters

COMMUNICATION COORDINATOR REPORT – Beth VanDerwill

- The latest green calendar has been reflected on the website CALENDAR. Note the revision dates posted at the top of the CALENDAR page.
- Beth is looking for a replacement to take over the Program layouts for events and will put out an announcement. Someone suggested Jamie Thompson. *UPDATE 12/13/19: Replacement found!*

WALK IN ITEMS:

- Pep Band will perform at assembly on Friday then at boys basketball games in January, February and possibly March. *UPDATE 12/12/19: Pep band will not be playing at the games on 12/13/19. Watch for pep band details in January.*
- Teri Farley needs Mr. Jensen's help getting kids to pay for tux cleaning.
- Wind Ensemble and Symphony band need an instrument called a Crotales. It runs approximately \$1,200.00. This is just food for thought to discuss in the future.
- Band photos are in MMR for those who didn't pick them up yet.
- It was brought to attention that the calendars distributed at MB Camp are no longer up to date. For those students only in MB, they may be missing important information if they aren't in a daily band or orchestra class. It is highly recommended that ALL parents sign up for the booster email list (click the blue button on the HOME page of website) to get weekly announcements and also ask their questions on the boosters' FaceBook. The website calendar is the most current, but it gets updates constantly (revision dates are posted at the top of the CALENDAR page). Email rohshbob.info@gmail.com if you have questions.

NEXT MEETING: January 14, 2020

ADJOURNED: 8:22 p.m.



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 1/14/2020 Location: Band Room

Time: 7:00 P.M.

PRESENT AT MEETING: Kyrstin Jensen, Dave Jensen, Albin Rose, Jon Liu, Lisa Liu, Kristine Hill, Jason Fenech, Megan Heikkinen, Jason Pyciak, Debbie Morales, Huw Evans, Warren Dennis, Vilma Dennis, Janell Vier, Michele Mester, Terri Farley, Norma Fenech

WELCOME/CALL TO ORDER: 7:08pm

SECRETARY RECAP - Susan Shelton

- Motion to approve last meeting's minutes by K. Hill, 2nd by J. Fenech; approved

PRESIDENT REPORT – Jon Liu

- None

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

- \$22898 balance, pending deposits (\$3400), pending expenses (\$4000)
- Taxes - need to look into filing; may need to look into filing

DIRECTORS REPORTS:

Mr. Albin Rose

- New rooms are open
- Solo/Ensemble on the horizon
- English Gardens and Barnes & Noble successful

Ms. Kyrstin Jensen

- Parade went well (especially for first time)- no complaints; having trailer in the parade was extremely helpful

Mr. Dave Jensen

- Upcoming - Solo/Ensemble; Band Festival coming up early March, will know festival assignment after Solo/Ensemble; All 3 bands (including Concert Band) will be going to Festival this year;
- New band room is amazing, but not complete yet. Acoustics are amazing.
- Chamber Clinician Issues: Need a process for approval moving forward for groups receiving approval for clinicians;
- Funds for the Flute Choir need to be approved (is not in our budget), Dave Jensen will get information for costs for Flute Choir Clinician so far
- Fee for clinician last year was \$650
- Concerns were raised about spending money without approval; historically, budget for clinicians was \$1000 (including band camp); budget needs to be updated for next year
- Jensen can handle trombone choir, saxophone/clarinet can be handled by K. Jensen
- Tatiana donated Flute Choir instruction for JBJ
- Practice rooms are now available for all groups to practice at once
- Motion made (by Hill) up to \$250; 2nd by J. Fenech; approved



Royal Oak High School Band & Orchestra Boosters

JBJ RECAP:

Huw Evans

- Everything went well (besides parking, which the city has been helpful resolving)
- Thank yous need to go out to sponsors; working with Beth on these
- Two items still available that were not bid on (autographed photographs), need to figure out legally what to do with those (depending on cost, Dave may buy them)
- Some expenses still need to be submitted, no final numbers yet
- Possibility of presenting check to Scholarship fund at All City, contact Royal Oak Public Schools for publicity
- Farmers Market would like us to contact them earlier, still need to determine who will be heading up committee next year (Victoria is looking for a co-chair)
- Many potential sponsors looking for longer lead time

Dave Jensen: Thanked Huw and Victoria for all of their work on JBJ

DISNEY 2020:

- All updates will be coming from Remind; Remind group became too large so Jensen had to make a Disney student list
- No itinerary yet
- Uniforms needed for students not in Marching Band - date TBD
- All kids going to Disney need: trip shirt, Raven Head T (need to purchase or borrow from friend), and 2 other "Royal Oak High School Ravens" shirts
- Departure time still TBD, will be early in the morning
- Rehearsal date/time will be changed due to exams

WALK IN ITEMS:

- Teri Farley - Drive 4 Your School - May 2nd as possibility for date, same day as MOM walk, and before the spring concert (ideally would be after); Teri/Dave will look into the 16th
- Huw Evans - Banquet is the same day as prom? Is the prom date correct?
- Michele Mester - Question for Rose, Chili Cook off? Possibility for open house; Jensen says that 2/4 is ROHS Open House, Chaperone meeting will still be held on 2/4, moved to 8:00
- Outstanding Tux dry cleaning fees - Drop box still needs to be put up, Jensen has not looked into fees

COMMUNICATIONS REPORT – Beth VanDerwill

- Beth not present, but provided a list; will be provided to Jensen to handle

MEETING ADJOURNED: 8:25pm



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 02/11/2020

PRESENT AT MEETING: Jon Liu, Vilma Dennis, Warren Dennis, Kyrstin Jensen, Norma Fenech, Kristine Hill, Beth VanDerwill, Aubin Rose, Susan Shelton, Meghan Heikkinen, Mr. Jensen, Jason Pyciak, Victoria Wisniewski, Terri Farley, Lisa Liu, Warren Dennis, Jamie Thomson, Jason Fenech, Amanda Ulch, Rose Castille, Shelly Willis, Huw Evans, Debbie Natinsky, Brent Plaxton, Allison Plaxton, Janell Vier, Michele Mester, Jamie Long, Kristen Blankenship, Leslie Gillilaud, Neil Paananen, Sarah Garcia.

CALL TO ORDER: 7:00 PM

PRESIDENT REPORT – Jon Liu

SECRETARY REPORT – Susan Shelton

Meeting minutes approved from January 14, 2020 in the band room.

TREASURER REPORT – Norma Fenech & Meghan Heikkinen

Question asked if anyone is being hired to do taxes, this will be discussed at a later date.

DIRECTORS' REPORTS:

Kyrstin Jensen

- We are in need of MB shoes; students are required to wear all black shoes for the Disney Parade. Please send them to Kyrstin if you have any.

Dave Jensen

- Successful Solo and Ensemble and students who qualified will be going to state finals.
- Eisenhower High School cannot host Jazz festival so it will be held at ROHS on April 18th.
- Oakland University will host the Jazz Festival on March 28th.
- CFS – Mattress Fundraiser that Mr. Jensen wants to hold will happen on June 7th. This fundraiser will support the chamber music programs. Mr. Jensen to get us more details as we get closer to the date. No parent involvement at all, the company does all the work.
- Mr. Jensen has a student teacher from Central Michigan, Spencer Knolling.

Albin Rose

- Solo and Ensemble the kids did really well.



Royal Oak High School Band & Orchestra Boosters

Disney Discussion:

- Mr. Jensen to buy Top Rails \$10 each for uniforms.
- Kids need long black socks, black shoes, water bottle and t-shirts.
- No hats, gauntlets, or mouse ears are allowed.
- Yes on sashes
- No parents back stage
- Parade at 2:00 p.m. on Thursday at the Magic Kingdom
- Parents are not allowed to march with the kids.
- Departure time 10:00 a.m. on February 17, 2020
- Students and chaperones report at 8:30 a.m.
- Students need luggage, backpack, lanyard on 100% of the time, sunscreen and pillow
- Students will keep their cell phones
- 7-8 students per chaperone
- There is no parking at the H.S. for Chaperones.
- DVD approval by Mr. Jensen, Mr. Rose, Ms. Jensen
- Mr. J. will be in the school on Saturday morning if anything is needed to be get done.

COMMUNICATION COORDINATOR REPORT – Beth VanDerwill

- The All City Concerts are on March 11 (Orchestras) and March 17 (Bands)
- Thank you to Jamie Thomson who will be taking over the programs. Beth will email all involved (after Disney) so everyone can have the proper contacts.

Walk In Items:

- NO JAZZ BAND February 13, 2020
- Ms. Jensen: Money has been donated on behalf of Sarah Klaus, a Royal Oak Middle School student, who passed away suddenly in December. This money is going toward a composer who has been commissioned to compose a song in Sarah's memory.

NEXT MEETING: March 10, 2020

ADJOURNED: 8:10 p.m.



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 03/10/2020 in ROHS Band Room

PRESENT AT MEETING: Vilma Dennis, Norma Fenech, Kristine Hill, Beth VanDerwill, Albin Rose, Susan Shelton, Mr. Jensen, Jason Pyciak, Terri Farley, Lisa Liu, Jason Fenech, Huw Evans, Janell Vier, Michele Mester.

CALL TO ORDER: 7:00 PM

PRESIDENT REPORT – Jon Liu was out so VP, Kristine Hill, filled in for Jon Liu.

SECRETARY REPORT – Susan Shelton

Meeting minutes approved from February 11, 2020 in the band room.

TREASURER REPORT – Norma Fenech

- Bank account balance \$21,533.22
- Jingle Bell Jazz update – We made \$2,850.00 for the Jordan and Ashley Seigel Foundation; Mr. Jensen made a motion to round it up to \$3000.00. Motion second by Terri Farley.
- Golf Outing – Terri Farley motioned to get insurance for \$199.00 and not more than \$300 in order to secure a Hole in One Contest.

DIRECTORS' REPORTS:

Dave Jensen

- The Orchestra was really really good at MSBOA and our music department represented themselves well, he was proud of all groups. Band and Orchestra students both earned straight 1 ratings at the competition.
- All City Band Concert on March 17, 2020 **CANCELLED AS OF 3/11/20**
- MSBOA State Solo/ Ensemble – South Lyon High School on March 14th **CANCELLED AS OF 3/11/20**
- OU Jazz Fest – March 28th
- MSBOA Jazz Fest- Royal Oak high school on April 18th

Albin Rose

- Orchestra did really well in Disney and he was very proud of them.
- The kids did well at MSBOA and got star ratings.
- All City Orchestra Concert **CANCELLED AS OF 3/11/20**.
- Kyrstin Jensen will help with Instrument Fittings at ROMS on March 30, 31 and April 1, 2020. Sign up genius is up and Mr. Kohring is looking for parent volunteers.

Disney Re-Cap

- Disney was wonderful and both Mr. Jensen and Mr. Rose couldn't be happier with our students.
- Mr. Jensen is thinking about hiring a medical professional for the next trip the band takes.
- Mr. Jensen will be speaking with Bright Sparks their services were horrible and Mr. Jensen and Mr. Rose are not happy.



Royal Oak High School Band & Orchestra Boosters

FUNDRAISING REPORT

- Tyler Mallard would like to have a meeting regarding the mattress fundraiser we will be hosting on June 7th with Mr. Jensen.
- Arts Beats and Eats – The school board office now runs distribution of the funds for AB&E.

COMMUNICATIONS REPORT – Beth VanDerwill

- If you would like to put anything into the weekly email please contact Beth before Sunday night at: bvanderwill@yahoo.com.

WALK IN ITEMS:

- Michele Mester would like to propose that we get a corn hole game for Tailgates, Mr. Jensen said he would make one. Michele Mester also motioned for a \$100 budget for tailgates, Terri Farley seconded the motion.
- Drive For Your Schools and a chili cook off were discussed, details to be worked out after spring break with Mr. Rose.

MEETING ADJOURNED: 7:58 PM



Royal Oak High School Band & Orchestra Boosters

MEETING MINUTES

Date: 06/09/2020 via Zoom

PRESENT AT MEETING: Jon Liu, Vilma and Warren Dennis, Kristine Hill, Beth VanDerwill, Aubin Rose, Susan Shelton, Mr. Jensen, Miss Jensen, Jason Pyciak, Terri Farley, Lisa Liu, Huw Evans, Michele Mester, Meghan Heikkinen, Debbie Natinsky, Linda, Victoria Wisniewski, Grace Hammond, Debbie and Vince Morales, Grace Soong.

CALL TO ORDER: 7:00 PM

PRESIDENT REPORT – Jon Liu

This is our wrap up meeting for the school year and just want to thank everyone for a job well done in these uncertain times.

SECRETARY REPORT – Susan Shelton

Meeting minutes approved from March 2020.

TREASURER REPORT – Norma Fenech

- **Bank account balance** \$21,533.22
- **Fiscal Year** brought in over \$50,000
- Our tax issues have been resolved with Peggy Lawrence stepping in to help us out. All back tax info has been sent to the IRS and we are waiting to hear from them, probably in a couple of months.

DIRECTORS' REPORTS:

- **Dave Jensen** – Band Camp is on the calendar the dates are August 20th for Freshman Day, August 22-28 will be regular camp.
- The music is picked out.
- Kids will have to pack their own lunches and snacks.

FUNDRAISING REPORT:

- **New Fundraising Coordinators** – Linda Johnson and Kristen Blankenship are stepping up for 2020/2021 school year.
- **Event Elimination/ Replacement** - Barnes and Noble will be replaced with English Gardens.
- **Tag Days** - Now is the time to start getting permits, Vince Morales offered to help with the City of Royal Oak but not sure what that conversation was? We spoke about moving it to the Spring but Mr. Jensen isn't keen on that idea. Tag Days is the best return on our investment.
- **Donations** – Miss Jensen will take care of getting ROHSBOB a Venmo account.
- **Golf Outing** – September 20th is the date for this year. Paul Natinsky and Mr. Jensen to run this.



Royal Oak High School Band & Orchestra Boosters

- **Tailgates** - These will be put on hold until further notice they will have to be thought out carefully and approved by the school.
- **Mattress Sale** – October 18th is the date it will be at the high school. Tyler Melard is the contact person. Mr. Jensen is working with him.
- **Jingle Bell Jazz** – It is a possible roll of the dice at this time it is being re-thought and re-examined on how to host it and where to host it. Victoria Wisniewski will help support with any PPE we may need from her company. Someone discussed contacting the Hyatt possible location?
- **The following OPEN positions need to be filled:**
 - **Co-Treasurer:** this Board position will be mentored by the outgoing co-treasurer
 - **Band Camp:** two co-chairs to co-ordinate Band Camp events and distributions with Mr. Jensen. Volunteers will be mentored by current chairs to prepare them for the 2021 season.
 - **Arts Beats Eats:** co-chair with the ability to attend meetings at 3 PM once a month (with the acknowledgement that this event may be cancelled for Labor Day Weekend 2020)
 - **Spirit Wear:** two co-chairs to work with Dun-Mor Design to have spirit wear inventory for sale
 - **Dresses and Tuxes:** co-chair to help coordinate dress and tux distribution and fittings
 - **Glow Show:** co-chair to help plan the show
 - **Banquet:** two co-chairs to plan the end of the year banquet
 - **Holiday Poinsettia Sales:** one co-chair to help coordinate event (coincides with winter B&O concerts)
 - **Ford Drive for UR School:** one co-chair to help plan the event in the spring

COMMUNICATIONS COORDINATOR – Beth VanDerwill

- If you want anything put into the weekly announcements or on the website, please contact Beth VanDerwill (bvanderwill@yahoo.com) before Sunday nights.

WALK IN ITEMS:

- **Ford Drive for UR School:** Fall is canceled possible for the Spring we need to re-assess in January our contact is Steve Ebbie (sp) he is our Ford liaison.
Janelle Vier to chair; just looking for a co-chair
- Kirsten Jensen had an idea for a fundraiser it is a virtual 5K. \$30 Fee and money goes to charity. More discussion in the future about this.
- Warren Dennis to give up tractor duties and Jason Pyciak to take them over.

MEETING ADJOURNED: 8:35 p.m.