

## Booster Meeting Nov. 7<sup>th</sup>

- Meeting Minutes (**Motion to accept minutes per copy provided**)
- Treasurer's Report
- Board Member Updates
  - Operations
  - Fundraising
    - FanCloth Fundraiser closes Nov. 13<sup>th</sup>
    - Mulch Fundraiser
    - Spirit Nights
  - Marketing & Public Relations
    - 2020 Show Shirts: Only being sold as pre-order which ends on Sunday, Nov. 8<sup>th</sup>. No extras shirts will be ordered. Order using the QR code or in person today
    - Booster Dues: Reminder to join the Boosters by paying your dues today (online or in person)
  - Logistics
  - Volunteers
  - Scholarship Information
    - Scholarship Chair needs to be name
    - Scholarships will be due April 5<sup>th</sup>
    - Dr. Nowell will review the process with all Seniors in the spring
    - Scholarship Rules are outlined in the By-Laws on the website
  - Booster Board
    - **Nominating Committee:** Need to establish a nominating committee by the first of December to preside over the board election process
    - **Board Election Process:**
      - December: Nominations gathered
      - January: Nominations presented to Booster Members.
      - February: Election of new Board Officers
- Director's Message



### Join the Band Boosters:

- Remind: text **@boostphs** to 81010 or download the mobile app and Join the **boostphs** class
- Facebook & Instagram: Porter Band Boosters

### Booster Board Officers

Contact Us: [Info@porterspartanband.org](mailto:info@porterspartanband.org)

Cheri Carter President	Michelle Baldwin VP of Operations	Michelle Baldwin VP of Fundraising
Katy Jordan VP of Marketing & Public Relations	Paul Schultz VP of Logistics	Casey Brown Treasurer
Andrea Simer Secretary		

### Continuous Fundraising Opportunities for the Community to help our Band Program

Kroger	Amazon Smiles	Shop with Scrip
<ul style="list-style-type: none"> <li>• Go to <a href="http://www.kroger.com">www.kroger.com</a></li> <li>• Sign in to Your Account</li> <li>• Scroll to the bottom of the page, Under the Community section, click Kroger Community Rewards</li> <li>• Under I'm a Customer, click view details</li> <li>• Click Community Rewards on the left under My Account</li> <li>• Enter our Organization Number: KC641</li> </ul>	<ul style="list-style-type: none"> <li>• Go to <a href="http://www.amazon.com/smiles">www.amazon.com/smiles</a></li> <li>• Login to your account, you will be prompted to select a charitable organization.</li> <li>• Search for Porter Band Boosters</li> <li>• Use the above web address to make all your amazon purchases to support our organization or Turn on Amazon Smiles in your mobile app</li> </ul>	<ul style="list-style-type: none"> <li>• Go to <a href="http://www.ShopWithScrip.com">www.ShopWithScrip.com</a></li> <li>• Click Join A Program</li> <li>• Enter our Enrollment Code: 8448132L64321</li> <li>• Click Register</li> <li>• On Mobile Devices use <a href="http://www.MyScriptWallet.com">www.MyScriptWallet.com</a> to purchase, use and reload on the go</li> </ul>

**PORTER BAND BOOSTERS  
OVERVIEW OF BOARD MEMBER ROLES**

<b>Current Board Position</b>	<b>Responsibility</b>	<b>Committee Oversight</b>
President	As stated in current by-laws	Nominating Committee
VP of Operations	<ul style="list-style-type: none"> <li>• Organize and maintain a group of parents to assist with uniforms</li> <li>• Coordinate chaperones</li> <li>• Coordinate Home Game Meal program</li> </ul>	Uniforms Chaperones Food Services
VP of Fundraising	<ul style="list-style-type: none"> <li>• Present fundraising ideas for special events and continuous fundraising programs</li> <li>• Coordinate the logistics for each fundraising event</li> <li>• Procure food for fundraising events as needed.</li> </ul>	Event Fundraising Continuous Fundraising
VP of Marketing & Public Relations	<ul style="list-style-type: none"> <li>• Maintain updates to website &amp; social media platforms</li> <li>• Develop plan to market fundraising events to community (basically how to tell the community about the event)</li> <li>• Encourage community support for the band program</li> <li>• Help grow parent involvement with the Band Booster program</li> <li>• Merchandising Ideas, Procure Merchandise, Manage Sales &amp; Inventory</li> <li>• Coordinate all parties/picnics/socials (includes band banquet)</li> </ul>	Publicity Hospitality Spirit Sales
VP of Logistics	<ul style="list-style-type: none"> <li>• Organize and maintain a Pit &amp; AV Crew for marching band season, indoor drumline and winter guard</li> <li>• Coordinate design and build of props</li> <li>• Coordinate equipment repairs</li> </ul>	Pit Crew Indoor drumline Winter Guard
Treasurer	<ul style="list-style-type: none"> <li>• Custodian of all Organization funds</li> <li>• Maintain records of deposits/disbursement of funds</li> <li>• Audit Merchandise Inventory Tracking sheets</li> <li>• Maintain records of profit losses</li> <li>• Assist in the development of yearly budget</li> <li>• Maintain overview of revenue streams showing potential profit</li> <li>• Assist in developing and maintaining the corporate sponsorship package</li> <li>• Maintain a list of current and past sponsors</li> <li>• Continuously maintain a list of potential donor leads</li> <li>• Send event invites/thank you notes to donors</li> <li>• Authorized signer on bank account</li> </ul>	Corporate Sponsorships
Secretary	<ul style="list-style-type: none"> <li>• Record minutes of all meetings of the organization and post on website</li> <li>• Maintain official copy of by-laws</li> <li>• Keep Membership Ledger &amp; Directory</li> <li>• Maintain Meeting Attendance records</li> <li>• Maintain volunteer list and coordinate volunteers for events</li> <li>• Coordination &amp; Distribution of Monthly Newsletter</li> <li>• Coordinate Annual Registration Planning with Band Directors</li> <li>• Maintain digital scrap book of band activities</li> <li>• Publish yearly scholarship plan and guidelines</li> <li>• Coordination of Volunteers to Plume/DePlume &amp; pick up Lyre off Marching Field (Bucket Moms)</li> <li>• Procure snacks for Marching Season</li> <li>• Maintain Inventory &amp; Cleanliness of Booster Room</li> <li>• Authorized signer on bank account</li> </ul>	Historian Scholarships Volunteers