

EHS Orchestra Booster

November 13, 2014 Minutes
7:00pm @ EHS Orchestra Room

Attendance: Tami Baker, Ruth Striegel, Kathy Hobbs, Liz Ziegler, Mary Williams

Meeting called to order at 7:15pm.

1. Restaurant Fundraiser
	1. It was decided that we won’t have a restaurant fundraiser after our next concert. It’s too short of notice to organize; it’s already a late night for the kids; we don’t know if we could get enough business to meet a minimum requirement; we don’t want the kids spilling on their concert attire before the concert; and we don’t want them to be late for the concert.
2. Phoenix Trip
	1. A contract is needed for kids/parents to sign and submit with their $200 deposit for the spring trip. **Ruth has a ‘letter of intent’ that she will update**. One student has paid the deposit; about three more kids have almost enough in their accounts. The $200 deposit deadline will be changed from November 20 to December 2 ($100 is also due Jan 12, Feb 2, Mar 2 each). **Liz will send an email announcing this change and to let parents know that students will know their account balances by Monday, the 17th**. **Ruth will send Tami the letter of intent and an updated trip summary for the web page**.
3. Treasurer’s Report
	1. It was decided that students won’t be paid for their volunteer work at the Dinner and a Show fundraiser between 7 and 9 pm because no work was actually done. :) Mary will re-work her numbers with this new information. See treasurer’s report (attached) for more information about the Dinner and a Show results. It was decided that the 14 orchestra kids that performed will get $10. The rest of the money will go to the kids that worked (Mary will figure the man hours and then an hourly wage).
4. Time for Three Concert
	1. Nicolas Savignon is the only student that signed up.
5. Dinner and a Show Review
	1. Liz shared her write up of the Dinner and a Show. See attachment for comments, suggestions, and how-to. Ruth asked if this could possibly be two events next year. The judges loved helping! Liz suggested doing this before solo/ensemble to provide a practice run with an audience for the kids competing. Is the talent show something that could stand on its own? Mary guessed there were about 20 people that paid $5 to just watch the talent show. Ruth thought the dinner and show could be together one more year before the show is big enough to be on its own. Mary suggested having kids sell tickets to the show during lunch for a discounted price ($3 in advance, $5 at the door). Next year have the judges fill out a half-sheet of paper for each act so the performers can have feedback.
6. 501c3 Status
	1. Liz found that the local tax advocate is not for our case. Liz completed the worksheet and checked ‘no’ for every question, which qualifies us for the 1023-EZ form. It is possible that we will owe back taxes. **Ruth will ask her CPA friend to help decipher Part IV of the EZ form**. There is a $400 fee to turn in the EZ form. Mary asked if our money will be refunded if we are denied non-profit status – answer is unknown. There was more discussion about taking the booster account to the school’s activity fund. Over the next month, **Ruth and Mary will consider how being a part of the school activity fund would affect their business transactions**.
7. ***Next meeting was scheduled for Thursday, December 4th at 7pm***. Tami will not be able to attend; **someone else will need to take minutes**.

Meeting adjourned at 8:29pm.



Treasurer Report Orchestra Booster

November 13, 2014

Total Deposit for a Dinner & Show was $1556.00.

We have to subtract out $100.00 for prize money and $50.00 for seed money.

**Total profit was $1406.00**.

Students sold a total of 117 tickets preshow giving them a total of $813 in credits toward their student accounts

The remaining profit of $593.00 will be split up amongst the students that volunteered for the evening. They will be given credit based on the hours that were worked between 5-7pm and again after 9pm for clean-up.

Total balance in the checking is $1859.32 as of 11/8/14. No current checks outstanding

Total balanced in the savings is $3720.01 as of 10/16/14

We have received one trip deposit from Kayla Turner for $200.00 that was deposited on 11/8/14 to the Booster Checking account. This $200.00 is reflected in the current balance.

*Dinner and a Show Fundraiser, Thursday, 11/6/14 6p - 9p*

The profit from the evening was $1406.00. We pre-sold 105 meals. Kids earned $6 for each individual ticket, $27 for a family ticket, $10 for performing and $11/hour for working. There were 158 talent show votes.

*Dinner Details*

We opened the kitchen at 430 pm and dinner was served just after 6pm. There were 2 cafeteria workers and 6 parent helpers. Volunteers had to prep the garlic bread, heat the water and sauce and cook the pasta and open the cans of sauce (no small feat with that can opener!). We mixed the pasta and sauce in large pans. We had 6 bags of prepared pasta and sauce leftover. The salads were put into individual serving bowls. The bread was put onto plates and put on the tables (family style). Plastic forks, spoons and knives were put into cups on the tables. Servers took orders for drinks, salad and pasta. Desserts were combined, plated and served. Each server used large cookie sheets to carry the food. Lemonade and water were pre-poured into 9 and 18 oz cups.  We had 4 - 5 gallon drink dispensers.

We used

25 lbs pasta from Albertson’s 3 lbs sausage from Keller’s

34 - 24oz cans of sauce (24 donated from Albertson’s & 10 purchased)

3 catering salads from Zorbas (Greek catering salad), Il Vicino (Della Casa salad) and

Farina Alto (chopped veggie salad)

13 loaves of Italian sliced bread from the Bread Outlet and prepared bread from 2 restaurants

Large margarine tub (purchased) Garlic powder Powdered lemonade

Towels for drink tables spills Disposable gloves to handle the food

200 large and small plates 150 small bowls 200 forks and napkins

There were 4 parent volunteers for the clean up. (No students helped with the kitchen clean up.)

*Suggestions for the Dinner*

We should start asking businesses for donations in August. It may be better to keep the pasta and sauce separate. We can pour a ladle of sauce on the pasta when plated. When we have a 501c3 tax exempt status, we should be able to get a meat donation from Sprouts. We should strive for at least 10 lbs of meat. It would be best to have 12 oz cups for drinks. We need salt and can openers. The opener in the school kitchen doesn’t work very well and opening 34 cans takes a long time. It might work well to roll up a spoon, fork and knife into a napkin and put them on the table. We can use a Sign Up Genius event to get parent help for specific jobs (pasta and sauce cook, bread prep and cook, pasta plating, salad plating, dessert plating, drink prep, place settings, etc). We need adults and students to wash dishes.

If we are going to offer speciality meals, the pre-order for should say something like “*Anyone requesting a Gluten-free, vegetarian, lactose free meal will be served a salad*”. Making separate meals would be too challenging.

*Talent Show Details*

There were 18 acts and 6 judges (Escobedo, Seckler, Horning, DaiZovi, Kahl, Richards) and they all had a great time. Each group paid $10 to enter the contest and perform. The winner received $100 cash. Each judge provided a comment and then gave a score (7 - 10).  Every audience member voted for their favorite by writing the number of the performance on a ticket. Those votes and scores were counted and entered into the spreadsheet. This was the first year that we invited all EHS students to audition. We borrowed the audio equipment from an orchestra student. We borrowed a piano from the school.

*Suggestions for the Show*

We could sell show only tickets ahead of time to help create interest. Judges should have separate pages to write comments on each group so they can be given to the performers. We might consider asking the Stage Craft students for set up help. We will need to borrow audio equipment from EHS or a student. Performers should be given a flyer with the dinner details. The performers should be offered the chance to buy dinner at a discount or eat for free.

We should keep these events together for now. We can have separate groups of volunteers work on each one.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Booster Comments  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I think asking for specific donations from businesses at least two months in advance might be better. Also, if we have the 501(c) it will be easier. We can put the business logos on our website. 25 lbs. of pasta was enough. Not sure how many cans of sauce we used. We got 13 loaves of Italian sliced bread, not sure how far that went. We need to make sure we get a written thank you to all the sponsors and cafeteria. Talent show went well. We need to do an actual sound check with all instruments and microphones hooked up prior to show. Meetings before event are always good.

I can only speak from the areas I was helping with. Maybe next year, it would be good to have servers/helpers identified prior to 15 minutes before hand. That was very nerve racking for kids and adults. Also, not have kids doing that job that really don’t want to be, if we have a choice.

I thought our set up was good, and the system we thought up was really good but can be improved upon next year. Next year, having the kids that serve, wear something

uniform-like, might be nice (jeans, black pants, white shirt or Eldorado shirt). Maybe write up a job description for some of the positions so kids can sign up for a position. Ruth could distribute copies out to the kids in advance of sign-ups. Then have a copy with the sign up sheet. First come, first serve kind of thing. Can have slots of how many workers we need where (we have a pretty good idea what we need to pull it off now) and they would have an idea of what it is they are doing and then having more time to explain the evening of the event. If possible assign tasks prior to event and could give out instruction list with times to report and where? (salad servers meet in kitchen at 5:40, servers at 5:50) Instructions  (i.e.: salads first, take drink orders, watch for windows to open then take pasta orders, bus your table.. etc..) It was difficult to get all the kids together at  once to explain, distracted and such.

Set Up - Table prep - Decorators - Bread Makers/Cooks - Salad/ Dessert Servers - Pasta/Drink Servers - Drink Prep

I’m not certain the shifts worked as well as just position placement of workers for the evening. For example, there were not really any kids working at all during the performance. Which was a shift I think. And after, most of the kids didn’t stay.

Maybe next year, more other kids will get involved. We might consider making posters of who won to place around the school congratulating them and telling students to start planning for the 2nd annual Eldorado’s Got Talent. Marketing for next year? I feel  big poster board posters with stars or something! Not just a colored paper flyer. Eye catching.

Also, each contestant should receive a piece of information about the event. Including what can be expected for the performers for the evening, free drinks but its $5 fee to eat dinner. Or we had so much pasta left over we probably threw away, maybe the contestants get to eat for $2?

If the event grows enough. We could consider making it a show in the theatre and charging tickets. but the venue would have to grow large enough to warrant losing the proceeds we made from dinner. Perhaps trying to do it on a Friday night?  Overall, a bit more order to the event would seem more smooth.

I think the talent show portion was too long.  Maybe we limit the number of acts or the length of the acts or start the acts while dinner is being served.  I thought judging went smoothly with the spreadsheet and tickets.