

Harmony Helpers Business Meeting Minutes  
Monday, October 15, 2018

\*\*\*\*\*TENTATIVE PENDING BOARD APPROVAL 11/13\*\*\*\*\*

Present:

Stephanie Bowles  
Amy Schoen  
Wendy Todd  
Lisa Gray  
Debbie Polk  
Stephanie Siefert  
Jayne Miller  
Karen Furey  
Heather Davis  
Natalie Seifert, Choir Officer  
Laura Franks, Choir Officer  
Tyler Skidmore, Director  
Katie Peyton, Assistant Director  
Tom Bonezzi, Band Director  
Christina Reuger (sp) Assistant Director

- Mission Statement read-
- Secretary Report read, Debbie motion approve, Wendy second, All in favor
- Treasurer Report-not much in and out, Showtime 2018 invoicing to school district complete, \$8500.00
  1. Q. regarding time sheets for \$3000 in invoice, K Platz stated must be done, D Muniak said not precedent
  2. Will request for them to be filled out for this invoice, but hopefully not for future years as all 4 individuals stated this has never been the protocol.
  3. Two HH credit cards now, one Deb holds, other for K Peyton (must turn in hardcopy receipts)
  4. Fee collection? Few stragglers but most fees paid
  5. Another fee due October, put on the information packet but no, better to bill balance at the end due to potential overpayment up front, and 501 c 3 cannot return overages after yearly fundraisers, partial payments, etc. are put in
  6. Send message to clarify then? No, better to return a check here and there if someone drops one in the box than group message up front
  7. Motion to accept treasurer report (Stephanie) Jayne second, all in favor
- Team Snap – emails went out (computer roster w/ calendar attached) test was run to see if worked, for parent information
  1. Q. Good tool, but will overlap with FB etc? A. Use FB for social aspect only, Team Snap for information
  2. Two other sites Tyler mentioned Cut Time and Charm (choir directors use these to organize) K Furey said platforms are similar; Tyler-“if we are

going to spend booster money for a program, it must do something we don't already do, and payment function would be a benefit. Also, would we still have to track down people, etc."

3. Team snap-has capacity to divide into crew, singer/dancer, pit; benefit for new people to get detailed information; we would not be at unlimited bracket, so not the most expensive option, but divided
  4. K Peyton probably would not use it, but assign a Crew Head to utilize, T Bonezzi would
  5. Q. Is this for Encore or entire Choral Dept? A. For Choral Dept, some areas then would be password protected as separate drop downs, schedules, etc.
  6. Motion (Lisa) to do further research and decide at a later meeting with directors, Stephanie second, all in favor
- Choir Officer's Report – working on concession fundraiser for the musical, S Seifert parent coordinator, sign up genius sent out
1. Producers need to be in information loop going forward, would have liked funding to go back into the musical
  2. S Seifert – concern about last minute planning as the case last year, did not want the same, money can go where it needs as Choir Officer's Fund is in the black
  3. K Peyton – no, let it go forward as is, just note for next time.
  4. S Seifert – maybe funds can be split between both
- Director's Report – Fall Choir Concert structure of volunteers went well, S Seifert working with A Lyons to step into this role, will take it over.
1. Concessions or 50/50 raffle for the Christmas Concert? Can have an intermission for this if need be, let T Skidmore know.
  2. No pressing director needs, but Encore asked to perform during school day 11/12 for Ohio School Board Association Conference in Columbus, will confirm
  3. Dates for competitions are locked in for designated weekends below, will leave early Saturday am and stay Saturday night for the overnights with possibly exception of Piqua or Carroll being two night stay; still need to pay for Piqua and Twinsburg  
1 11-12 Beaver creek  
1/19 Piqua  
2 8 & 9 Carroll Ft. Wayne  
2/16 MMS  
2/23 Twinsburg  
3/2 Solon
  4. Dancing w/ Encore space is being requested for 12/8; Tammy Hoegler (Eddie) is the contact person, HH can help support through snack, T shirt distribution, possible registration table, but through publicity would be best. Location Middle Auditorium and Choir Room

5. T Bonezzi – Q. regarding purchasing wall mount air conditioners for choir room, large fan too loud, Mr. Bonezzi could build structures to move them, approx. cost \$300-400 each, will put together proposal
- New Business (continued) Princess Pirate Tea Party 11/17
    1. Going forward, and planning well, meetings going well, new team may need help with Sign Up Genius when it's time
    2. How do we have students sign up and when? T Skidmore-Google form can be sent out and respond, they submit and I approve who will have which role.
    3. Funds go to the HH fund, so reach out to all choirs for volunteers?
    4. Advertising good, distributed to all schools, all info on Eventbrite, need signage to designate entry points, etc (trying to get from Jamie Patterson, who is trying to locate it)
    5. Next planning meeting Wed 10/17
  - MMS planning meetings starting next month
  - Dine to Donate, Heather Davis new coordinator
    1. Chipotle still best at 40%, but can only choose one location for event, Courthouse Pizza, Five Guys 25%, would be good locations, will do multiple times
    2. Option to have these during musical, tech week, or after holiday concert? Then flyers can be put in handout material
  - Dinner & Show - S Seifert is contact person for this event, going with previous caterer, but he doesn't like main cafeteria, last year due to Art 1/11 we switched to Commons but hard for seniors, lots of walking, some confusion, would like to go to Main Cafeteria, need ramp for food distribution
    1. How about student volunteers to help carry in? Or, use theatre dock ramp to bring in? S Seifert will call and discuss
    2. L Gray will do more centerpieces if going with design from the picnic
  - Old business – Q. Where are the tents? A. In the Choir Room closet in their carrying cases
  - Calendar Raffle all complete and handed out to students
  - Google Calendar with competition dates can be shared now
  - Website up and running, but need choirs tab, middle school piece? No, not at this time.
    1. Choir director pictures and bio for each;
    2. Wordpress platform so anyone who needs access can be added, looking good right now
    3. Calendars, updating Encore info, post Showtime costumes as needed, ability to have password protection in areas (one password given to whole group)
    4. Email K Furey back with feedback, changes
    5. Regarding board information, one email that goes out to everyone is good for now

6. MMS Showcase page, put any questions or people to contact; Google Doc link best for MMS registration
  7. FAQ for new people
  8. Pic on main website page? Musical & Princess Tea for now
- Next meeting planned for TUESDAY November 13 7:00 pm due to Monday Family First Night
  - Motion to adjourn Debbie, Stephanie second, all in favor.