

**Pentucket Music Department**  
***Boosters***

**MEETING DATE:** 9/2/14

**Members Present**

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Kendra Bowker, President  
Kathie Sullivan, Vice President  
Sue Hersey, Treasurer  
Audrey Tarr, Secretary  
Dianne Elardo, Communications Secretary  
David Schumacher, teacher  
Lisa Arsenault, Color Guard Director

**Mission Statement:** To provide various supports to the Pentucket Music Program through fundraising and advocacy.

**AGENDA ITEMS-**

**Old Business:**

1. Any remaining 5013C paperwork left to do??

**New Business:**

1. Report from the Treasurer on fundraising amounts.
2. What do we do with the money we have raised thus far?
3. Membership email list and communicating to membership via Facebook, etc...
4. Calendar of fall music events/fundraising calendar with volunteers listed for each event.
5. Fundraising ideas:
  - a. Snack shack/t shirt sales
  - b. Bowlathon
  - c. Ecosmith recyclers- used clothing bin – placement of dumpster and seeking assent of administration.
  - d. Pentucket Stories night – 5 minute stories about living in the district.
  - e. Big Band concert/dance
  - f. Flatbread Pizza
  - g. Motorcycle ride

**Discussion:**

1. Remaining 5013C Paperwork: The bylaws and federal ID is filed and obtained. Final paperwork can be filed. We need to look into obtaining insurance for non-profits.
2. Treasurer's report: There is a balance of \$2692.58 in our account. \$2550.00 was raised by the cash calendar; \$573.00 from raffles; \$100.00 from program advertising.

3. We will wait to distribute money to the Music Department. We first need to find out the costs for filing with the state, insurance, etc. When we do give out money it was recommended that we follow “Robert’s Rules” and keep detailed notes of the process.
4. Calendar for fall music events is on the Pentucket website (Pentucketmusic.com).
5. Fundraising ideas:
  - a. During home games (football) we need 2 adults and 4 students to work at the snack shack. The Athletic Boosters will give us \$200.00 for each game we cover. They do all the set up and clean up – we just have to be there to sell food items. We can sell our own t-shirts at that time (for \$20.00 each). **Amy Malonson and Kathy Sullivan** said they would cover the first game. **Karen Rubino** said she would coordinate.
  - b. **Karen Rubino** will help Kendra selling advertising space for the fall and spring music programs. We will need a letterhead with our logo introducing ourselves to give to possible vendors who would like to advertise.
  - c. Bowl-a-thon – **Rich Ferrara** will look into this. (See information sent earlier from David Schumacher regarding this.)
  - d. Flatbread Pizza – on a Tuesday night, possibly November 11<sup>th</sup>. **Amy Malonson** has the information and will be looking into this possibility.
  - e. **Dianne Elardo** is looking into having the big band the Mood Swings play at a fundraiser this winter. Groveland Fairways was suggested as a possible venue. **Sue Hersey** knows the owner and will call to find out the availability and costs involved. We can provide food (appetizers). There will be a cash bar.
  - f. Ecosmith recyclers – **Kendra** will talk to the owners of West Newbury Food Mart about possibly putting a bin there.
  - g. Pentucket Story Night – some discussion was had of having this in the winter at the high school and charging for admission.
  - h. Other fundraising ideas were brought up: comedy nights; 5K races; bike ride; ukulele night; selling t-shirts, ornaments, bracelets, and linking it to Facebook. **Lisa Arsenault** saw something about this on Facebook and will look for it again. She will send the info. to **Audrey Tarr** when she finds it.
  - i. Motorcycle ride was discussed but the issue of liability made it seem not worth doing at this time.

Other Items:

1. **Rich Ferrara** said he would update the brochure with current website info. and the logo. He will also look into pricing for printing out small informational postcards to hand out during events.
2. **Tony Beatrice** will put a picture of the t-shirts on our website and come with an order form so that people can order online.
3. **Kimball Tarr** will put together directions for Google and the website to give to our communication secretary **Dianne**.
4. A Facebook page has been set up. **Audrey Tarr** will update the administrators and add other board members on.
5. The Spencer-Pierce-Little Farm in Newbury is having a music festival on September 26<sup>th</sup> and 27<sup>th</sup> from 11:00 to 6:00 and from 11:00 to 4:00. We are invited to set up an information booth as a nonprofit. They are also having a bonfire in January and we can set up a booth then as well.