



2017-2018

Executive Board Meeting Minutes

August 8, 2017

Attending: Charlotte Wallenburg, Melanie Tyler, Kim Benson, Joi McNeley-Phelps, Neila Forsberg, Dena Gates, Diane Troy

Charlotte Wallenburg and Melanie Tyler, Co-Presidents called the meeting to order at 7pm.

Spotlighters Open Positions

We still need volunteers for:

- Concession Chair
- Scholarship Chair
- Choir Banquet Chair

Programs -Neila Forsberg

Planning to meet with the Bunde's. First program would be the musical. Plan to use google form to ask students to enter their bios electronically. Neila needs to find out who the printer is for the programs.

Membership – Joi McNeley-Phelps

Nicholas and Madison will sit at the table at Back to School Night

Charlotte set up a google doc to share documents to enter the memberships. Some will have editing and some will not.

All Choir Picnic – August 22, 2017

Need to find out number of students enrolled. (53 Seniors) Plan to use the same form as last year. 8/22 from 6:00 to 8:00 Hotdogs will be cooked and purchased from HyVee. We have plenty of plates and cups from last year. Only need hot dogs and buns. Melanie will call HyVee and get pricing and will order hot dogs and buns and will pick up the hot dogs, buns, ketchup, mustard. Email will also be sent through Skyward so all the parents will be notified as well. Joi plans to have a membership table at the picnic as well.

Treasurer Report – Kim Benson

Revised / corrected budget from Last year needs to be posted on the website. Brought in more money than we spent last year. We received \$175 more in membership than we budgeted. More in advertising than budgeted of \$330. Also fundraising brought in more than planned.

Kim presented a recommended budget for 2017-2018. To balance the budget we will need to:

- Change scholarship from \$3,000 to \$2,500
- Remove constant contact \$55.00

Mr. Magnus made a special budget request. Mr. Thomas purchased a new sound board but is using his personal computer to run it. Three options were provided with two refurbished and one new computer recommended. Melanie moved to purchase the new computer option and monitor as presented by Mr. Magnus, Joi seconded. The total cost, not including tax is \$1,027.00 plus the monitor for \$99.99. The board approved the purchase. This approval was within the budgeted amount of \$2,000.

The Theater Banquet will have enough money to increase their budget for this event this year.

Other budget changes discussed:

- Plan to budget for a Spotlighters tablecloth - Melanie will purchase
- Changed advertising expenses to \$700.00.
- Changed Senior Gifts to \$400.00

Business to be discussed at 08/28/2017 Spotlighters meeting

- Elect officers for 2017-2018 year
- Approve the 2017-2018 budget

Upcoming Spotlighters Events

- February 16, 2018 - Concession Stand for Spotlight

Respectfully submitted, Diane Troy, Secretary