

**Wolf Tones Meeting Minutes**  
**SRVHS Instrumental Music Program**  
**August 6, 2018**

**Welcome and Introductions**

**Attendees:** Cheryl Yee Glass, Dan Lopez, Karen Wisser, Dora Coelho, Jill Shankel, Linda Dalenberg, Connie Gazarian, Christine Bertolero, Suzanne Brandt Linchey, Joyce Roe, Gabrielle Middleton, Jill Newton, Jennifer Cyrnak

**Review Status of Action Items and Amend, Approve Meeting Minutes:**

- Mrs. Glass: Order new microphone case – SOON
- Mrs. Glass: Contact MVHS about potential Japan Tour participation – DONE
- Jill: Set up separate WT scholarship accounting for restricted funds within existing WT general account - LATER
- Kathy: Ask Trish to reserve IMR for 3 years of Grad Night – DONE
- Kathy: Ask Michele Vejby for LED fundraiser check – DONE
- Kathy: Continue to seek volunteers for open positions – ONGOING
- Linda: Develop operating costs per program on each item and send out additional data for further consideration to WT Board – DONE
- Linda: Send out SUG for 4<sup>th</sup> of July parade – DONE
- Linda: Book Wedgewood venue for next year's Awards Banquet 5/21/19 and book the commons as a backup - DONE
- Linda: Look into using computers/automate all event signups and email contact info at BBQ instead of using papers as in past – DONE
- Dora: Coordinate BBQ – DONE
- Judi: post music calendar on website – DONE
- Carol: continue to work on potential tour – DONE

**Minutes approved from 6/5/18 meeting (with minor edits)**

**Items added to August 6 Meeting Agenda**

- Items missing from Instrumental Music Room
- Uniform cleaning

**DIRECTOR'S REPORT – Cheryl Yee Glass**

- Concert podium missing from the IM room, no idea where it went. Posters have been cleaned off the walls.
- Current roster – 57
- Large drum line this year; we need to order some new cymbals

- New student will need to borrow a Baritone Sax. Will try to find one locally. If unsuccessful, we may have to discuss purchase.
- Cal Band Day is Sat, Sept 15<sup>th</sup>. Game kick-off scheduled for 3pm. Report time at Cal is 9:00am. Roll call will be at 7:45am at the school, dressed in black pants, black shoes. Someone needs to follow up with them and ask about a golf cart and where drop-off location will be (Jennifer to handle).
- Met with World Projects over the summer regarding Japan Tour. Met with Monte Vista HS and they are interested. Carol will go back and follow up with everyone. Information night is scheduled for Aug 21.
- Back to School Night is very early this year (second day of school – Aug 14) so Jazz Band won't be ready. May need Marching Pep Band to fill in.

### **TREASURER'S REPORT – Jill Shankel**

- Total Chase Bank Accounts: \$162,123
- Accounts Receivable: -\$450
- Current undeposited funds: \$1,550
- Other assets: \$10
- Total Liabilities & Equity: \$163,233
- Request for last 2 deposit details from We Care spring fundraiser (fees with donation format). Dora to provide.
- 2018-2019 Budget is ready for review / approval

### **OLD BUSINESS**

- 2018-2019 Wolf Tones Open Coordinators / Volunteers: there still several positions open such as Uniform Team, Banquet Coordinator, Spring Music Invitational Coordinator (formerly CMEA), and Orchestra Liaison. In addition, “shadows” are needed this year for the positions of Food Coordinator, Car Wash Coordinator, and Treasurer to ensure smooth transitions next year when current volunteers rotate off.
- Potential Tour Update: Japan Tour will be announced by Mrs. Glass at the BBQ; info night scheduled for Aug 21

### **NEW BUSINESS**

- Registration: going well so far, with a couple of students expressing interest. No new checks have been collected yet, but one is expected; everyone seems to be donating online through the registration portal. Two refunds have been issued for erroneous online donations.
- Marching Band Camp: going well so far; 1/3 of students measured for uniforms today. Water bottles for last year's seniors have been separated out and will be cleaned this week (Jennifer). New shirts will be ordered on Tuesday 8/7 after all sizes have been confirmed (Grace Gilroy). The Orchestra closet has been reorganized and a new shoe rack has been installed for Marching Band.
- Back to School BBQ: plans are in place for Thursday night; currently under 100 signed up so far. A reminder SUG will be sent out this week. Unfortunately, Trish did not reserve the Commons for Thursday as requested, but Linda will follow up to be sure we can use the space anyway. Grills have been reserved (check for an extra tank of gas) and food will be picked up on Thursday morning once the final headcount is in (Dora).
- Budget: Reviewed and passed. All agree that it is appropriate to spend some of the accumulated funds this year.

- First Football Game Logistics: SUGs have been sent out for the pre-game dinners, still waiting for a veteran family to sign up for the first game. SUGs for game volunteers to be sent out after the BBQ. Coordination of game volunteers to be handled by Jennifer this year (with Carol's guidance). Water bottle filling will be turned over to the students (leadership to sort out details).
- Uniform Cleaning: Christine has been in touch with Country Club Cleaners about cleaning Marching Band Competition uniforms this year. Cost will be approx. \$800. Vote was taken, and motion passed.

## **NEW ACTION ITEMS**

- Dan to reserve and pick up Car Wash kit from Town of Danville ahead of 8/25 and 9/8 – DONE
- Dan to work with Gabrielle on SUG for parent volunteers for upcoming Car Washes and work with student leadership on coordinating student volunteers
- Mrs. Glass to look into borrowing a Baritone Sax for a new student – DONE
- Mrs. Glass to order new cymbals – DONE
- Mrs. Glass to discuss option of using marching pep band at Back to School night instead of Jazz – DONE
- Linda to confirm position of Music Director Assistant with Jason
- Jennifer to follow up with Cal Band Day representative about total number of tickets, confirm drop-off location, and inquire about a golf cart for Mrs. Glass
- Dora to provide last 2 deposit details from We Care fundraiser to Jill
- Carol to cycle back with World Projects about Japan Tour and confirm details for Info Night (8/21)
- Mrs. Glass to announce Japan Tour at BBQ on Thursday – DONE
- Gabrielle to send email reminder and SUG about BBQ – DONE
- Karen to post Marching Band Camp information on Class of 2022 social media accounts (ie: Facebook)
- Linda to send out an updated new student list to all for follow up communication
- Linda to follow up with Trish about using the Commons for BBQ
- Mrs. Glass to ask Jason to follow up with Ken regarding Oct 19 senior night / choir conflict (DONE)

**THANK YOU AS ALWAYS FOR YOUR CONTINUED SUPPORT OF WOLF-TONES!**

**Our next meeting will be on Tuesday, September 4<sup>th</sup> in the Instrumental Music Room at 7pm.**