

**Meeting Minutes**  
**Kailua Intermediate School Band Boosters**  
**Band Booster Meeting**  
December 12, 2016

**Location:** Kailua Intermediate School (KIS) Band Room

**Called to order:** 6:35 pm by Joe Tribbey.

**Attendees:** Kristi Kusunoki (Band Director), Joe Tribbey (President), Maris Jones (Treasurer), Lori Matsushita (Recording Secretary), Hope Montalvo (Vice President), Jeanne Lemon (Corresponding Secretary), Casey Kitano, Carol Gaylord, Nicole Leong, Lani Kohatsu.

**Approval of Minutes**

The minutes of 21 November 2016 were approved (with the correction under "Instrument Purchase and Repairs" - Mrs. Frato-Hildebrandt is applying for the grant).

**Treasurer's Report**

The ending balance on December 8 was \$12,514.73. Deposits were made for \$38 (donation from Roundtable fundraiser) and \$20 (donation from Panda Express night). Checks were written for \$28.50 (bank fee for additional checks order) and \$30 (reimbursement to Ms. Kusunoki for Parade of Bands bus parking). The payment to the high school and college students who helped with summer band has been added to the profit and loss report (-\$2,484.00). The summer band income, from last school year was \$2,480. The band paid \$4 out-of-pocket.

The check from the Panda Express fundraiser has not been received yet. Agnes will send a final invoice in January, then the total profit can be calculated (the band boosters will receive the full amount, \$7, for any unredeemed tickets).

**Band Booster Officer**

J. Tribbey noted we are still in search of a co-president.

**Fundraiser Update**

- Donors Choose: Nicolle Grimes has set up an account under Ms. Kusunoki's email. She will need to meet with Mr. Kitano to form an itemized wish list and complete the application. This will be discussed further at the January 9<sup>th</sup> band booster meeting.
- McDonalds Night: J.Tribbey will contact McDonalds to inquire about a McDonalds Night in the spring.
- California Pizza Kitchen: Lani Kohatsu will follow up with CPK for a possible fundraising night.
- Panda Express: M.Jones will look into another Panda fundraising night in the spring.

**Winter Concert**

- Winter Concert Silent Auction: Kristin Cleveland and Brenda Jensen, chairpersons.
- Winter Concert Bake Sale: Margaret Carpenter, chairperson. M.Carpenter to make bake sale signs. J.Tribbey suggested recycling "Support the Band" signs from previous fundraising nights.
- Winter Concert Dinner Sale: Joe Tribbey, chairperson. J.Tribbey will start bringing in dry goods (water/soda/chips) on Wednesday (12/14). He will bring the hot dogs and buns on Friday. M.Jones will print up food sale signs with pricing.

Checklist items: Sheri Hanoa – cash box, ice for (1) cooler; Kim Williams – foil (to wrap hot dogs); L.Matsushita - butane burner, pot (for cooking hot dogs), large cooler; L.Kohatsu - butane burner and pot; J.Tribbey - extension cords, tables, lights and ice for (1) cooler; M.Jones– large cooler, change for cash boxes, (16) leis for guests. J.Lemon will send out a reminder email on Wednesday (12/14).

Nicole Leong mentioned that prospective KIS students/parents might be interested in attending the winter concert. Ms. Kusunoki will send out an email to the 6<sup>th</sup> grade teachers, reminding them of the concert.

**Instrument Purchase and Repairs**

- Ms. Kusunoki suggested the purchase of a new woodblock stand. The current one is unstable and held together with duct tape. The cost is approximately \$189.
- Mr. Kitano will be offering a beginning ukulele course next school year (in lieu of piano). He will take inventory of the ukuleles on campus and will assess if any additional need to be purchased. If anything, strings will need to be replaced.

**Meeting Minutes**  
**Kailua Intermediate School Band Boosters**  
**Band Booster Meeting**  
December 12, 2016

- The band boosters have approved reimbursement to Ms. Kusunoki for the following: \$56.23 (leis for the joint concert), \$31.10 (tuning slide grease), and \$169.80 (BURPS – brass instrument learning tool).

**Funding Trip for Band Teacher**

The band boosters have approved funding the cost of Mr. Kitano's band trip expenses (\$660). M. Jones to coordinate payment with Seawind Tours & Travel.

**Upcoming Events**

- Solo and Ensemble: Register by December 16; performance on February 5  
Cost to participate is \$10/student. There are (3) KIS students who plan to perform. One student will need an accompanist (pianist), which will cost approximately \$50 for (2) rehearsals and the performance. Mr. Kitano to assist with finding an accompanist. Ms. Kusunoki will verify that the student is aware of the additional cost.
- Winter Concert (All students): December 16  
Silent Auction and Bake/Dinner sale set up at 4:30pm (can be as early as 4pm). Parents need to sign out their child at the band room.
- Band Camp (Advanced Band): February 10-12. Mandatory for all advanced students going on the trip.  
Parent chaperones will be requested with the permission form. There are (12) bunks/cabin, this will include (1) adult chaperone and (1) Kailua High School band student. Mr. Kitano will visit KHS to recruit student volunteers. During the winter break, Mr. Kitano will also contact the clinicians.
- Band Trip (Advanced Band): March 10-12  
The next payment is due on December 21. Currently, there are (30) students committed to going and (5) parent chaperones. In addition, Mr. Kitano and Doug Howe (band parent/KIS faculty) will be chaperoning. The list of "hybrid" students will be announced before winter break.
- Winter Social (All students): December 20, 4-8pm  
Permission forms are due tomorrow (12/13). Then, Mr. Kitano will assess if there is adequate chaperones (1:10). The student officers are planning cookie decorating, an ugly sweater contest, dinner and a movie (Elf).

Don't forget.... farewell party for Ms. Kusunoki on Sunday, December 18<sup>th</sup> from 2-4pm in the KIS cafeteria. All current and former KIS band students/families are welcome to attend. It will be a casual potluck event to give Ms. Kusunoki a proper send off to Washington, DC.

**Next Meeting:** The next meeting will be held January 9, Band Room.

**Meeting Adjourned:** J. Tribbey adjourned the meeting at 7:25 pm.

**Minutes submitted by:** L. Matsushita