**Date:** July 13, 2017

**Time:** 7:00 PM-8:30 PM

**Location:** RLHS Library

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| **Time** | **Agenda Item** | **Presenter** | **Action Item** | **Follow-up** |
| 7:00 PM – 7:15 PM | 1.  Call to Order  a. Agenda  b. Welcome and Introductions to all attendees | Amy Daniels |  |  |
| 7:15 PM – 7:20 PM | 2.   Review and Approval of Past Minutes | Mark or Colleen Mason | X |  |
| 7:20 PM – 7:25 PM | 3.  Review and Approve Finance Report – May | Alisa Kronshage | X |  |
| 7:25 PM– 7:35 PM | 4. Directors & Committee Reports - On Going Projects:  Report New Information   1. Any new items to report from district directors? 2. Develop process to handle cleaning of robes, tuxes and gowns. Annually? How will cost be recovered? 3. Madrigal Supplies – Still need a new buyer – Any suggestions? 4. Wish List – Identify top priorities 5. NLCC Theatre Festival at Wauconda High School   Request: RLHS theatre students will participate in a 12 workshop on August 26th, need parents to help serve lunch/dinner.   1. Ripon College Tour Host – Monday, March 12, 2018   Request: Provide dinner for 20 students, Tri-M may be able to handle set-up and serving. | All Directors | X |  |
| 7:35 PM – 7:45 PM | 5. Brain Storm on Suggestions to assist with Treasurer Responsibilities  End of Year Process for Students  Ordering Supplies and Equipment  Counting & Depositing Money from fundraisers  Accounting and Reconciliation  Monthly Reports for Meetings  Paying Invoices and Renewal of Accounts (Website and Charms)  Charms Updates – adding new students, fundraisers and applying student fees | Amy Daniels  Alisa Kronshage |  |  |
| 7:45 PM – 7:50 PM | 6.  Fundraising Updates: See attached report for all fundraising efforts. | Amy Daniels |  |  |
| 7:50 PM-  7:55 PM | 7. New Item for Discussion   1. Fundraising Proposal Received from the Fox Lake VFW | Amy Daniels |  |  |
| 7:55 PM - 8:00 PM | 8. Old Business: Received approval for Pool Party for Marching Band & Color Guard from Park District  9. Adjournment  Next Meeting – Need someone else to Chair meeting on August 3rd or change it to August 10th | Amy Daniels |  |  |

**Fundraising Report – presented by Amy Daniels**

**Restaurant Nights**

* Wendy’s Night -

June 8th – Check has not yet arrived

Future nights: July 13th, August 17th, September 14th, October 19th, November 9th, December 14th

* Portillo’s–

May 30th – Check just arrived

Future night: August 22nd

* MOD Pizza (Gurnee) –

July 10th – Check to arrive in next month

* Chili’s Round Lake Beach – Set up for the month of June for all Lake County locations, must show voucher.

June – Check to arrive in next month

* Culver’s – would like to try and get an August date
* Panera Bread – Requested, no confirmation yet
* Chipotle - Will try to schedule after next school year begins

**Fundraisers:**

1. Car Washes: Color Guard - $728 Band Scheduled for July 29th

Band Car Wash Volunteers: 9-11 am Linda Juarez & Jean Vandergriff, 11-2pm Evelyn Angeles + Need Volunteer

1. DVD Sales
2. Band and Choir Festival Auctions and Raffles – **Anyone Interested in Co-Charing this Event? I would love to**

**teach someone.**

**Student Fundraisers: - Approved Student Fundraisers**

1. Lou Malnati’s Pizza - Students will make $5 per pizza (40% profit) - Student deliver coupons for pizza, frozen pizzas can be picked up at any Lou Malnati’s location. 6/2/17 – 7/13/17
2. Coupon Book for Lake County – Book & App – 50% Profit (12.50 per book, sell 5 get one free to keep or sell) 8/11/17 – 9/20/17
3. World’s Finest Chocolate or Cherrydale – 1/10/18 – 2/28/18
4. Goodies Popcorn – 3/15/17 – 4/6/17

**Summer Fundraisers**

1. Car washes – Guard – June 24 (need to reschedule) and Marching Band July 29th – **Need a Chairperson for this project**
2. Marching Panthers Poster Sponsors – **Michael Francisco**
3. Marching Panthers Snack Sponsors – **Need a Chairperson for this project**