

# Waynesburg Music Development Foundation

## Meeting Minutes

Date: February 15, 2019

Meeting Called to Order by: Lindsey Parks

<b>Attendees:</b>	Lindsey Parks Mandi Fordyce Kate Graham	<b>Absent from Meeting:</b>	Sean Sawyer Aleisha Fox Doug Mason Jeremy Olisar Zack Mason Paige Zalar
-------------------	---	-----------------------------	--

<b>Date:</b>	February 15, 2019
<b>Time:</b>	7:00pm-9:30pm
<b>Facilitator:</b>	Lindsey Parks

### Agenda Item #1: Cash Bash

**Notes:**

- Lindsey met with Bridgette Dennison from the Waynesburg High School Band Boosters. It was decided to table the cash bash until the fall due to a lack of available dates in the spring.

**Plan of Action:** Meet with the boosters again in a few months to start planning the vent for the fall rather than the spring.

### Agenda Item #2: Apparel Sale

**Notes:**

- Nothing new to report. Revisit this in the summer.
- To advertise Homecoming more next year, let's sell apparel to alumni at the homecoming game next year.

### Agenda Item #3: Car Show (May 18, 2019) Alpha Aquatic Park 10:00-4:00

**Notes:**

- The Lion's club has been confirmed and we rented the large building and the enclosed meeting hall.
- Currently have \$550 in from sponsors for this year's car show.

- We joined the Greene County Tourism (\$50 annually) so that we could utilize their advertising for events and be able to apply for their event grant.
- We applied for their Advertising and Promotion grant asking for \$500. There is a meeting on March 5<sup>th</sup> from 5:00 to 7:00 at the Greene County Fairgrounds where they will announce who has been awarded funds. If awarded the funds, we will purchase large yard banners that will go around town.
- We are still seeking additional sponsors, please check our google drive to print letters and send them out to potential sponsors. There is an updated list of who has already had a letter sent to them.
- Lindsey is working on finishing the flyer and getting it out to carcruises.com, tourism, and then posting it around town.
- We will seek a sponsor for the dash plaques and plan to order 100 of them again this year.
- We will be able to fit 15 or more vendors around the parking lot at the pool. We are hoping to be able to put some on the lion's club side as well but waiting for the go ahead from them.
- We need to start seeking vendors, online, word of mouth, vendor list from Melody Longstreth.
- Vendor spaces will cost \$35. NOTHING is provided other than their 10x10 space on the grass. It will be noted in their registration forms that they will need to provide their own tables, chairs, and tents. ALL TENTS MUST BE SECURED AND WILL BE CHECKED BY A WMD REPRESENTATIVE. We cannot risk damage to a show car if a tent picks up in the wind.
- Vendors will be accepted on a first come, first serve basis, more like first "Paid" We will not allow repeats of companies (Pampered Chef, Mary Kay, Lularoe, etc.)
- We will start to get quotes of shirts and trophies
- We will invite the Kona Ice truck back again this year.
- Lindsey will contact the band parent who could be interested in helping with the chicken roast. If this works out, we should do presales to the community.
- Doug Wilson will not be available to DJ this year due to a schedule conflict. Christian Wilson has been hired in his place and charges \$100 per hour.
- Ideas to improve the event, kids activities, girls in FAMILY FRIENDLY pin-up, photographer, pep band

**Plan of Action:** Attend Grant meeting, check the drive and sent out sponsorship letters,

#### Agenda Item #4: Taxes

**Notes:**

- We need to figure out how to file our taxes.
- Lindsey will contact the people who file the taxes for the Chamber of Commerce and find out about how we need to go about getting them filed this year.
- Please vote electronically to pay someone to assist us this year since we don't know how to do this yet as a nonprofit.

**Plan of Action: E-Vote**

#### Agenda Item #5: Giving to the Elementary Music Teacher's Ukulele Project

**Notes:**

- The music teacher at WCES posted on the site DonersChoose.org to get backing so that she can purchase Ukuleles to use with her classes. Here is the direct link to her project page [https://www.donorschoose.org/project/uke-can-play-music/3753208/?utm\\_source=dc&utm\\_medium=facebook&utm\\_campaign=project&utm\\_term=donor\\_5534146&rf=facebook-dc-2018-12-project-donor\\_5534146&fbclid=IwAR0psriPqceYhcYhK1CBQuDu0EXf2OsFu4thPninzgChMi4kcbiaVvFQvj0](https://www.donorschoose.org/project/uke-can-play-music/3753208/?utm_source=dc&utm_medium=facebook&utm_campaign=project&utm_term=donor_5534146&rf=facebook-dc-2018-12-project-donor_5534146&fbclid=IwAR0psriPqceYhcYhK1CBQuDu0EXf2OsFu4thPninzgChMi4kcbiaVvFQvj0)
- We would like to give to this cause as it aligns with our mission, we need to decide on an appropriate

amount for us to give. (As of today she has raised \$1064 of her \$2335 goal) We will discuss this on line and have an E-vote.

**Plan of Action: E-Vote**

### Agenda Item #6: Website upgrade

**Notes:**

- We need to think about upgrading our website package so that we can accept payments directly through the site. We can use this for pretty much every event we will do in the future and we will have a much easier time of accepting donations from individuals.
- The 'Pro' plan costs \$12 per month when paid annually. This will give us our own domain name, the ability to accept e-payments (with a 3% fee) and several other features. This is the lowest paid tier but we can always upgrade it in the future if we feel that it would be worth the additional cost.
- Please vote electronically to upgrade the website or not.

**Plan of Action: E-Vote**

### Agenda Item #7: PO Box

**Notes:**

- We need to think about getting a PO box so that we can be more professional. Right now mail comes to Lindsey's house in Canonsburg which doesn't look very good to our sponsors to be sending money out of Waynesburg.
- An X-small box is 3in x 5.5in and costs \$64 annually
- Please vote electronically to get a PO box or not.

**Plan of Action: E-Vote**

### Agenda Item #8: Creating a standard meeting time for the future

**Notes:**

- It is becoming more and more difficult to find a day and time to meet so moving forward we are setting a standard day of the month that will be for our meetings. Of course, things might need to be changed from time to time but we will try to stick to this in future meetings.
- We decided that we will make our meetings the 3<sup>rd</sup> Tuesday on the month at 8:30 at the chamber of commerce office where we will be able to order a pizza or other take out as we see fit.

**Plan of Action:**

### New Agenda Items

- We need to create some documents for when organizations requesting funding from us for projects.
- Get into some of the WVU basketball games to raise some extra money
- Alumni Dinner Dance? (Homecoming Weekend?)
- Create an event to include the elementary students on the week of the game that they come up to, maybe a chicken roast? Some sort of small banquet?

	<ul style="list-style-type: none"><li>• The boosters are selling chances on a large meat package. We could look into doing this in the summer/fall. Seems to have a good profit margin and doesn't take much work.</li></ul>
--	--

<b>Other News and Information:</b>	<ul style="list-style-type: none"><li>•</li></ul>
------------------------------------	---

<b>Projected Next Meeting Date:</b>	March 19th, 2019
-------------------------------------	------------------

**Motion to Adjourn:** Mandi Fordyce

**Seconded:** Kate Graham