

Roswell High School Band Booster Association
MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Board Meeting	Date	January 12, 2016
Type of meeting	Status, Review & Discussion	Time	7:00pm
Executive Board Attendees	Mark Adams, Director of Bands; John O'Donovan, President; Ed Smyth, Vice President; Tera Doyle, Secretary; Michael Ascher, Vice President, Ways & Means; Tad Henderson, Vice President, Ways & Means; Beth Geoffroy, Vice President, Support Services		
Absent	Mary Jane Hendrickson, Treasurer	Venue	RHS Band Room

Minutes

1. MEETING OPEN - JOHN

John called the meeting to order at 7:03pm.

2. WELCOME/SIGN-IN - JOHN

Others BBA members present: Claire Shaw, Shelly McArthur, Jane Quinn, Kris Simiele, Melissa M. Smith, Shane Holden & Beth O'Donovan (acting Director of Communications)

3. MINUTE APPROVAL – BETH G

Beth made motion to approve the December minutes, motion seconded by Ed.
 All voted “Aye”, no “Nays”. December minutes approved.

4. BAND DIRECTOR REPORT - MARK

Mark informed the board that mandatory special clinician led rehearsals had just been added to the charms calendar for all students in symphonic and wind ensemble. The clinics are scheduled for Feb 13th from 1-6:30pm.

Other upcoming calendar events highlighted:

- All State Jazz Band – 01/28-01/30
- District Honor Band – 02/05-02/06
- LGPE – 02/29-03/02
- All State Band – 03/03-03/05
- Spring Concert – 05/03

5. CRUISE UPDATE – BETH O

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We currently have 97 students registered (only down 1), first payments due on Friday (01/15)
Necessary cruise forms have been completed, scanned and sent. Reminder from Mark that Fulton county forms will still need to be completed.

Beth needs chaperone names from Mark

6. FINANCAL REPORT – JOHN

John passed around an example of a monthly balance sheet that he would like to emulate and spoke to the importance of delineating operating verses enrichment in understanding the BBA financial picture. John also highlighted the need to re-categorize the budget and eliminate the use of the miscellaneous category. He let the board know that we are not in a position to approve any new expenditures until we figure out where we are financially.

7. PROPOSALS/MOTIONS

John proposed to amend the RHSBBA Constitution and Bylaws:

- i. Language to adjust/change Bylaws Article II, # 1, to provide and alternate “second signer” on approved RHSBBA expense checks where a second signature may be required and the President may not be physically available to execute the second signature. **Wording debated, enhanced and approved for circulation to general membership for a vote in the next meeting (February).**
- ii. Language to adjust/change Constitution Article VI, # 11, to allow for directly related family members to hold more than one office position on the Executive Board but allowed only one vote. **Wording debated, enhanced and approved for circulation to general membership for a vote in the next meeting (February).**

Language was circulated among the board and will be put out at the next general meeting. *(Meeting Notes Addition: Following the meeting, Beth O'Donovan removed her name from consideration as Director of Communications. This removed the circumstance that created the need for a change to the Constitution. This does not eliminate the probability of this circumstance from consideration in the future. The language will be circulated within the Board and the Board (by majority) can still consider the change for a general membership vote regardless of the current circumstance. A re-activated search has been started to nominate and elect a Director of Communications to the Board.)*

Poker Tournament Fundraiser – Mike & Tad

April 30th (tentative date)

Sponsors paying for all tournament expenses

Still price shopping for venue/location

\$200/per person, goal of 100 players (entertaining the idea to reduce entry fee if necessary to get to 100)

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Shane did some research independently and discovered that the bigger entry fee does work for charity tournaments and that some charity tournaments allow participants to rebuy in the early rounds
Mike also proposed hosting a scrabble tournament in May for families and younger children to increase band booster presence and awareness in community.

John proposed approving new Bookkeeper assignment and contractor contract

Part one: stabilization, get compliant – this needs to be done ASAP, \$493. Part One as is does not require Board approval and was presented as a courtesy update related to our financial review mentioned earlier in the meeting.

Part two: maintain books on an on-going basis, can cancel at anytime. Part Two as a multi-month contract as-is would require Board approval. This part has been tabled for renewed discussion in next month's meeting. Recruitment of a volunteer band parent may provide the staffing needed for this type of position. If a volunteer band parent cannot perform the activity on a timely basis, the option for professional bookkeeping as outlined in this Part Two can be executed.

8. NEW BUSINESS

John is exploring placement of all Band data will be kept in cloud (not on laptop), so data will not be lost. He will provide an update in the next meeting.

No other new business was presented.

9. BOARD COMPLIANCE – JOHN

John distributed and collected signed Confidentiality Policy & Conflict of Interest Policy Forms from all present board members.

10. MEETING CLOSE – JOHN

John moved to close the meeting. Motion seconded by Beth G.

Meeting adjourned at 8:48pm.

Next RHSBBA Meeting: 02/09/16 @ 7pm