

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA General & Executive Meeting	Date	April 12, 2016
Type of meeting	Status, Review & Discussion	Time	7:00 pm US ET (90 minute goal)
Attendees	Mark Adams, John O'Donovan (chair), MJ Hendrickson, Michael Ascher, Tad Henderson, Beth Geoffroy, & Tera Doyle		
Absent	Ed Smyth & Keith Cooper	Venue	RHS Band Room

AGENDA

Meeting Objective: General Band Booster Association Update and Planned Activity Review. 1st part of meeting is a general membership meeting (limited to 30 minutes maximum). Committee and General Membership Updates to be held within the time limit maximum for the general membership meeting. 2nd part of meeting is Executive Board meeting, open for general membership to attend unless student confidential information requires Board discussion and attention.

1. GENERAL MEETING OPEN – JOHN

John called the meeting to order John @ 7:04pm

2. WELCOME/SIGN-IN – JOHN

Other BBA members present: Cathy Flynn, Marie Gant, Melissa Smith, Claire Shaw

3. MINUTE APPROVAL – JOHN

Beth G made a motion to approve the March minutes, motion seconded by MJ.
All voted “Aye”, no “Nays”. March minutes approved.

4. ACTION ITEM QUARTERLY REVIEW – TERA

- John – Re-categorize the budget & eliminate the use of the miscellaneous category, WIP (05/12)
- John – Explore the placement of all band data stored in cloud vs. laptop, COMPLETE
 - Executive Doc Section on RHSBBA website , unlimited data/passcode protected
- Mark/EB – Fill open position for Director of Communications, WIP, Mark giving names to John, extras John will pass to Beth G
- Beth O – Add sponsors to website, COMPLETE
- Beth O – Create flyer to advertise tournament, COMPLETE
- Beth O – Post poker tournament details on website, COMPLETE
- Mark/EB – Review poker tournament rules/language, give feedback, COMPLETE

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- Mark/EB – Attempt to recruit at least 1 player for poker tournament, ON HOLD
- Beth O – Set up/Maintain website tracking for sponsor spending, COMPLETE
- Mark – Set dates for rising 9th Gr presentations, COMPLETE
- MJ – T-Shirts for Fall MB Show, COMPLETE
- MJ – Organize speaker case move to Georgia Case, ON HOLD
- Beth O – Brandon requested his events added to Charms calendar, COMPLETE
- Beth O – Post Verizon concert list to website, COMPLETE
- Mark/EB – Nominate new Verizon concert chairperson(s), preferably two, WIP
- Beth O – Mike requested an RHSBBA Sponsor Fan Page, COMPLETE
- Mike requested help designing/ordering lanyards for the players, ON HOLD
- Charmers – Add a third donation category for poker tournament labeled: player pool, COMPLETE
- Keith – Head up Corporate Sponsor Check Handling committee, WIP

5. BAND DIRECTOR REPORT – MARK

- Percussion has two upcoming events: Concert 04/21, Festival 04/23
- Band Auditions – 04/25, participation is required to be in band
- Rising 9th Grade Night was a success with over 40 families in attendance, very enthusiastic crowd
- Spring Concert needs to be added to charms calendar
- RHS Graduation is 05/26. Wind & Symphonic players are required to attend/play. Mark is also in need of parent volunteers for that evening.
- Other upcoming calendar events highlighted:
 - Spring Concert – 05/03
 - Senior Solo Recital – 05/10
 - Band Banquet – 05/20

6. SUPPORT SERVICES UPDATE – BETH G

- Beth discussed the possibility of a “meet & greet” before the spring concert, no decision was made

7. SWARMIN’ THE GREEN UPDATE – TERA

- Date has been moved to Tuesday, May 17th (originally 04/26), location still the same (Area 51/The Fringe)

8. PERCUSSION UPDATE – MARIE GANT

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- Marie expressed Brandon's appreciation for the equipment approval
- Vibraphone is needed, will be submitted for July budget approval
- Brandon inquired about his upcoming staff budget – Can it be restructured? Is there flexibility? John would like to meet with Brandon to discuss his ideas before setting the new budget and contract structure.

9. WINTER GUARD UPDATE – MARK

- Winter guard had a great final performance

10. GENERAL MEETING CLOSE – JOHN

John motioned the general meeting close @ 7:37pm, MJ seconded the motion.

Due to the Senior Solo Recital, the next meeting will be moved from Tuesday, May 10th to Thursday, May 12th at 7pm.

11. EXECUTIVE BOARD MEETING OPEN – JOHN

John called the Executive board meeting to order @ 7:37pm.

12. FINANCIAL REPORT – JOHN

- John distributed the P&L thru 03/31/16
- Cash on hand went up, 67K
- Two sheets attached detailing final cruise expenditures and high level financial statement
- Enrichment Expense Request – Percussion Equipment purchase / repair request was approved 5 votes out of 7 votes possible (5 yes, 2 abstain)

13. BAND CAMP UPDATE – BETH G

- Dates are set and facilities are reserved with Reinhardt University
- Beth O is working on a plan to have additional volunteers to assist with some daily activity or the evening activity and not just overnight chaperones for all activity.
- Band paperwork will be changing over to electronic for any Fulton county required forms for camp
- Free Student Physical – 04/30 @ 8:30am-9am North Fulton Hospital, parent must be present regardless of age

14. VERIZON CONCERT UPDATE – JOHN

- Arena name is changing to Live Nation
- New chairperson(s), preferably two, needed ASAP as Paul is stepping down, still recruiting

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- April 23rd – Training requested by Spectra, leadership only – Tad will attend as EB rep
- April 24th Siren Call – 14 volunteers needed – Lawn Draft (6), West Portable (6) and CheckIn (2), 10 slots filled so far

15. WAYS & MEANS UPDATE – MICHAEL & TAD

- Texas Hold'em Poker Tournament has been rescheduled due to low player sign-up and venue management change
- Michael told the board he needs help in recruiting more players for the tournament
- Tournament will not be held at the Cosmopolitan restaurant in Marietta, GA as originally planned
- Tentative date: August 13th, 2016
- Website Sponsor Tracking – feedback: hard to fill out sponsor spending fields from phone or iPad
- Michael expressed his disappointment in the low spending volume with sponsors, needs families to identify spending on website more
- Michael wants sponsor coupon cards made to distribute to public
- Michael wants to explore the possibility of an app to better market band sponsors
- Michael has a list of business sponsor categories where sponsors are still needed, would like to post on website
- Other events planned/discussed:
 - Scrabble Tournament – May 2016
 - Poker Tournament – August 2016
 - California Dreaming – November 2016, Car Raffle
 - Fruit Sale – tradition, low maintenance, should continue

16. NEW BUSINESS – OPEN FLOOR

- John informed the board that a band tower needs to be built to replace the old scaffolding. He presented that it should not be the simple scaffolding of old and should be a showcase piece for the band and school marching program as a whole. John has put Ed in charge of this project and he currently getting quotes for professional grade materials and installation.
- Mark informed the board that he would like to purchase a copier for band use only as the school provided department copier is not an efficient or effective option. Mark has found a company through references with good pricing and he has passed along the the contact info to John, so John can speak with them directly and review contract details.
- The subject of the storage unit was mentioned and John reminded the board that the matter was currently on hold until closer to summer and mentioned that transportation was still an issue of concern. Mark explained the items that would be kept in the storage unit would not need to be accessed often. Mark also reminded the board that he will be gone

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

during the summer months. No decision is required until later in the summer. Transportation of items will still need to be worked out as part of the decision.

- Melissa Smith addressed the board regarding the email that John sent on 03/23/26 addressing the issue of communication and the band cruise. Melissa expressed that she took exception to the email and felt the tone was negative. She said it made her feel like she wasn't doing her job and she didn't understand why John sent it to the entire board. Melissa asked John to explain why he sent the email. John stood by what he wrote in the email and explained that he was monitoring the financial piece of the band cruise spiral out of control. John noted from the perspective of an organization chief that communication was lacking throughout the entire process but it became disconnected completely the night before the cruise. MJ interjected and explained that part of the problem may have stemmed from the fact that she did not realize that chaperones weren't paying until the last minute. Claire also interjected to express the exception taken to the premise of the email message and responsiveness to reactions about the message as well. John highlighted that beyond any communication (or lack thereof) that may have caused hurt feelings or frustration, the real take-away from the email was the need to create a "playbook" with distinct roles, a financial plan and a communication plan for future trips so that all of these pitfalls can be avoided. Closer consideration will be taken in any future team communications. The lessons learned and a "playbook" have been captured and will be available as input to the next trip planner.

17. EXECUTIVE BOARD MEETING CLOSE – JOHN

John declared the executive board meeting adjourned at 8:53pm.

Next RHSBBA Meeting: 05/12/16 @ 7pm