

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA General & Executive Meeting	<b>Date</b>	March 8, 2016
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET (90 minute goal)
<b>Attendees</b>	Mark Adams, John O'Donovan (chair), Ed Smyth, MJ Hendrickson, Keith Cooper, Mike Ascher, Tad Henderson, Beth Geoffroy, Tera Doyle		
<b>Absent</b>		<b>Venue</b>	RHS Band Room

### AGENDA

Meeting Objective: General Band Booster Association Update and Planned Activity Review. 1<sup>st</sup> 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. 2<sup>nd</sup> 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 General meeting to order @ 7:08pm.

**a. WELCOME/SIGN-IN – JOHN**

Other BBA members present: Beth O'Donovan, Nan Cooper, Marie Gant, Emma Flynn, Melissa Smith, Claire Shaw

**b. MINUTE APPROVAL – JOHN**

Tad made a motion to approve the February minutes, motion seconded by Beth G  
All voted "Aye", no "Nays". February minutes approved.

**c. BAND DIRECTOR REPORT – MARK**

Mark informed the membership that Nick Smith & David Simiele had an amazing performance at All-State! Symphonic & Wind Ensemble had great experiences at LGPE each receiving the highest marks on all performances. Rising 9<sup>th</sup> Grade presentations will be mid to late April, Mark to review and set dates  
Reveal for the Fall MB Show will be at the May meeting, MJ working on t-shirt design

Other upcoming calendar events highlighted:

- Spring Concert – 05/03
- Senior Solo Recital – 05/05
- Band Banquet – 05/20

# Roswell High School Band Booster Association

## **MEETING AGENDA & MINUTES**

---

**d. SUPPORT SERVICES UPDATE – BETH G**

Beth G informed the membership that all of the LGPE chaperones positions were filled after the second request went out and everything went smoothly.

**e. BAND BANQUET UPDATE – ED**

Ed informed the membership that he was very pleased with the banquet survey participation levels and that they were able to gather some great feedback. More details discussed later in the Executive Board meeting.

**f. PERCUSSION REP – MARIE GANT**

- Wanted to check on the status Brandon’s list? New vs. repair, list to be prioritized before the cruise
- Speaker Case needs to be taken to Georgia Case – MJ organizing the move
- Brandon needs his events added to Charms calendar

**g. GENERAL MEMBERSHIP UPDATES/PRESENTATIONS – OPEN TO ALL**

Nan Cooper inquired about sponsor receipt tracking. Mike informed the membership that the tracking is going well. He highlighted that in the first 7 days we were able to track 27 sponsor visits, totaling over \$600.

**2. GENERAL MEETING CLOSE – JOHN**

John moved to close the General meeting @ 7:24pm, motion seconded by MJ. Next meeting April 12.

**3. EXECUTIVE BOARD MEETING OPEN – JOHN**

John called the Executive Board meeting to order @ 7:25pm.

**a. FINANCIAL REPORT – JOHN, KEITH & MJ**

- Keith presented the Board with the updated P&L vs Approved Budget, cash balance is just over 64K at the close of February
- Some categories still need a little “fine tuning”, but financials are now ready to be posted to the general membership
- Mike brought up the concept of changing the word “fundraising” in the budget as he feels it has a negative connotation – to be taken under advisement

**b. BAND BANQUET UPDATE – ED SMYTH**

- Great response to banquet survey: 51.4% students, 48.6% parents

# Roswell High School Band Booster Association

## **MEETING AGENDA & MINUTES**

---

- Order of importance (most to least): Awards Presentation, Senior Accolades/Pics, Food, Take Home DVD, Decorations
  - 75% would pay \$5 more per ticket to receive more elevated menu
  - Discussion regarding possible venue change if large enough facility could be “donated” for the evening
  - Committee members/banquet volunteers still needed
  - Next update to be in April BBA meeting, with a Banquet Financial update to be provided to the EB
- c. VERIZON CONCERT EVENTS UPDATE – JOHN**
- New chairpersons (preferably two) are needed to coordinate as Paul is stepping down
  - As an incentive, the chairperson will have their child’s operation fees waived – all EB members agreed to the provision
  - Spring concert list was just released, Beth O is going to post to website
  - Volunteers – need about 6-10 per concert, there was some discussion about mandating shifts due to low participation rate
  - Schedule – duty station: check-in @ 3:30, check-out @ 12:30, \$110 per concert
  - Suggestion was made to request that Verizon send a “super statement” each month to cross reference each concert pay out – John to talk to Verizon about the possibility
- d. WAYS & MEANS UPDATE – MIKE & TAD**
- Texas Hold’em Poker Tournament is still set for April 30<sup>th</sup>, but start time has been moved to 1pm
  - Mike requested the time change be made to all event calendars
  - Mike requested an RHSBBA Sponsor Fan Page
  - Mike requested help designing/ordering lanyards for the players
  - The goal is 90 players with a \$200 donation, roughly 20 players have currently committed
  - There was some discussion over the donation amount to play. Mike wants to have flexibility if his numbers are low.
  - Some members expressed concern about players donating different amounts to play
  - If winner chooses the cash card prize, we are at a breakeven point with sponsorship for the tournament
  - Tax deduction forms will not be sent to sponsors under \$250, unless requested
  - Poker fundraiser in Charms currently has two donation categories: sponsor & player. Need to add to add a third donation category: player pool.
  - Other fundraisers planned:

# Roswell High School Band Booster Association

## **MEETING AGENDA & MINUTES**

---

- i. Swarmin' the Green – 04/26/16 (subject to change)
- ii. Scrabble Tournament – 05/14/16
- iii. Verizon Concert – Spring 2016, concert schedule to be loaded for signups via the website
- iv. Poker Tournament – September 2016
- v. California Dreaming – November 2016, Car Raffle
- vi. Fruit Sale – tradition, low maintenance, should continue

**e. NEW BUSINESS: CHECK HANDLING PROCESS/POLICY – JOHN**

- The need to clarify how Sponsor Checks are handled was brought to John's attention
- John asked Mike to clarify the check types that he had turned in to date; only 1 for poker, the rest were corp sponsors
- John appointed Keith to head a Corporate Sponsor Check Handling committee
- Mark suggested someone from Charms be on that committee

**4. EXECUTIVE BOARD MEETING CLOSE – JOHN**

John adjourned the Executive meeting @ 8:34pm.

Next RHSBBA Meeting: 04/12/16 @ 7pm