

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA General & Executive Meeting	<b>Date</b>	July 19, 2016
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET (90 minute goal)
<b>Attendees</b>	John O'Donovan (chair), Michael Moon (Band Director), Ed Smyth, Tera Doyle, Keith Cooper, Mary Jane Hendrickson, Tad Henderson, Beth Geoffroy, Molly Thompson		
<b>Absent</b>	Michael Ascher	<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 meeting to order John @ 7:06pm

**2. WELCOME/SIGN-IN – JOHN**

Other BBA members present: Nan Cooper, Brandon Kunka, Beth O'Donovan, Houston & Jenny Davis, Jennifer Waters, Morgan Mosley and Eric Turnquist

**3. GENERAL MEETING MINUTE APPROVAL – TERA**

Tera made a motion to approve the June general meeting minutes; the motion was seconded by Jennifer Waters. All voted "Aye", no "Nays". June general meeting minutes were approved.

**4. BAND DIRECTOR REPORT – MICHAEL MOON**

- Pre Band Camp going well. Should be ready to preform by first game. Not playing during scrimmages.
- Final count is a 120 students in Marching Band, 13 of which are Color Guard
- Michael addressed concerns about the added practice time and assured parents that his door is always open for one-on-one conversations if a student is struggling with time management/balance.
- Other upcoming calendar events highlighted:
  - Band Camp, July 24-28 @ Reinhardt U
  - Aug – Oct: Monday, Tuesday, Thursday practice, 4-7pm
  - Aug 10 – Star Trek Beyond @ 7pm (subsequently moved to August 17)

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➤ Aug 12 – Full Marching Band Picture, Aug 15 – Individual marching band photos

### **5. RHS FOOTBALL/CHEERLEADER BOOSTER REPORT – BETH O**

- Beth explained that this was an “olive branch” meeting and the first of many more to come
- Many items were discussed and there is more room for creative collaboration between football and band supported by their booster organizations
- Senior parents will have the opportunity to feature their child in the program this year
- Parking was discussed but will remain the same as last year
- More coordination between the cheerleaders, announcers and band was discussed as well
- The Board discussed the need for improved volunteer access to visitor concessions/track/field, i.e. master list/lanyards

### **6. GENERAL MEMBERSHIP – OPEN FLOOR**

- It was brought to Michael M’s attention that our local middle schools act as important feeders into the band program. High Meadows and Queen of Angels were both mentioned as additional middle schools to keep in the loop. Relevant contact information has been provided to Jane Quinn, parent middle school liaison for the BBA.
- After a brief introduction, John advanced the nomination for Molly Thompson to be the new Director of Communications. Beth G seconded the motion. All approved. Welcome aboard, Molly!
- Beth O’Donovan submitted a bylaws change request (see letter). The letter was read and discussion followed.
- John assigned Tera to head up a committee to review the bylaws and report back at the August meeting.

### **7. GENERAL MEETING CLOSE – JOHN**

John motioned the general meeting close @ 7:42pm. MJ seconded the motion.

### **8. EXECUTIVE BOARD MEETING OPEN – JOHN**

John called the Executive board meeting to order @ 7:49pm

### **9. EXECUTIVE MEETING MINUTE APPROVAL – TERA**

Tera made a motion to approve the June executive meeting minutes; the motion was seconded by Michael Moon. All voted “Aye”, no “Nays”. June executive meeting minutes were approved.

### **10. PRESIDENT’S REPORT – JOHN**

- John reminded the Board that change is occurring and that we need to embrace it and adapt to it

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- John highlighted the Board's role in recruitment: "everyone on the team is a recruiter", keep it simple, communicate and properly vet for those key positions where a particular skill is important.
- John also reminded the Board that good communication all around is the key to volunteer and support success, encouraging us all to use the "cc" and "reply all" features when emailing on board related issues.

### **11. FINANCIAL REPORT – KEITH**

- Keith presented the June 30<sup>th</sup> Year End Financial Report which showed a 64K cash balance but finished out the year with a -18K budgeted balance.
- Some key expense variances to budget include first installment to band tower, spring trip, percussion equipment purchase & band camp deposit.
- Keith presented a 2016-2017 budget overview that will be presented to general membership at the August meeting for vote. John encouraged Michael M to make any changes/suggestions to 2016-17 budget before the presentation in August.
- Discussion revolved around reconciling recent percussion purchases vs percussion budget. Brandon explained that in the past instruments were budgeted under "enrichment" and consumables came out of the percussion budget. Brandon is going to meet with Keith and MJ to revisit how the budget is currently structured.
- Color guard budget needs to be revisited as well. John encouraged Morgan to meet with Michael M.
- RHS paid \$600 for this year's music, so the in-school concert music budget line item can be adjusted accordingly. Michael M would like \$350 of that to be redirected to the Color Guard budget.
- Budget for show design, music line items are great and budget must be adjusted to reflect changes seen this year
- Annual audit needs to be scheduled. Discussion about going back one year or two. (Decision is for one).
- John addressed the need for regularly scheduled Student Account Management group meetings which would include the VP of Support Services, Communications Director & Treasurer team.
- New Enrichment Requests:
  - Concessions – Patrick who provided the grill in years past is currently not planning on retuning this year. Tad suggested we purchase our own grill for \$250. Beth G also purchased tents which can be used for camps and concessions. The Board agreed and Tad, Beth G will be reimbursed accordingly.
  - SAM Club –Extra member cards can be made for Morgan and Christy and any others that may need one. It will not be a credit card for purchases, only a member access card.
  - PA Equipment – Long ranger technology is extinct and speakers need to be replaced rather than repaired. A new updated PA would cost roughly \$1,500. John asked Keith to include in the 2016-2017 budget.
  - Bar Code Scanner – A new scanner has been purchased and was submitted under office supplies. The scanner works on uniforms, instruments, etc. and is Charms compatible☺

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### **12. FINANCIAL AID POLICY RENEWAL – JOHN**

- John passed out the Financial Aid policy with noted changes from last meeting and asked the Board if they agreed that the fees did not have to be repaid for the child to be eligible for the trip. The Board agreed and the new policy was unanimously adopted by a show of hands. It will replace the current document posted on the band website.

### **13. EQUIPMENT/OPERATIONS REPORT – ED**

- The black cart needs a new tire.
- Bob Barton had originally thought he might help pull the trailer but later volunteered to drive an additional Penske truck instead. Bob also volunteered to help build transportable instrument cabinets.
- Shane Holden is going to continue to help pull the trailer and Ed has a couple more volunteers he can call upon. Ed is setting up a rotation schedule based on volunteers availability.
- The band tower is scheduled to be installed the week before school starts, provided final specs are delivered to FCS.
- The carpet will be removed and new tile will go down before school starts.

### **14. BAND CAMP UPDATE – BETH G**

- Chaperones are set, snacks and donations are going great
- Housing for camp is reserved – girls are in the new building, boys are in the old building
- Sunday Band Camp Schedule: Loading @ 1pm, Check-In/Registration @ 3:30pm

### **15. VERIZON CONCERT UPDATE – JOHN**

- We have been dropped on several Verizon concerts due to lack of volunteers and a few by Verizon due to a lack of ticket sales.
- Dawn O'Shea is now the new coordinator

### **16. WAYS & MEANS REPORT – MICHAEL & TAD**

- Star Trek Movie Night – Aug 10 @ 7pm, Beth to presale tickets for \$20 (Subsequently moved to August 17)

### **17. NEW BUSINESS – OPEN FLOOR**

- Brandon requested \$2,500 for a commissioned piece by Jim Casella for the wind ensemble GMEA. Keith will review the budget and the Board will have an answer for Brandon by August 1<sup>st</sup>.
- Beth G is going to try and reschedule the Pool Party for Aug 13<sup>th</sup>

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- MJ is training Marcia and Christine on Charms and John requested that Wendy be set up and trained in Charms as well. Michael M is going to try to help MJ with training on the use of the fundraiser account feature within Charms. Michael M requested a Charms tutorial session be set-up for all trainees.
- Molly plans to meet with John and Michael M this week regarding overall communications strategy and then plans to reach out to each board member individually to discuss their role and how she can help assist them with communication.

#### **18. EXECUTIVE BOARD MEETING CLOSE – JOHN**

John declared the executive board meeting adjourned @ 9:59pm

Next RHSBBA Meeting: 08/09/16 @ 7pm

