

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA General & Executive Meeting	Date	September 13, 2016
Type of meeting	Status, Review & Discussion	Time	7:30 pm US ET (90 minute goal)
Executive Board Attendees	John O'Donovan (chair), Michael Moon (Band Director), Keith Cooper, Tera Doyle, Michael Ascher, Tad Henderson, Beth Geoffroy, Molly Thompson		
Absent	Ed Smyth	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 @ 7:37pm

2. WELCOME/SIGN-IN – JOHN

Other BBA members present: Marie Gant, Craig & Shannon Baughn, Dawn & Matt O'Shea, Kris Simiele, Melissa Petreshock, Jese Davenport, Julia Perales & Ruth Sheetto

3. BAND DIRECTOR REPORT – MICHAEL M

- Saturday is first big public performance: Tri-City Exhibition, Molly to send out details, all encouraged to attend
- Competition season coming up, holiday concerts to follow
- Calendar Updates: Homecoming and Youth Day Parade are required events, All mini-camps are 10am-6pm. Mr. Moon to make the adjustments in Charms.

Other upcoming calendar events highlighted:

- 10/01 – Marching Band Competition
- 10/08 – Roswell Youth Day Parade, 8am-12pm
- 10/22 – Marching Band Competition
- 11/05 – Marching Band Competition
- 01/28 – GMEA
- 03/02-03/04 – All State Band & Orchestra

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- LGPE – Late Feb/Early March

4. ROUND TABLE UPDATE

- Beth G – Encouraged parents to continue signing-up to volunteer. Reminded parents to complete volunteer registration online ahead of time.
- Dawn – Year to date Verizon earnings are at \$5,600. Still a constant struggle to get volunteers. Discussion revolved around whether or not to continue working concerts.
- Tad – Concessions have been going well even though the visitor stands have not been full. Stickers are no longer needed to enter the visitor concessions area however concessions volunteers still need to wear lanyards.
- Mike – \$YMP now has a user-friendly mobile app. Instructional primer to follow on soon.
- Keith – Financial statements will go out the 15th of every month. Jese Davenport reported there has been a recent occurrence of double payments so Keith is going to look at the statements to see if there is a way to make them easier to follow to prevent possible double payments.

5. GENERAL MEMBERSHIP UPDATES/PRESENTATIONS – OPEN TO ALL

- Nan – ordering meals for the marching band students has been problematic this year due to lack of pre-planning. Nan is requesting that a schedule be provided far in advance to in order to better streamline the meal planning process. Beth G is going to help create a schedule for the rest of the season. Nan also suggested that moving forward a “meal package” be offered to parents as part of their student(s) band fees (possible next year).
- Discussion was had about moving general meeting time to 6pm in attempt to increase attendance. Parents may be more apt to attend the meeting while waiting to pick up their child from practice if meeting was moved to 6pm.

6. GENERAL MEETING CLOSE – JOHN

John motioned to close the general meeting. Beth G seconded the motion. The general meeting was adjourned at 8:14pm.

7. EXECUTIVE BOARD MEETING OPEN – JOHN

John called the executive board meeting to order @ 8:33pm.

8. MINUTE APPROVAL – TERA

Tera made a motion to approve the August general meeting minutes. The motion was seconded by Keith. All “Ayes”, no “Noes”. The motion carried and the August minutes were approved.

9. ACTION ITEM REVIEW – TERA

- MJ – Organize speaker case move to Georgia Case, WIP/John will assume responsibility moving forward

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- Marcia – Quote needed to purchase new clothing racks and new plume case, WIP (clothing rack done, plume case outstanding)
- Marcia – Follow-up with Michael M about leader cord selection for band officers and managers, COMPLETE
- Tera – Set-up RHSBBA Bylaws Review Committee, WIP
- Keith/John – Annual audit, COMPLETE
- John – Follow-up with Brandon regarding approval for Jim Casella’s commissioned piece for GMEA – COMPLETE
- Ed – Continue to work with Brandon/Michael M on GMEA logistics, WIP
- Michael M – Charms tutorial sessions for new trainees, COMPLETE
- Keith – Send out regular financial statements, STARTED...WILL CONTINUE
- Molly – Send out weekly email blast, STARTED...WILL CONTINUE
- Molly – Recruit parent volunteer to help with web design, WIP

10. PRESIDENT’S REPORT – JOHN

- John reminded board members that nominations and officer elections are “just around the corner” and asked board members to think on candidates for the Nominating Committee.

11. FINANCIAL REPORT – KEITH

- Good positive cash position but need to work on collections, \$13,800 in past due fees. Will provide follow ups after next round of statements this month.
- On target with expenses for the year, and on track to finish the year with a \$15K cash surplus based on year-over-year cash carry over balance

12. PERCUSSION UPDATE – MARIE GANT

- Brandon feels that he has a good group for Indoor Drumline this year and will most likely be proceeding with putting the program together in early October. He has inquired about what had been a traditional contribution of \$1,500 from the BBA towards the program. John directed Brandon to put together a budget for review and the Board will discuss as part of that review.
- Supply Budget – Keith is going to follow-up separately with Brandon on the amount

13. BOARD UPDATES/LOGISTICS

- Beth G – requested Band-Aid button be added to website

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14. NEW BUSINESS – OPEN FLOOR

- Michael A – Fundraiser challenge for the kids, have them “race”, in small teams, to raise money for Band-Aid. Provide a prize incentive to compete. Organize the teams randomly to promote cross-team togetherness.

15. EXECUTIVE BOARD MEETING CLOSE – JOHN

John declared the executive board meeting adjourned at 9:21pm.

Next RHSBBA Meeting: 10/13/16 @ 6:00pm

