

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Board Meeting	<b>Date</b>	December 4, 2017
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET
<b>Attendees</b>	John O'Donovan (chair), Michael Moon (Band Director), Mark Herring, Keith Cooper, Ginger Greve, William Poole & Tera Doyle		
<b>Absent</b>		<b>Venue</b>	RHS Media Center

### AGENDA

Meeting Objective: Executive Board meeting, open for general membership to attend unless student confidential information requires Board discussion and attention.

#### 1. EXECUTIVE MEETING OPEN – JOHN

John called the Executive meeting to order @ 7:05pm

#### 2. WELCOME/SIGN-IN – JOHN

Other BBA members present: Angela McPherson and Nan Cooper

#### 3. BAND DIRECTOR REPORT – MICHAEL

- Winter Concert this Thursday, 12/07 (7-9pm)
- Saxy Christmas Performances:
  - 12/14 - St George Village
  - 12/15 - North Pont Mall
  - 12/18 - Mountain Park Elementary
- Tuba/Emphonium Christmas – 12/16, Georgia Square Mall (9am-1pm), volunteers needed
- Winter Guard is off to a strong start, John will send out the final WG budget w Board approval notes
- Michael will be out the week of Dec 18<sup>th</sup> attending a conference
- 2018 marching band camp dates are set for 07/16-07/19 (pre-camp) and 07/22-07/28 (band camp)

#### 4. 2018 NOMINATION SLATE – JOHN

- John presented the board with the full slate of nominees that included position descriptions (available on band website)
- John also reminded the board of the now is the time to recruit band banquet chairperson

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### **5. WINTER CONCERT PREP - ALL**

- Board will have two, short (5min) opportunities to address the general membership at the winter concert, which will serve as the December General Meeting.
- The first intermission will include minutes approval, spirit wear push, and a presentation and vote on the 2018 nominee slate.
- The second intermission will include a brief highlight of our fundraising vision with Extravabandza Food Truck Night in the fall & MARCH in the spring being the two driving fundraisers. Other fun, but smaller, fundraisers (like movie night) will be peppered in between the two larger ones. After John's brief overview, Mark will explain the MARCH fundraiser by showing a video that some of the students have put together. Mark will also be detailing what will be in the MARCH packets that will be distributed the students before the holiday break.

### **6. FINANCIAL SUMMARY – KEITH**

- Not much has changed since the finance committee met on Nov 14<sup>th</sup>, mainly just paid a few invoices
- Had some adjustments in lieu of IDL being cancelled, unplanned 1K received
- Still have a large fundraising gap that need to be filled. Michael is hoping to fill this gap with other fundraising efforts to allow all MARCH proceeds to go toward next year's budget.

### **7. 2018 PROGRAM PLANNING – JOHN**

- John wants to get a jump on budget planning for the next fiscal year and hash out an enhanced fundraising blueprint.
- Keith reminded the board that any Verizon concerts worked in the spring have not been worked into the current budget. With a renewal may result in additional fundraising funds in this fiscal year.

### **8. BOARD UPDATES – OPEN TO ALL BOARD MEMBERS**

- MARCH – Mark explained that a couple of students are finishing up the promotional video that will be played at the winter concert. Mark is still waiting to talk to the First Data rep but he explained that credit card payments can still be made thru the website via PayPal. Board discussed how to best track fundraising payments to the corresponding student if the PayPal link on the band website is used. Several felt a better payment platform needed to be used to best identify payments. Keith questioned if the payment platform would integrate with Charms. Keith encourage looking into a fundraising centered payment platform, in addition to Pushpay and First Data. Board discussed the possibility of moving the accounting function out of Charms if the right payment platform could be found. John encouraged more comparison, specifically First Data, before making a final decision. Mark explained that Pushpay would need at least 30days to fully customize the fundraiser page and the quoted cost at \$2400/year with a one year contract. Students can collect payment before or after workday and payments can be made by check, cash or credit card.

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- BAND TOWER – John still has two leads on the band tower purchase. Currently both leads are looking into getting the necessary approvals before moving forward.

### **9. EXECUTIVE MEETING CLOSE – JOHN**

John called the executive meeting to a close @ 8:05pm

Next RHSBBA General Meeting: 12/07/17 @ 7pm Next RHSBBA EB Meeting: 1/9/2018 @ 7pm

