

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	August 8, 2018
Type of meeting	Status, Review & Discussion	Time	8:00 pm – 9:00 pm US ET
Attendees	John O'Donovan (chair), Michael Moon (Band Director), William Poole, Ginger Greve, Michael Dal Cerro, Marineli Dal Cerro, Angela McPherson, Greg Freeman, Jennifer Collier		
Absent	Mark Herring	Venue	RHS – Band Room

AGENDA

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

1. **Executive Board Meeting Open** – call to order. John calls meeting to order @ 8:25pm.
 - i. Meeting minutes from July 11 presented and approved unanimously.
 - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
 - ii. Moon presents that most updates were already made in general session. Note: Just to restate – our mission as a board and as a booster is to support music education and help make great musicians, supporting musical enrichment.
 - iii. Compliments provided to Melissa Smith, our parent Uniforms Chairperson in providing organization and accounting on a spectacular scale with excellence and making the Uniform experience as easy/pleasant as possible for each of the students.
 - iv. Day 1 – great sound from all bands
 - v. Q: Fundraising – charity (501c3) vs. school, options to consider based on feedback from parents re London trip.
 - vi. Q: Winter Guard accountability financially – where did the program land ? Will review in financials part of meeting. Parent feedback has been less than positive around competitions, uniforms and fees.
 - b. Present President's Report (President)
 - a. John provided a summary of the Booster Information meeting led by Dr. Shaw the previous week. Biggest impacts for the band is the removal of the green safe and having all payments go through the box provided in the front office. Four boosters will be authorized to access the box. All accesses will be logged for accountability by the front office staff. The four are Treasurer, Assistant Treasurers and President.
 - c. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)
 - i. Angela passed out the financials summary – both EOY for 2017-2018 in preparation for delivery to our auditor and our current year-to-date summary.
 - ii. John asked to review EOY details, and payment deferments/costs, in preparation for delivery to our auditor.

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- iii. First Aid supplies for Band Camp presented for reimbursement by William.
- iv. Mtn Park Live proceeds not categorized correctly – did not appear on a deposit log as found by Angela. John to confirm and pass to Angela. There were two logs that day and accounting by John and Jese prior to deposit – record does exist. (One check for \$500, cash for ~\$191.)
- v. General Budget/Financials Q&A (all). Last year shows overall, organization was under budget by ~\$23K. Current balance sheet shows cash on hand of ~\$95K. Solid as entering in to marching season.
- vi. Winter Guard shows as a major deficit. Explanation and detailed review to prevent recurrence required. Advancing the budget and payment schedules as planned should remove this risk going into this year. However, as noted by MDC, our current fundraising model is not set up to accommodate deficiencies/delinquencies going forward – or else what is the point ? This is an agreed upon point by the board and additional financial oversight will be provided for the IDL and WG programs as is provided for Marching Band as extracurricular booster supported activities. Primary club parent participation will be required to help with this oversight.
- vii. For Fulton County Staff – Moon to provide John & Angela with the FCS / RHS payment reporting form as now required by the Booster guidelines from FCS. (Specific to payments for Kate and any band banquet gifts that may be given.)
- vii. Audit Prep/Timing
 - 1. Audit expected by end of August. Angela to engage auditor next week.
- d. Board Updates or Discussion & Debate current proposals/motions
- viii. Logistics Updates (VP, VP SS)
 - 1. Old Soldier's Day Parade
 - a. Nice thank you note sent to Carl Black for the loan of the 3500 for the trailer. Request to be sent out by MDC re Roswell Youth Day parade for continued sponsorship and publicity. Ginger to post a shout-out to Carl Black as a thanks as well.
 - 2. Football Season Start
 - a. Moon to follow up with Mark Herring re props – design, lead times and shell repairs. Repairs to include platform tires, PA tires, platform bases and skin snaps.
 - b. Props needed by Aug 25.
 - c. NOTHING wheeled allowed on the track, once the track is down (for 30 days). Alternatives being reviewed by Moon and AD on how to get front ensemble into the stadium / onto the field without touching the track. NOTE: This affects ExtravaBANDza. No trucks or wheeled vehicles at all allowed on the track. Seek alternative placements for the event.

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- d. Moon NOTE – 8th grade night has been moved to coincide with the Homecoming game. MS directors made the request. Moon working with AD on having the band marching show be part of pregame and not post game. Update to follow when the season begins. NOTE: Since the board meeting, 8th grade night has officially moved back to being held on 8/31.
- ix. Fundraising Activity & Planned Events (VP Ways and Means)
 - a. MDC reiterated push on the Dominos promotion and business sponsorships drive. Push via all channels. Kids to start 8.9. This goes through 8.22. Asst Treasurers requested to help compile \$ and payments, plus additional help in aligning order forms with funds turned in to ensure solid card delivery and fundraising event accountability. (August 23).
 - b. MDC confirmed movie night selections to be for November (Color Guard scholarship fund directed) and February (General scholarship fund directed). He will talk to Barb at Aurora about upcoming movies and specific Wednesday to put on the calendar.
 - c. STG has been moved from August 10 to a new target of April 26.
 - d. MDC requested additional information surrounding SAPA, the Winter Guard competition Moon has proposed RHS host this February. Funds generated – i.e. Gate receipts, Concessions, Merchandise percentages and go to the host. Host is required to accommodate warm-up areas, supporters for directions, all Judges (procuring and accommodating).
 - i. Initial donation to SAPA is \$500, at time of application/proposal submission
 - ii. Total donation to SAPA not to exceed \$1250.
 - iii. MDC and John to review application specifics in more detail.
 - iv. Moon to complete application/proposal over the weekend for wider review (extra set of eyes and any obvious logistic gaps). Final proposal to be sent to SAPA by 8/17.
 - v. Potential profits range from \$5K - \$10K.
 - vi. It is an all-band fundraising event – showcasing Colorguard/Winter Guard. Lots of volunteers needed. Guard students may not perform and may be hosts/ambassadors for the event (like seen at other host schools). Publicity/Messaging to be geared as a band-wide showcase.
- x. Communications (Dir Comm)
 - a. GG – confirmed Hall Band to be placed on calendar. Times to report/be ready to play.
 - b. GG – confirmed Pics timing for Aug 10 and the question about Shoes. Moon directed all to wear high all black socks. All pics are planned to be inside the Gym.

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- c. GG – Back in the swing of Sunday newsletter pushes and texts with the week’s schedule for marching. Any content can be forwarded throughout the week for blending. Final proofs to be on Sunday afternoons prior to push.
- d. GG – confirmed Oct 5th game is expected to be full band participation. (Moon – correct, confirmed.)
- e. Open Floor for New Business (Executive Board)
 - a. GG – questions have been flowing from colorguard parent community, to be ready, uniforms for CG are due when ? Moon confirmed a local supplier is already working on the order and delivery expected by end of August, if not sooner, perhaps Aug 24.
 - b. Board requests CG specific parent representative attend board meetings as well as a Percussion specific parent representative. Any CG/Percussion specific items will be pushed to the near-front of the board agenda, as needed.

2. Executive Board Meeting Close

Next RHSBBA Meeting: 9/12/18 (Wednesday)