

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	November 13, 2018 (Tuesday)
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 9:00 pm US ET
Attendees	John O'Donovan (chair), Michael Moon (Band Director), Greg Freeman, Ginger Greve, Michael Dal Cerro, Marineli Dal Cerro, Angela McPherson, Alan Christian (Nominating Committee), Mary Jane Hendrickson		
Absent	Mark Herring, Jennifer Collier	Venue	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 Board Meeting Open** – call to order (John @ 7:05pm)
 - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
 - SAXY Christmas lined up for MPE, St. George's Retirement Center, N. Point Mall. Looking for additional locations. (Maybe with Carol with Roswell or Smith Plantation Christmas activities.)
 - TUBA Christmas lined up Dec 7, field trip (during the school day)
 - Full Orchestra concert (Wind Ensemble student participation) is Dec 4.
 - Winter Concert set for Dec 6.
 - IDL participation looks to be 19 heading into clinic for Thur Nov 15.
 - i. London Trip Committee update
 - rescheduled meeting date set for Thur Nov 15.
 - Revised payment date schedule accepted by LNYDP committee. Dec 15 is payment date for initial payment by RHS to LNYDP. Dec 1 will be commitment deposit date by band community to participate in parade event. 75 students have signed up as interested.
 - True commitment to be judged on Dec 1&2 for determination of trip viability. 69 students or less – trip cancelled and refunds issued/checks returned. 70 students and more – trip is on, fundraising and trip planning moves to next level.
 - ii. Winter Guard Budget Adjustments Review and Payment Schedule outline
 - refined budget figures reviewed.
 - program budget set for \$16,120. Includes cost for uniforms, equip, floor, travel, hotel lodgings, instructors
 - expected final participant number to be 17. (@ 19 today, a few may drop). @17, fee per student is \$650 with \$1K in fundraising expected.
 - payment schedule \$100 commit deposit due by Dec 1. \$100 on Dec 19. \$220 on Jan. 7. Remaining balance subject to fundraising totals due on Jan 21. Fundraising to begin prior to winter break.

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- b. Present President's Report (President)
 - i. Nominating Committee – Candidate slate
 - Alan introduced to the Board. Minimal update available. Melinda Burch was acting as the primary note/record keeper on the slate of potential nominees and interested people.
 - Ginger to follow up with the committee on list of candidates so far
 - Candidate list, as it is or may be, to be ready for the newsletter to be released on November 25. List of candidates to be noted on the Winter Concert General Membership meeting agenda for voting. Any positions with no interested signups will be available for floor nominations on Dec 6 and will list as OPEN going into the meeting (and 2019).
 - solicitation message to go out by Moon for Thanksgiving break for additional candidates
 - ii. Winter Concert Meeting Prep
 - meeting time requested to move from 6:45pm to 6:30pm. Set. Calendar will be updated.
 - meeting notice/agenda will be published on Nov 25th – noting two votes needed (bylaws ratification, executive board for 2019)
 - iii. Marching Band – Lessons to incorporate into next year's budget planning (music purchase, drill writing purchases, supply purchases – timing, quality, return)
 - brief discussion on lessons from this past marching season, to be reviewed at a later date to be scheduled with those interested in sharing.
 - summary list items to be sent into John for compilation and to provide a foundation for the review meeting and sharing with Mr. Moon.
 - items to be from an enrichment experience perspective, financial perspective – as a lead-in for 2019 budget planning set to begin in late January.
 - NOTE: BAND CAMP 2019. Planned construction on campus @ RHS may/will force move of band camp and pre-camp activities off campus. Elkins and Roswell Rec under consideration.
- c. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)
 - financial summary shared. Still deposit research items remain that can skew some summary figures (such as uncollected fees for MB, CB. IDL deposits not finalized, only reflecting pushpay transactions).
 - i. Audit Progress
 - tax extension filed. Final audit package expected to be ready by this weekend. Results expected by mid December to share with EB and RHS.

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- d. Board Updates or Discussion & Debate current proposals/motions
 - i. Logistics & Volunteer Updates (VP, VP SS)
 - ~~1. Football Playoff Games~~
 - ~~a. Performance Plan if there is a championship appearance~~
 - 2. Winter Concert
 - Volunteers needed. Snacks table. Auditorium lobby for guests – vols for setup, snacks/treats delivery, snacks/treats organization, breakdown. Band lobby for students – vols for setup, snacks/treats delivery, snack/treat organization, breakdown/cleanup.
 - sponsor list for inclusion in the band program (variable size based on sponsor level)
 - ii. Fundraising Activity & Planned Events (VP Ways and Means)
 - 1. ExtravaBANDza recap (John)
 - Event profit: \$5,668. Target goal was \$7,500. Short by \$1,832. Profit figure includes the \$1,000 donation by the Modern Woodmen of America and \$1,836 50/50 winner donation. Modern Woodmen will also be counted as a corporate sponsor to the band. With MWA \$1K donation, the business sponsorships goal for this year of \$2,500 has been achieved on plan.
 - 59 students did not return fundraising envelope. Zero interest, Zero participation. List shared with Moon for additional inclusion push for future fundraising participation push.
 - approximately 50% band wide participation in band-wide fundraising event. NOTE: Foundation/Anchor event with such low participation has low expectations of continuing viability.
 - Lessons shared:
 - > date change due to RHS track construction delays. Switch from Sep to Oct hurt overall sales and interest.
 - > overcast, drizzly, windy weather affected attendance and participation with vendors by attendees and attendance in general
 - > Vendor tables need to spread over a larger area – too much congestion lowering some participation in vendor displays
 - > need to raise Rising 9th grader excitement and participation
 - > even with a September date, an idea to keep might be trunk-or-treat attraction. This elevated student and young attendees experience overall.
 - > missed putting out the Instrument Petting Zoo.
 - > do not schedule the same day as the GA/FL SEC game.

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- > Food Truck placement/configuration worked excellent. Better mix and earlier commitment for trucks participating a must. Expect minimums.
- 2. Spin with The Hornets plan (Moon)
 - information sheet shared by Moon.
 - Dec 7 signup and Dec 14 workshop and Jan 10 workshop planned.
 - Jan 11 performance planned at RHS Basketball game.
 - participants invited are 5th grade and up.
 - fundraising vehicle more than a recruitment vehicle
- 3. Business Sponsorships and Grants updates
 - Carl Black Buick now designated as a strategic partner to the band. Started as a favor for parades that developed into help for away games and competitions. Save rental money spend for the band. Designated Director's Podium level sponsor. Contact information to be shared with board members for 2019 planning. NOTE: Moon proposed linking up to a Carl Black holiday promotion and having SAXY Christmas perform onsite. MDC to send contact information to Moon so Moon can contact directly and explore possibility.
 - Demercy Dental a new corporate sponsor. \$100 donation received.
 - Logos added to the website designated as community sponsors of the band are: Publix, Kroger, Amazon (Smiles), Dominos and -new- City of Roswell. Target logo by year end will be RUMC.
- 4. Domino's Cards – update: t-shirt design selection
 - “He's Okay” design selected. Limited quantity to awardees only.
- 5. Movie Night prep
 - Set. Cash/Check only. Reminder to go out in Nov 25 newsletter. Publicity sent along for inclusion in PTSA news this week.
- 6. Greenery Sale prep/updates
 - Friday Nov 16 deadline. Seem to be short on orders. Lead time for delivery requires the deadline to be where it is. Push order pricing savings!
 - Gould's endorsement, good trees. This NC tree farm is a favorite.
 - Flyer distribution to faculty this week by Moon. Middle Schools already circulated.
 - Nov 25 newsletter will include volunteers reminder for delivery/pickup shifts.
 - Check needed around delivery time from Angela to pay RUMC/vendor, timing TBD by MDC
- 7. Proposed Letter Writing Campaign(s): Band Program, IDL or WG specific (Moon)
 - Original target was a soft timing on event start.
 - will not be general band program targeted anymore.

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- IDL program has had success using this vehicle in the past. IDL will take it up for over winter break this year for their program. Mary Jane volunteered to chair for IDL group.
 - WG has had limited success in the past and will not use letter writing this year.
 - letter writing may also be considered as an additional channel to drive fundraising for MARCH. Review consideration in February.
8. Initiative Lead volunteers needed – how to get the word out – Penny Wars, MARCH, Swarmin’ the Green, Movie Night(s) and Corporate/Community Sponsorships & Grants.
- Moon to send solicitation message to band community and follow the participation push theme (and expectations)
- iii. Communications (Dir Comm)
- Ginger Q: Ensemble pages on website with older pics – refresh photos with more recent students ? A; Yes.; Mary Jane to refresh when she can.
 - Everyone to submit their Nov 25 special newsletter content when they can. Do not wait until last minute. It is a holiday weekend.
 - PTSA newsletter publicity for Movie Night is sent.
- e. Open Floor for New Business (Executive Board) (5 minutes)
- Moon: London Trip. Original direction is to run the trip through RHS front office, not the Boosters. One requirement just surfaced is that the LNYDP contract will need a review and approval by Fulton Co. Contracts. Since Boosters are on the contract, a payment from the Boosters to RHS may be required to facilitate contract payments. This is completely counter to the intent of administering the trip through RHS and allowing Individual Fundraising Account (IFA) benefits that cannot be accommodated within a 501c3 booster charity. More to follow as commitment deadline nears. Contract is in the hands of Fulton Co. Contracts for review now.
 - MDC: Cautionary note. As London fundraising ramps up, with the possibility of IFA benefits, other fundraisers focused on operational band needs may be/will be cannibalized. Especially with London publicity dominating “news” for the band. This will also affect the general program participation, perhaps. Something to look out for and plan within communications for 2019.
- 2. Executive Board Meeting Close (John @ 9:15pm)**

Next RHSBBA Meeting: 12/6/18 (General Session, preceding the Winter Concert performance, 6:30 pm start)