

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	June 12, 2019
Type of meeting	Status, Review & Discussion	Time	7:15 pm – 9:00 pm US ET
Attendees	Michael Dal Cerro (meeting co-chair), Mark Herring (meeting co-chair), Craig Baughn, Greg Freeman, Anne-Marie Canty, Christina Knutson, Esther Collins, Aimee Christian, William Poole, Chris Lewis, Marineli Dal Cerro		
Absent	Gretchen Shirley (working), Michael Moon (on vacation but provided updates via email).	Venue	RHS unavailable due to construction Habersham Downs Clubhouse 100 Hialeah Way, Roswell 30075

AGENDA

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

1. **Call to Order** Michael D. (7:06pm)
2. **Roll Call** – Welcome Aimee Christian and William Poole, new co-treasurers
3. **Minutes from May EB Meeting**
 - i. Approved and online
4. **Band Director’s Report, Updates and Upcoming Calendar**
 - i. Reflections on 2018-19 year - Lots of lessons learned throughout this past year regarding clinicians and work for hires. BUT.... Also great things in fundraising, program growth and accolades for all students. 2019-2020 will be a better year.
 - ii. RHS Graduation Performance - Kids did great! Great feedback from Dr. Shaw and the community.
 - iii. Leadership - Leadership camps were fantastic. The kids participated in a trust exercise in which they had to lead a partner on a 2 mile hike blindfolded. GSU Student Leadership Institute was life-changing for some of our students. They learned a lot about what it takes to be a leader. It’s about WE/US and not about I/ME!
 - iv. Letters to families on outstanding dues; next steps - We still have about \$8.6K outstanding. There are some letters that were sent back due to incorrect addresses. I do know some of those kids are on scholarship.
 - v. Personnel Updates - We just hired Mark Kapral as our new Director of Percussion Activities. VETERAN teacher and just an amazing person and musician. Our kids are already flipping out that we have him! It’s going to a great year with him on our staff.
 - vi. 2019 Marching Band – Pre-Camp and Band Camp July 21-we’ll need to take the trailer to Milton and drop off some equipment for that week. We’ll also need the Penskes just for that day as well as the following Thursday to pack for West GA. Chaperones will be needed all day for pre-camp. They may take shifts. Fruit Donations will

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be needed for both week. Greg is still checking into CPR training. There will be a parent meeting at the end of PRE-CAMP about last minute band camp questions and procedures.

- vii. Clinics: Color Guard and Percussion - Going Great! Esti and the kids are doing a fantastic job. NO percussion clinics this summer.
- viii. DCI - we have closed ticket sales and paid DCI, will reach out to students/parents about carpooling.

5. Officer Reports

a. President's Report

- i. Recap on Commitment Night / General Membership Meeting on 5/13/19 - Successful - good turnout, a lot of good Q&A and large number of volunteer sign-ups.
- ii. 2019/20 Budget – No changes in budget, expected band attendance is up to 100 MB and 180 classroom band students
- iii. Band Aid/Payment Plans/Scholarships – changes being made to the application and award process.
- iv. Admin Assistant position has been posted on Indeed.com and applications are coming in.

b. Logistics & Volunteer Updates (VP and VP Support Services)

- i. Pre-Camp and Marching Band Camps – for overnight MB camp we have all needed male chaperones and just need one more female chaperone. Need truck drivers to get equipment to/from camp locations and Greg will start lining up pre-camp volunteers. Discussion about possibly coordinating evening activities during pre-camp, at least on the final day.
- ii. Props for new fall program – Craig has some ideas on props, asking for volunteers to form a team, also need to repair some existing items (drum major stands, etc) – possibly setup an “equipment day” to work on repairs.
- iii. New ATV/Mule/Vehicle for pulling equipment – RHS no longer allows gas powered vehicles on the field and current ATV is also end-of-life. Craig is looking into electric vehicle options.
- iv. Uniforms – on track and looking good for the start of the year.
- v. Volunteer shirts – approved by Michael M., budget for up to 50. Should be able to get the first batch in time for band camp and will be given to frequent volunteers and the board.
- vi. Senior Banner – discussion on getting senior photo and banner ordered before school starts – will have to work logistics with uniform availability and fitting.

c. Treasurer's Report

- i. New Team – welcome Aimee and William.
- ii. CHARMS – need to get student info into CHARMS ASAP to know who is rising 9th and who is graduating, need someone responsible for inputting this info correctly to manage dues, payments, etc.
- iii. Training/Ramp Up – team has met with Julie to work on transition.
- iv. Financial Report (Fiscal YTD vs. Approved Budget) - nothing new to report.

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- v. Money Market – Account has been opened.
- vi. Invoices – make sure the billing address is our PO Box address. All invoices need to be scanned and emailed to treasurer@roswellband.com. Eventually there will be an e-form to ensure everything is entered and coded correctly.
- vii. Communication – all treasury communication should be to treasurer@roswellband.com instead of personal email addresses.
- viii. Collections – currently Michael M. is handling this. Discussion on a process for managing this and reaching parents directly – possibly enacting a student account management working group to manage collections.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
 - i. 2019-20 Fundraising Blueprint; upcoming calendar this fall – ExtravaBANDza October 4th, food trucks, Trunk-or-Treat, need to communicate to middle schools. Mattress Sale launch the week after – will be selling sheets as well.
 - ii. 2019-20 Corporate Sponsorships Plans – Reached out to some local businesses. There has been a request for a simplified info card to hand out to businesses as you visit them. Some businesses have asked about volunteering or selling their products at concession – something to consider.
 - iii. Jeep Raffle – Meeting held 6/12, key events coming up: Alive in Roswell (June 20th), The Dojo (June 22nd), Roswell Music Festival (June 27-30th), RHS Fireworks Show (July 4th). Need volunteers for all events – selling tickets, playing instruments, etc. We need to sell at least 1,000 tickets to obtain more tickets.
 - iv. Website – Band website is currently down and have been working to reach the hosting provider. Alternative hosting options were discussed.
- e. Secretary's Report
 - i. Band Directory – recommend we purchase DirectorySpot to use a band directory for this year and see how well it works for us. Will require accurate CHARMS info as well to upload into the system. Will also require some work to get photos added.
- f. Communications Report
 - i. Newsletter – discussion on when to publish the next one and the content needed. Will start publishing the link on FB page and maybe texting out as well.
 - ii. Dragonfly health forms – need to send communication about that as a requirement for band camp.
 - iii. Discussion on alternate methods for dropping off Jeep raffle funds:
 - 1. Can mail to 885 Woodstock Road, Suite 430-144, Roswell, GA 30075
 - 2. If there is cash, can keep the cash and write an overall check
 - iv. Need to get out info about band camp – especially for rising 9th graders.
- 6. **Old Business** – Budget approval. Motion by Craig Baughn to approve. 2nd by William Poole, Unanimous approval.

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7. **New Business** – VP of Logistics (Craig) to investigate an electric vehicle this weekend to replace ATV, possible budget amendment to follow.
8. **Adjournment** – Michael D. (9:52pm)

Next EB Meeting: 7/15/19 7:00pm

