

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	July 15, 2019
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm – 9:00 pm US ET
<b>Attendees</b>	Michael Dal Cerro (meeting co-chair), Mark Herring (meeting co-chair), Michael Moon & Mike Long (Co-Director of Bands), Craig Baughn, Anne-Marie Canty, Christina Knutson, Esther Collins, Aimee Christian, William Poole, Kim Friedman, Chris Lewis		
<b>Absent</b>	Greg Freeman, Gretchen Shirley	<b>Venue</b>	8 Meeting Street, Roswell 30075 (RHS unavailable due to construction)

### 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**
3. **Minutes from June EB Meeting**
  - i. Approved and online
4. **Introduction of Kim Friedman & Mike Long**
5. **Band Directors' Report, Updates and Upcoming Calendar**
  - i. Personnel Updates – Hired Mike Long as new Co-Director of Bands, Kim Friedman as new Admin Assistant, and Mark Kapral as new Percussion Director. We're currently at 100 MB students, and may be adding one more clinician (visual tech).
  - ii. Clinics: Color Guard and Percussion – No new updates.
  - iii. 2019 Marching Band – Pre-Camp and Band Camp – Michael M. and Mike went to Milton and everything is setup and ready to go for pre-camp. The students will be outside for the first 3 hours of the day, inside during the afternoon, and then outside again at the very end of the day. Discussed equipment and truck logistics and items needed. Leadership is loading on Sunday at 5pm. There was some brainstorming about a pool party/end of band camp get-together. There will be a parent meeting on the last day of pre-camp at the end of rehearsal. Students will sign up on Tuesday for roommates for band camp at UWG. Check-in window will be from 2-4pm on Sunday. 10am Sunday morning load required. Communication will be sent out for volunteers and fruit donations (precut).
  - iv. Forms: MB / CB Forms, Dragonfly, Concussion, Physical, Handbook – Michael M. is working on a document of all band kids and what they've turned in and haven't turned in. Physicals have to go into Dragonfly.

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- v. Website – There is an ongoing effort to make the website more attractive and user-friendly. Jimdo is paid up for the next year still so there is transition time to switch to Wix. Aimee to investigate getting roswellband.com released from Jimdo to move to Wix. A team will be formed between the directors, Kim, and Esther to share content ownership and come up with a plan.
- vi. DCI – Nothing to report – Nan Cooper sent out details to ticket holders 7/15

### **6. Officer Reports**

- a. President's Report
  - i. Administrative Assistant – welcome Kim!
  - ii. Positions to fill 2019-20 school year, including a parent liaison for Guard – board members should recruit for positions as they can. Discussion of a Freshman newsletter with new info and available positions.
  - iii. Band Aid/Payment Plans/Scholarships – Only a few applications have been submitted for scholarships but there are several payment plans setup. Families must apply to receive aid. Discussion about communication and getting info on the website.
  - iv. Student account management working group – Committee to be formed for overseeing and updating student account info and look into recovering unpaid dues. The first meeting will be scheduled :30 minutes prior to next EB meeting.
  - v. Point of Sale (POS) system – William has been researching options for this and decided on Square – it is easy to use, incorporates with QuickBooks, and cost is less. Still looking into used hardware to use – Esther and Christina remembered that Gretchen offered two iPads for use. William will follow up on this.
  - vi. General Membership Meeting is confirmed to be on August 14
  - vii. Idea for a meet up; a light gathering for new parent Induction and recap for returning – didn't discuss.
- b. Logistics & Volunteer Updates (VP and VP Support Services)
  - i. Pre-Camp and Marching Band Camps – Trucks have been reserved. We have chaperones for band camp at UWG but still need some for pre-camp. Have one photographer and 1 pit crew person lined up. Need fruit donations.
  - ii. Senior Banner – Michael M, Mark, and Craig to discuss timing, size, and logistics for the banner.
  - iii. Equipment Day – Day for parent volunteers to bring tools and help fix equipment, date TBD, Mark to do a check of sound equipment before pre-camp.
  - iv. Props for new fall program - Program is changing based on expert feedback (top DCI judge), music is the same but concept is different. Props will be 3 large archways.
  - v. CPR Class – Scheduled for August 8th from 7-10pm, no cost for parents.
  - vi. Uniforms – Inventoried and ordered
  - vii. Volunteer Shirts – 29 of 55 parents responded for volunteer shirts and we should receive them July 19<sup>th</sup>. Name tags have been acquired for new board members and volunteers.

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- viii. Section Parents and how to determine where we can use people – Michael M. has an idea of appointing section parent that communicates to the other parents for the section and gathers info on the parents' strengths and do some recruiting for needed volunteer positions. Possibly implement next year.
- c. Treasurer's Report
  - i. Financial Report (Fiscal YTD vs. Approved Budget)
  - ii. Closing out last FY; anticipate audit – Discussion on writing off bad debt. Reiteration that a check request form is required for payments and checks go out on Fridays. Working with auditor who is requesting paper documentation on everything.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
  - i. 2019-20 Corporate Sponsorships Plans – Still working on connecting with businesses and working on an info card to hand out as needed.
  - ii. Status: ExtravaBANDza – Planned for October 4<sup>th</sup> and planning on track. Mattress Sale will be October 12<sup>th</sup> and working on getting fliers. Star Wars Movie Night, SAPA if required
  - iii. Jeep Raffle – Status, next wave of distribution - \$9400 made so far, we've done 12 events so far and there are more summer events upcoming. We've obtained 4,000 more tickets for distribution.
  - iv. Spirit Wear – Need to order more, looking at using the same vendor who did the indoor drumline gear. We can't use the R logo if we don't use an RHS approved vendor.
  - v. Water bottles – Ordering for new students, and replacements as needed.
- e. Secretary's Report
  - i. Directory – Decided to go with DirectorySpot for the new band directory– Treasurer in process of purchase, then Christina will configure when Charms data is updated. Phase 1 will be to get the data entered and phase 2 will be photos.
- f. Communications Report
  - i. Newsletter – Smore newsletter sent out and is working well. Able to put newsletter link directly to Facebook easily.
  - ii. Facebook posts about band camp, esp for rising 9<sup>th</sup> graders – Tips have been going out as teasers until they got their info – will continue to send those out. Christina asks for Sunday posts of the week schedule as those were extremely helpful last year. Discussion about tailoring the info/message to the communication outlet.
  - iii. Website – Discussed above.
  - iv. Timeline for communications – Michael M., Mike, and Esther to discuss timeline and templates for communications.

### **7. Old Business**

Status to investigate an electric vehicle this weekend to replace ATV, possible budget amendment to follow.

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Did not work out and no amendment needed. Craig is investigating other options and post 'wanted' ad.

8. **New Business** – Ultimate Drill Book to be used by students as an app on their phones. Michael M. has been to training on it and Mike has experience with it. App to be put on phones but does not require an internet connection once downloaded so they can put their phones in airplane mode and not be distracted. They will still need a dot book as a contingency.

9. **Adjournment** – Michael D. – (10:33pm)

**Next EB Meeting: 8/15/19 Next General Membership Meeting: 8/14/19**

