

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA General & Executive Meeting	<b>Date</b>	February 16, 2016
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET (90 minute goal)
<b>Attendees</b>	Mark Adams, John O'Donovan (chair), Ed Smyth, Michael Ascher, Tad Henderson, Beth Geoffroy, Tera Doyle		
<b>Absent</b>	MJ Hendrickson	<b>Venue</b>	RHS Band Room

### AGENDA

Meeting Objective: General Band Booster Association Update and Planned Activity Review. 1<sup>st</sup> part of meeting is a general membership meeting (limited to 30 minutes maximum). Committee and General Membership Updates to be held within the time limit maximum for the general membership meeting. 2<sup>nd</sup> part of meeting is Executive Board meeting, open for general membership to attend unless student confidential information requires Board discussion and attention.

**1. GENERAL MEETING OPEN – JOHN**

John called the meeting to order John @ 7:08pm.

**2. WELCOME/SIGN-IN – JOHN**

Other BBA members present: Beth O'Donovan, Keith Cooper, Nan Cooper, Marie Gant

**3. MINUTE APPROVAL – JOHN**

John made a motion to approve the January minutes, motion seconded by Beth G  
All voted "Aye", no "Nays". January minutes approved.

**4. BAND DIRECTOR REPORT – MARK**

Mark informed the board that we have two students going to All-State this year.

He reminded the board of the upcoming Symphonic & Wind Clinic on Friday, February 18 (4-9pm), dinner included.

He also informed the board that he was holding Concert band rehearsals afterschool this week. A request was made for these rehearsals to be better communicated to the parents in advance. Mark made a note to add them to the calendar.

Other upcoming calendar events highlighted:

- RHS Pre-Festival Concert – 02/23
- LGPE – 02/29-03/02
- All State Band – 03/03-03/05
- Spring Concert – 05/03
- Band Banquet – 05/20

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### 5. PROPOSALS/MOTIONS – JOHN

- a. A second reading of the January amendment to Bylaws Article II, #1 that would provide an alternate “second signer” on approved RHSBBA expense checks where a second signature may be required and the President may not be physically available to execute the second signature was read by John. John made a motion to vote and Beth O seconded the motion. All voted “Aye”, no “Nays”. **Amendment, ByLaw change approved.**
- b. John nominated Keith Cooper for Co-Treasurer position and made motion to approve. Beth seconded the motion. All voted “Ayes”, no “Nays”. **Nomination and Election to post approved.** Keith Cooper joins Mary Jane Hendrickson on the RHSBBA Executive Board as Co-Treasurer, effective immediately.

### 6. CRUISE UPDATE – BETH O

- Cruise bill has been paid in full and only one student still owes money for the cruise.
- We still have 26 students that still owe band fees. These outstanding fees must be paid in full by March 18<sup>th</sup> or the student will not be permitted go on the cruise.
- Cruise chaperones still need to be given their information and their payment needs to be collected.
- FCS forms and cruise on-line registration packets will go home this week.
- There was a financial gap identified when reconciling the final bill. RHSBBA Executive Board approved additional subsidy to cover the financial gap of \$631.50.
- **Mandatory Cruise meeting has been set for Tuesday, March 8<sup>th</sup> at 6:00 PM**

### 7. SUPPORT SERVICES UPDATE – BETH G

Beth G informed the Board that she is in need of LGPE chaperones on February 29th and March 2<sup>nd</sup>. She is going to send a second email request to the parents and John and Mark are going to follow-up, if needed.

### 8. MEETING ROOM UPDATE – TERA

Tera informed the board that she spoke with Jill Stidham at Brookfield Country Club and they do have a conference room that RHSBBA is welcome to use, free of charge, as long as it is available when Tera calls.

### 9. PERCUSSION UPDATE – MARIE GANT

In addition to the list of items Brandon Kunka previously submitted for the board to review, Marie also highlighted the need for some type of climate-controlled storage unit. Executive Board to take the list and request under advisement for presentation at a later meeting date (TBD). Marie also informed the board that Spring Drumming is going well with 22 students participating.

They are currently preparing for two upcoming events:

- Percussion Ensemble – 04/21

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- Percussion Concert – 04/23

### **10. GENERAL MEMBERSHIP UPDATES/PRESENTATIONS – OPEN TO ALL**

Nan Cooper inquired about organizing group trip to DCI event at GA Dome. Membership was advised there will be no official band group activity organized. Information about potential discounts to tickets for the event will be passed along, if discount may be available.

### **11. GENERAL MEETING CLOSE – JOHN**

John called the general meeting to a close @ 7:34pm and announced the **next general meeting will be March 8<sup>th</sup> at 7pm.**

### **12. EXECUTIVE BOARD MEETING OPEN – JOHN**

John called the Executive board meeting to order @ 7:34pm and formally welcomed Keith Cooper to the Board.

### **13. FINANCIAL REPORT – JOHN & KEITH**

- John distributed financial report in P&L budget format the board will be using moving forward
- Budget is still in the process of being “cleaned up”/re-categorized before it will be posted to general membership. It will be posted for general membership review with the next board meeting in March.
- Special Program status & Enrichment Expense Request:
  - i. Mark’s Tech Desk was approved, 5 of 7 yes votes
  - ii. Cruise Subsidy approved, 5 of 7 yes votes
  - iii. Brandon Kunka submitted a list of needed program items but his budget expenditures must first be determined and prioritized with overall band program before these items can be approved.

### **14. WAYS & MEANS UPDATE – MIKE & TAD**

- Texas Hold’em Poker Tournament is officially set for April 30<sup>th</sup> @ 11am
- Tournament will be held at the Cosmopolitan restaurant in Marietta, GA
- Mike requested the tournament be added to all calendars
- Beth O is going to add sponsors to website
- Mike requested that tournament sponsors be able to greet band families at Pre-Festival concert
- Mike also requested that Mark allow time for him to address the band families during the concert
- Mike & Tad are going to give every adult attending the concert a raffle ticket, Beth O is creating a flyer to advertise
- Mike & Tad are still looking for small prizes and give-aways, also need SkyMiles for Chicago trip
- Mike & Tad need videographer for Final Table at tournament, Mark suggested using film students at RHS

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- Mike & Tad are still looking for plumbing, electrician & realtor tournament sponsors, Mark gave Mike a realtor lead
- Mike challenged each board member to get at least 1 player for tournament
- The Royal Flush tournament prize has been changed from a car to a cruise
- Tournament players can pay entry fee by check, cash or online w/PayPal. Paypal will include a service fee.
- Mike requested the board review all the tournament rules/language and give him feedback, specifically Beth G
- Beth will post poker tournament details on website
- Beth also offered to set-up website tracking for sponsor spending or they can text/email Mike as Mike discussed the importance of making sponsors aware of band family patronage.
- Other fundraisers planned/discussed:
  - i. Swarmin' the Green – 04/26/16
  - ii. Scrabble Tournament – 05/14/16
  - iii. Verizon Concert – Summer 2016, need to officially decide
  - iv. Golf Tournament – Summer 2016, BCC (Tera to get Mike contact)
  - v. Poker Tournament – September 2016
  - vi. California Dreaming – November 2016, Car Raffle
  - vii. Fruit Sale – tradition, low maintenance, should continue

### **15. EXECUTIVE BOARD MEETING CLOSE – JOHN**

John declared the executive board meeting adjourned at 8:34pm

**Next RHSBBA Meeting: 03/08/16 @ 7pm**