

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	August 8, 2017
Type of meeting	Status, Review & Discussion	Time	9:30 pm US ET (90 minute goal)
Attendees	John O'Donovan (chair), Michael Moon (Band Director), Keith Cooper, Ginger Greve, William Poole & Tera Doyle		
Absent	Mark Herring	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 MEETING OPEN – JOHN

John called the meeting to order John @ 9:38pm

2. WELCOME/SIGN-IN – JOHN

Other BBA members present: Beth O'Donovan, Dawn O'Shea, Mary Jane Hendrickson, Jane Quinn & Melissa Smith

3. MINUTE APPROVAL – TERA

June & July executive meeting minute approval deferred until September meeting.

4. BAND DIRECTOR REPORT – MICHAEL M

- Programming updates – 2pm departure for Corky Kell, students will stop along the way for a bite to eat, Michael will get logistics tomorrow and pass along to pit crew. Pit crew will need to arrive at school by noon.
- Pictures Friday, no chaperones needed
- No school on Sept 1st, chaperone pool may be light
- First concert is six weeks away and uniform parent is still needed. Uniforms to be dry cleaned, William will oversee.
- NYC Trip is still awaiting administrative approval
- Band Tower meeting with Dr Shaw is set for August 15th
- Props are a bit over budget
- Corky-Kell t-shirts mandated by the AD to be sold by students for \$10, need to sell 100 shirts. Board discussed and cannot support based on other activities, no lead volunteer to assist and low profit margin.

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5. PRESIDENT'S REPORT – JOHN

- Fundraising Notes.
 - Food Truck Night –Still waiting on approval on stadium seating. Food trucks will be on the visitor side track; push back volunteer arrival time to 5:30pm to allow for set-up; 50/50 drawing to be held at the end of the night; Pure entertainment to DJ event; checking with Todd Greve to see if he can video; decision needed if we need to purchase drinks to sale at concessions separate from food trucks (yes); requested personal invite from Mr. Moon to Dr. Shaw and other key school & community leaders.
 - Verizon – More positive feedback is starting to come from volunteers based on their experience and interaction with LiveNation staff; cash out process is still a bit slow but has improved and management has been more agreeable and polite to volunteers.
 - M.A.R.C.H. – arranging worksites is the first agenda item to tackle; currently putting committee together

6. FINANCIAL REPORT – KEITH

- 51,500K in general fund
- 107 students in marching band, including color guard (just below baseline number expected of 110)
- Classroom band at 121, may still fluctuate (also just below baseline number expected of 155)
- Out of 66K budgeted, 36K has been collected; behind schedule
- Policy Note: In school fee (\$225) cannot be collected if they qualify for free-school-lunch, provide documentation from the front office of status and don't volunteer to pay their fee.
- Keith is going to work out a cash forecast, so Board is prepared with funding until the MARCH fundraiser in the spring.
- If we stick to budget for the year, we can end up with an \$8,500 surplus for the year.
- Keith needs to collect fees on the shirts, shoes and gloves so we are not out the money used to order – prior to ordering.
- Michael is ordering the second batch of show shirts next week.
- Keith will give Michael a list of the show shirt and camo shirt orders collected.
- Michael found out today that we may have to remove the green safe from the band room and is hoping that there may be a chance to appeal. Also, RHS is requesting a copy of our RHSBBA financials/audit documentation.

7. BOARD UPDATES.

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- **Communications:**
 - Ginger was approached after the general meeting by freshman parents that still needed their contact info entered into Charms. The majority of the students/parents have been entered.
 - In addition to the letter that sponsors receive for tax purposes, Michael would like to send a personal thank you note. Process to be worked out.
- **General:** Melissa Smith voiced her concern about members writing checks personally to Nan Cooper for band meals food. She requested that all checks be made out to RHSBBA for better protection – both for the band and for Nan personally.
- **Closed Session:** All non-board members were dismissed. Outstanding submitted financial aid requests were discussed and approved vs. the budget. Communication on status to be sent by John to the requesting families.

8. EXECUTIVE MEETING CLOSE – JOHN

John called the meeting to a close @ 10:46pm

Next RHSBBA Meeting: 09/20/17 @ 7pm

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