

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	January 9, 2018
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 8:30 pm US ET
Attendees	John O'Donovan (chair), Michael Moon (Band Director), Keith Cooper, Dawn O'Shea, William Poole, Ginger Greve, Mark Herring, Michael & Marinelli Dal Cerro, Angela McPherson		
Absent		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 by John at 7:04 PM – Minutes from December meeting were approved via email prior to the meeting.
 - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
 - i. JanFest Update – Michael has 2 students that he wants the board to sponsor and asked for the funds for them. He is in need of another parent volunteer as they have 13 students going. He will ask a parent who has a student attending to help out first. If not, he has another plan.
 - ii. Band Camp directional update – Michael is 98% sure the location is going to be Oxford College in Covington, GA. It is a nice location and far enough away from Roswell to foster independence in the students. Dates for that camp are July 15 – 20 which pushes back pre-camp to July 9 – 13. This is a week earlier than normal and there is some concern about summer vacation plans that may already exist. If the camp is at the alternate location at University of North Georgia, then the dates would be the same as they were last year. The problem with North Georgia is that the dorms house both boys and girls and will make it more difficult for chaperoning. Michael will send something out to parents to let them know what he is leaning towards. If the camp is at Oxford College then regular practice schedule will start up right after camp ends.
 - iii. Pool party – July 30th which is the Monday night before school starts. At Brookfield CC again.
 - iv. Possible trip – May 29th – June 2nd to Orlando (\$650 - \$700) – still in process of FCS approval since it was a change from the New York trip.
 - v. Possible trip – October 13th to Bands of America Regional in Orlando, FL (artistic band competition); travel on Friday, competition on Saturday, theme park on Sunday, and then home on Monday. Pending FCS approvals.
 - vi. Possible trip to London for 2019 – 2020. Michael is going to reach out to the parade committee to see if we can get another invitation. Depending on spring fundraising successes.
 - vii. Rising 9th Grader night scheduling – tentative for the week before Spring Break (Tuesday, 3/27). During the event, Michael would like to pair a senior parent with either a current freshman with a new marching band student

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- or a rising 8th grade student parent to have some 1:1 or small group time to help new families transition and encourage recruitment. Michael will reserve the football pavilion and cafeteria (weather back up). Board members will also be asked to attend. Senior parents will be asked to bring hors d'oeuvres and drinks.
- viii. LGPE dates are undetermined at this time.
 - ix. Michael is working on getting the Winter Guard calendar. They have props that need to be moved for competitions that were not considered in the current budget. Michael is going to ask Craig B. if we can borrow his open air trailer to use for the props.
 - x. In class bands - Students will be given a lot more assignments this semester. Rigor is going to become more and kids may feel that. He will be better at grading assignments in a timely manner.
 - xi. Parents are getting confused about the term “symphonic” band camp. Could Michael change the name to something different, like “in class bands”? Michael will clarify.
 - xii. On the calendar, March 29th auditions are for all in class bands including the rising 9th graders.
- b. Present President’s Report (President)
- i. A Band Banquet chairperson is needed. Friday, May 4th is the date. John discussed moving the banquet back to the school with M. Moon looking into alternate seating instead of cafeteria bench tables. Students did not like the Grimes Bridge location and want it back to the high school. They said that it didn’t feel like “their place.” For the adults, it was a mixed bag. They thought the price was high but venue was comfortable. Food was enjoyed by most adults but not by the students. John suggested exploring other caterers. M. Moon suggested a dessert only banquet starting later so parents could eat dinner before coming. John shared that Chorus does a potluck with parents supplying different food items. Ginger wondered if the high adult turnout was due to the alternate location. If it is at the high school, parents may not be as likely to attend. The chairperson and committee will work with M. Moon to look at pricing, bring the banquet back to the high school, lower the cost, and a different food vendor or possibly do a potluck or dessert only event. M. Moon will contact his friend who is an event planner to get some quotes. A decision will need to be made by the end of the month. The cost is \$1500 for the event space at Grimes Bridge and a deposit needs to be made by the end of the month.
 - ii. Band tower – John is still working with the same 2 organizations who have shown interest prior to holiday break. He is going to talk to them later this week to find out what is happening on their end.
 - iii. John met with Centennial Band Booster president to discuss what they do for fundraising. They sell holiday wreaths around Thanksgiving but profit levels are less than a thousand (a few hundred). M. Moon wondered if it would benefit indoor winter guard. They also host a mattress sale every year and combine it with a sheet and linen’s sale. They make approximately \$3000 - \$6000 during that fundraiser. There is very little parent effort needed for this fundraiser. They target it for the late spring. The sale can be at the school location or at a

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- showroom and the vendors do all the logistic work. John also talked to Centennial about a possible partnership for Food Truck Night to combine crowds and switch locations year to year. John will meet with him again next month.
- iv. Verizon – John is going to look at the contract. Are we still going to do it? Due to it being the inaugural year of March the consensus was yes, to keep it. The 4 slot commitment will still be pushed. Volunteer slots will be posted in CHARMS versus the separate Verizon site. M. Moon double checked that you don't need an account in CHARMS to volunteer. A person can just click the hand on the calendar. Dawn O'Shea will continue to chair Verizon. The push to volunteer for Verizon will also be made at the beginning of the year band meeting.
 - v. SYMP: M. Ascher contacted John about SYMP may be considering moving away from the band community. He offered to move the sponsors to another event. Corporate sponsorship was how we used to do it and we can move back to that or come up with an alternative method to track donations. We are only losing the tracking method platform, not the sponsors. SYMP with corporate sponsors was budgeted to bring in \$2500 this year. The peak for transaction entering by the band community was 40% of the band participating. It does make a difference to say thank you at the sponsor location when you go so that they know their donation is appreciated. Should we give something to the sponsors so that it can be a remembrance to our folks to thank them for their donation? M. Moon suggested a magnet for locations to hang in the front entrance or cash register. Concept to be explored by Ways and Means over the next month or two.
 - vi. John and Mark asked if skins are needed for the props for next year's show? M. Moon is not sure yet. They are meeting soon to decide the show for next year. If they are needed, Mark will have the skins made with snaps to make it easier to put on/off. The dolly's need some TLC too that will need to be taken care of. Mark has extra casters and William said that he can do the work to repair the plywood.
- c. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)
 - i. \$43,000 in cash currently
 - ii. \$18,800 short in fees for Marching Band and in class band – only \$1,000 short of what was budgeted for in the reserves.
 - iii. Fundraisers are stable since last month – still have \$19,000 that we need to raise in the current budget (MARCH is budgeted to bring in \$18,400).
 - iv. Band tower money still in reserve if needed.
 - v. Projected to end year with \$16,000 in bank if everything progresses as planned.
 - vi. Drum major camp payment is due January 31st. M. Moon needs to look to see if it was budgeted this year or should it be in next year's budget. Drum major camp is in Indiana this year.
 - vii. Guard costumes – are they ordered? They are being bought local and are in the works.

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- viii. Ginger asked a question about the fee schedule. Band has been working on a schedule of fees and fundraising that goes along with and after the band season. Does it not make more sense to move collections forward when fees are due into the summer so that they are collected before band starts? Fundraising can also be moved where the profits are used for upcoming events rather than playing catch up to what already has been spent. Push pay can be used to set up scheduled payments. Payments should be scheduled for May, June, and July and have it paid off before band begins. Keith brought up that the trends show that it would allow us to get the payments sooner but we probably still wouldn't be able to collect from the people who don't usually pay.
 - ix. Rising 9th grade meeting should be in March to give them the heads up for fees and collect a deposit at the commitment time. All Fulton County schools are in CHARMS now so it should be easier to collect money from the kids still in middle school as they transition to HS.
 - x. Fundraising profits help with fees for all students. They are not allowed to be applied to individual students.
- d. Board Updates or Discussion & Debate current proposals/motions
- i. Fundraising Activity & Planned Events
 - 1. MARCH – committee meeting this month. No push pay payments yet but it wasn't started until after packets were handed out and break started. Encourage students to download the push pay app on the phones. Collection dates have been set and envelopes were provided with the packets. There are goals that have been set for collections at each date and progress towards the goals can be reported after each collection dates. Michael will review MARCH in class again so that the kids get more comfortable with it and have a better idea what they are asking for. Committee members are still researching different sites.
 - ii. Logistics Updates (VP, VP SS) – LGPE - risers are needed and will need to be brought over in the morning and picked up in the afternoon. Because of their size, they will need to be transported via band trailer. William is concerned about finding help since it is in the middle of the day. Michael will work with William on timing. Three chaperones per band are needed for the days and William will put the slots in CHARMS. Orchestra LGPE is at RHS so we don't need to worry about it.
 - iii. Communications (Dir Comm) – Newsletter went out Monday morning. Does something else need to go out about MARCH around the 21st? Mark will let Ginger know what can go out and maybe tease about incentives. Facebook page about MARCH – promo video, PushPay can be sent out. Alumni who want a tax deduction can donate through Push Pay and they will get a tax form at the end of the year. Feedback has been good that the band will actually get all the money versus a fundraising organization. The website has all the current information about MARCH and Push Pay.
- e. Open Floor for New Business (Executive Board) –

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- i. Ways and Means – Michael and Marinelli will be paired up. Right now, they are in process of understanding the role and what it involves and doing some initial ground work and networking. Michael and M. Moon visited Crabapple last month and had a great visit in order to gain interest in the band programs. The want to set something up for Elkins soon. The band program is losing 20 + seniors this year and we need to recruit to fill. Over break, Michael went to Spirit of Atlanta and met with a business manager there. The Spirit guy talked about how they don't make a profit and whatever comes in, goes out. In June, Spirit does a high school boot camp. Students can sign up for a 3 day workshop with them and there is a performance at the end of camp. There is also a 1 day event targeted for band boosters to problem solve and mind share. Michael will reach out to DCI also. The goal is building relationships with the community. Michael said Spirit and DCI are always looking for people to host Drum Corp events and it can bring in a lot of money to the program. M. Moon said that he is interested but it is a lot of work. We would need a committee chair to start this June working towards next summer because of all that is involved. It would need all band members and families volunteering for the event. Next year, we are hosting a Winter Guard competition here. Michael is meeting with a Roswell City Council member next week about MARCH and what we are doing. Marinelli wants to reach out to contacts at papers to promote MARCH too. The local papers will be more of a blurb but the AJC can do a story. Beth will reach out to board members to see how they can get in touch with Donna Lowry. Beth O wants a blurb for MARCH to present at the next board meeting. Donations to MARCH can be made on Push Pay without needing a student's name. Buy in from the teachers can be encouraged by finding out what organizations they are passionate about and letting them know that it will be a site that the kids work at. Michael will look into Roswell Ink and Kiwanis Club to get more community support. Kimberly Clark was also mentioned as being close to Roswell.
- ii. M. Moon reminded the board that budget meetings with the treasurer and president are coming up. There will be two rounds with them and then it gets opened up to the board. Michael wants us to think about "If they all had this..." or "One fee for this..." ideas and send him an email with our ideas so that he can gather what he wants and have it put in the budget. Some ideas were given such as: gloves, 2 t-shirts, etc. There was talk about the semi again as M. Moon is planning for growth. There is a trailer available for \$3500 in Nashville from one of Mark's partner trucking companies. We would need to outfit it and paint it. The costs to hire a tractor and driver would be comparable to what we pay now to rent 2 box trucks.

2. Executive Board Meeting Closed at 9:05 by John O'Donovan.

Next RHSBBA Meeting: 2/13/18