

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	March 13, 2018
Type of meeting	Status, Review & Discussion	Time	7:09 pm – 10:32 pm US ET
Attendees	John O'Donovan (chair), Michael Moon (Band Director), Dawn O'Shea (secretary), William Poole (VP SS), Ginger Greve (Communications), Mark Herring(VP) (dial in), Michael Dal Cerro, Marineli Dal Cerro (VP Ways and Means) and Angela McPherson (Treasurer)		
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. All board members were present. General members in attendance were Beth O'Donovan, Mary Jane Hendrickson, and Melissa Smith. Special Guest in attendance was Danika Mahon.

1. **Executive Board Meeting Open** – The general meeting was called to order at 7:09 by John. Minutes from the February meeting were unanimously approved with corrections and will be posted under the Band Booster page on the band website. Procedural Note regarding Meeting Minutes: B. O'Donovan (current band webmaster) will ensure minutes from previous meetings are posted to the site by tomorrow, 3/14/18. John strive to post the agenda of the current meeting before the meeting takes place and leave it up until the minutes are completed and posted replacing the agenda.
 - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
 1. Michael started with an LGPE Recap and reviewed each band's performance.
 2. Plans for the Rising 9th Grade Mingle were confirmed. Michael M. will send a reminder out and ask senior parents to bring arts/crafts supplies. It will be a low key event with the purpose of helping new parents know what the program entails. The mingle is at 7:00 in the band room on March 27th. Board members are asked to attend.
 3. Student Recruitment efforts were updated. Michael M. is going to Crabapple and Elkins as much as possible so that the kids know him by name. He hasn't made it to High Meadows yet due to logistics of getting back to school on time. He will get to mingle with them during their LGPE next week.
 4. Spring Concert was updated by Michael M. Dates on the calendar are correct. Crabapple band is not coming. Friday, April 27th is the concert date for the concert band, symphonic band, and jazz band. Monday, April 30th is the concert date for percussion, wind ensemble, and all band. A 50/50 raffle will be held on Monday, April 30th as all students should be in attendance.
 5. Tuesday May 1st is Honors Chamber Night to also include senior solos and ensembles.
 6. Spring training dates are going to be changed. Ginger will pull the current ones off the calendar.
 7. Additional dates will be added for rehearsals after school for mass band in April. Michael M. will send them to Ginger after the musical.

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- b. Special Guest Presentation: Danika Mahon presented an idea for a fundraiser to the board. Her father started an on-line store selling musical themed products. They want to reach out and support the community and the RHS band. The name of the store is Murphy McGonigals. The store has available musical themed items that kids may be interested in. The way the fundraiser works is when you find an item you want to purchase, you add it to your cart, purchase it, and put in the Roswell code in with checkout. 40% of revenues will go to the band. The fundraiser would be open for a set period of time (Promotional Period) (2 weeks/3 weeks) that would be decided at a later date. D. Mahon handed out fliers and business cards (see attached). Shipping does take 12 – 20 days. She is targeting mid-April as the open window so that items will be received before graduation. D. Mahon also discussed possibly opening the store multiple times or year round depending on how the first push does. The money would come in as a donation from the company. Murphy McGonigals could also be listed as a corporate sponsor of the band. Any merchandise ideas are welcome! Custom items are available.

- c. Board Updates or Discussion & Debate current proposals/motions -
 - 1. Logistics Updates (VP, VP SS)
 - i. Melissa Smith is the uniform committee chair parent for the band and presented an update on the status of uniforms (see attachment). Inventory revealed some missing items (17 jackets, 16 bibbers, 26 sets of gauntlets). M. Smith is going to try to get a dollar amount associated with each piece. Michael M. is going to look into who parents need to pay to replace lost items (RHS or RHSBBA). M. Smith proposed that students be required to wear compression shorts or winterized compression pants under their bibbers for consistency and visuals. Leggings would be acceptable but nothing bulky or so long that they show under bibber legs. M. Smith would also like all girls to wear sports bras. When students get back to school from a competition or game, uniforms should be hung up outside of the bag to air out. She is has looked into purchasing a shoe bag so that the shoes aren't in the uniform bag.
 - ii. M. Smith discussed replacing concert dresses/tuxes. They are old, worn and the kids do not like them. For the boys, she is suggesting black dress pants, black shirt, black tie, and black vest. Girls would be able to choose between shirt/pants/tie and a dress. Families would purchase these themselves to last the 4 years they are in band. Price estimates are approximately \$83 per child. Graduating seniors could offer to sell their uniforms to other students if they are in good shape and a uniform swap could be scheduled for the end of the year. Uniforms would be kept at home. M. Smith will come up with an order form after fittings with what the child needs to purchase. Michael M. will handle concerns from parents on a 1:1 basis. Big/tall and plus sizes cost more than typical sizes. Everything will need to be ordered by late June or early July for fall delivery. April 19/20 will be fitting day. It is before commitment day. Kids will be measured for both concert band and marching band. M. Smith proposed for fitting day that current band kids be trained to measure. They will greet the new kids at the door and bring them in to the gym. Parents will be asked to go into the lobby where volunteer tables will be set up to recruit for

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the different volunteer opportunities. Parents will also be able to pay fees at that time.

- iii. M. Smith asked for \$100 for hangars that lock the pants and \$135 for a plume case as soon as possible. This budget item is for this year, not next. She also proposed forming a division of uniform responsibilities to get extra help. She proposed in addition to a head uniform parent assign under her a marching band uniform parent, concert band uniform parent, and a show shirt parent.
- iv. Rising 9th Grader Night/Information Night/Commitment Night was updated. Michael M. put a sign up on CHARMS for volunteers and items. Jane Anne Quinn is the current 9th grade recruitment parent. Anabel Guarraci will be taking over as J. Quinn's son is graduating.

2. Fundraising Activity & Planned Events (VP, VP Ways and Means)

1. MARCH progress updates

- i. At this time, we have received ~\$9700 in donations. 45 students have currently raised these donations to date. MDC reported that publicity has been finished. MARCH was reported in the Neighbor, Herald, and local circular (Current Hub). It was also on the Roswell Patch online. MDC reached out to businesses and organizations and has learnings for next time.
 - ii. Students are to bring their own lunch to the work site. Boxed lunches have been ordered and donated by Atlanta Bread for students who do not have food. Publix and Panera are donating sweets. Kristine Herring will pick up the food Friday night and early Saturday morning for the day. MDC will confirm with the restaurants.
 - iii. Work sites update. Many of the sites are outside and it is supposed to rain. This may impact participation. The decision to change the start time to later in the day will be made on Thursday/Friday to see if the weather report changes for that day. We are short adult volunteers for the different work sites. In addition, B. O'Donovan is estimating between 30 – 35 students have not signed up for anything yet. Coordinators at the work sites are asking for the numbers of volunteers coming to their location. B. O'Donovan needs to know the numbers of volunteers and adults and how many of the students are 18 years old - by Thursday to share with those coordinators. She will have a folder for each worksite parent volunteer. There are 8 locations that have no parent volunteers. Michael M is going to call parents tomorrow. A snack donation sign up is posted in CHARMS. A hard date of Thursday afternoon was set for all signups to close. After that, the work sites are going to be finalized and students will moved around if needed at Michael M.'s discretion and direction.
 - iv. Michael M. will send the final shirt design to Mark tonight.
2. Community/Corporate sponsorships/outreach activities – tabled to next meeting by John O. and agreed to by MDC.

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3. Communications (Dir Comm) –

1. Rehearsals listed for Fourth of July week should not be there and will be taken off the calendar.
2. The newsletter goes out on the 1st of the month until marching band starts. Bullets can be sent out any time. April's newsletter will be sent out on March 28th due to spring break and uniform fittings.
3. Ginger offered a Kudos to Mark for the “famous” celebrity videos pushing MARCH on Facebook and Instagram.
4. March and April concert dates for Verizon will need to go in the next newsletter. Dawn will be at Verizon training this weekend and should have more information afterwards. Rudi is the new NPO coordinator for Verizon.

4. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer) –

1. MARCH money showing on the budget report is only the money that has cleared. PushPay fees are 3% (transactionally) of the credit card payments. Mark and Angela are able to let kids know who has donated through Push Pay in their name. Mark will work with Push Pay to get individual clients access to that information for future events. Mark will send an updated donation list to John to print and post in the band room. Officially, the end date for MARCH activity is the end of spring break. Donation window for MARCH will be open through the end of April.
2. Angela will talk with Keith about how scholarship money is affecting current totals.
3. There was a mistake in the PushPay fee being placed in income. Angela moved it to the correct spot.
4. The Zaxby's fundraiser for Winterguard raised \$100 and movie night raised an additional \$490.
5. Michael M will own the outstanding classroom band fees that are due and put the calls in to try to collect it.
6. Ginger will put in the newsletter the amount of unpaid fees that we have past due. (~\$13,000)
7. Fulton County is paying for the CHARMS platform as of this year.

d. Present President's Report (President)

1. Budget Planning Update – John built a working model off the budget meetings that included Michael M, John, Angela, and the Dal Cerros. Focus was on expenses and fundraising. John presented a review of the budget for next year and how different fundraising scenarios impact fees for conversation and debate.
2. Mark said that Autodraft for Fees can be set up through PushPay and will be counted as non-tax-deductible.
3. An updated/advanced fee schedule was introduced in order to collect fees in a more timely manner. Fee due dates proposed for this coming year are 5/25, 6/1, 7/1. All Marching Band fees will be collected before band camp. Students cannot attend band camp unless fees are paid up or accommodations have been requested (e.g. Financial Aid, Payment Plan, etc ...) Class fees will be due on 8/8. Indoor Drumline and WinterGuard dues are proposed to be due 10/1, 11/1, and 12/1. Trips will be separate.

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BOA trip to Orlando is a competition and all marching band members need to participate. All band students will be eligible to attend / participate in the trip.

4. There will be 3 different pricing plans for Marching Band; one for new members, one for returning members, and one for colorguard.
 5. Add ons will be available for shoes, food plans, extra shirts, extra shorts, extra gloves, concert uniform, performance/show shirts.
 6. On April 10th during the Executive Board Meeting, the board will vote on a final copy of the budget. At that time, the final commitment letter (LOI) will be finalized and also approved by the board.
 7. On April 25th at the general membership meeting the budget will be presented and voted on by the general membership assembled.
- e. Open Floor for New Business (Executive Board) –
1. MaryJane was recognized and asked if we had a volunteer for the banquet. There is no designated person yet. Senior photos are set to be taken at MJ's house. Estimated budget for senior photos to be held to the same as used last year.
 2. MDC introduced a motion for a vote: Effective immediately to allow a payment plan option format to be developed and implemented through PushPay for autodraft capability of Band Fees (non-tax deductible) on a credit card. The motion was seconded by Angela then approved by a unanimous vote by the members of the board. Motion adopted.
 3. Michael M introduced a boosters bylaw addendum and a boosters bylaw addition. The proposed change was read to the board. In summary the changes proposed would be to make the Band Director the final decision maker, organizationally and administratively, for the Program and for the Boosters Association in order to recruit and retain a high level of coaching/clinician/director talent. Michael M will send the proposed changes in writing to the board for review and discussion/debate in the next board meeting. The board will then be asked to vote on proposed changes acceptance. If approved, the changes would be presented to the general membership assembled at the next general membership meeting for a reading. Final vote by general membership would be at the meeting in August. The proposed changes are required to be presented two times to the assembly at large (reading and then a vote) before final adoption.

2. Executive Board Meeting Close – meeting closed at 10:32 by John.

Next RHSBBA Meeting: 4/10/18

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