

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

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| Meeting | RHSBBA Executive Meeting | Date | October 9, 2018 |
| Type of meeting | Status, Review & Discussion | Time | 7:00 pm – 9:00 pm US ET |
| Attendees | John O'Donovan (chair), Michael Moon (Band Director), Greg Freeman, Ginger Greve, Michael Dal Cerro, Angela McPherson, Nick Tucker (Percussion Director) | | |
| Absent | Jennifer Collier, Marineli Dal Cerro, 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 Board Meeting Open** – call to order John @ 7:05pm
 - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
 - i. Show in entirety done and in practice full time
 - ii. Calendar review – Calendar up-to-date, special meetings mentioned – IDL interest, London interest
 - iii. Tuesday evening marching rehearsals to begin next week (10/16); If playoffs start, single marching practice on Thursdays 4p-5p.
 - iv. London interest – so far 55 HS students, will need ~5 chaperones, expect ~4 staff, 70 is the minimum to go
 - v. IDL proposed budget review.
 1. Estimated cost per student to be \$460-\$800 depending on final student numbers and fundraising support
 2. 20 students interested – expected to have ~24-25 participate. Min 18 needed to be competitive.
 3. Booster contribution showed as \$6750 – actual should be \$5750 from approved FY budget
 4. Fundraising target is \$2500. Possible to ask for a fee payment slightly higher and remove fundraising target.
 5. Fundraising ideas needed.
 6. Payment schedule discussed. Deposit/Commit payment due by Oct 25 (\$100). Balloon payment following tryouts/placements, Nov 14 (\$300). Final payment to follow Winter Break, January 7 – dependent on fundraising achievements. Fundraising effort to begin prior to Winter Break.
 7. Auditions will be Nov 12 & 13 (4p – 6:30p). Already noted in CHARMS.
 8. Clinics to be held in December. Rehearsals begin January 7.
 9. Mr. Tucker to ask for parent support for a Fundraising Lead and a Logistics Lead @ interest mtg.
 - b. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)
 - i. Financial summary subjective to “need research” items still showing

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- ii. Cash standing shows ~\$26K will be on hand at FY end, with all fundraising targets remaining as-is.
- iii. Some confusion on CHARMS data entry – fees from PushPay specifically. Clarification sent by Moon. Additional time needed for Kristine and Angela to meet and review entries and process to ensure financial report accuracy.
- iv. Unpaid summary is skewed with payment plan and deferred payment families included. Scholarship families have had fees “waived” in CHARMS so therefore are already washed from Unpaid summary. Additional review needed to provide a true collections summary view.
- v. SAPA fee from August expected to be returned. (Will not be cashed, washout)
- vi. Expected Audit Results Timing – 2 weeks out. Will have by end of month (October) for distribution with RHS administration.
- c. Board Updates or Discussion & Debate current proposals/motions
 - i. Logistics & Volunteer Updates (VP, VP SS)
 - 1. Roswell Youth Day Parade, prep
 - a. Ready to go – some vol positions still open.
 - b. Carl Black will lend a truck to pull the trailer again. Mark to pick up on Friday. Craig to drive/pull in the parade and return.
 - c. Candy needed – reminder to be sent
 - d. NEW – flyers cannot be handed out on parade route. (Post meeting update – tent to be set up at Roswell Fall Fest @ Smith Plantation. Flyers and RHS Band promotion there. Vols needed.)
 - 2. Upcoming Competitions
 - a. Vols still needed. Drivers to be trained needed! Special messages sent and additional push from Moon and Greg to follow. Vol hours by regulars being fulfilled – then stopped. New vols needed based on requests made at signup/commitment time. Some vol burnout with regulars concern.
 - b. Sound cart, large podium – wheels have been replaced. PA cart to be ready by game time this week. New colored mic cables have been delivered for use with area and solo mics.
 - 3. Football – Away Games, Upcoming Home Games
 - a. Need a new 50/50 raffle captain – Greg to reach out to a few possible volunteers to help @ next game
 - b. Track is off-limits for ATV (gas vehicle). Confirming staging for props and fr ensemble.
 - c. Vols still needed. Drivers needed for equipment, still ad-hoc game-to-game.
 - ii. Fundraising Activity & Planned Events (VP Ways and Means)
 - 1. Mattress Sale prep/updates

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- a. Ready to go. MDC to greet and “man” the door with the mattress folks. Moon to ensure doors open/alarm off by 7:45am. Mattress crew to set up around 7:45 am, doors open at 10am. Promotions blanket the area. Students to “twirl” signs at key street corners to drive in impulse traffic to the school. (See “Pop up Tent” update earlier in the notes)
2. ExtravaBANDza updates
 - a. Ticket packs have been distributed. Extras returned for ticket recycling as some students request more to sell.
 - b. As of meeting time – there are 200 admission tickets left, 500 raffle tickets left. Additional order may be done the week of the event to ensure there is enough to cover gate traffic the day of the event.
 - c. Concession coordination needed – only selling baked goods and beverages.
 - d. Trunk or Treat to be coordinated next week. Kristine leading. 10 sections.
 - e. John to input vol slots into CHARMS by end of the week.
 - f. Request submitted to John and Moon to send an invite to the Centennial HS band director and booster leadership to attend. Moon checked – they are at a marching competition that day.
 - g. Corporate Match secured - \$1000 from Modern Woodman of America, thanks to Melissa Petreshock.
 - h. Spin with the Hornets – still on, additional coordination/comm expected from Moon. Assisted by Ms. Hobart working directly with Moon.
3. Movie Night update
 - a. Date set for Nov 28th. Fantastic Beasts II (The Crimes of Grindlewald). Cash or Check only. Prepays accepted up to the day before.
4. RUMC Greenery Sale prep/updates
 - a. In progress. Promotions not to begin until next month following ExtravaBANDza. Table to be set up (possibly) at ExtravaBANDza.
5. Corporate Sponsorships
 - a. Lost one committee member in the past few weeks. Can no longer participate due to other time commitments. New volunteer plea needed to populate the committee properly.
6. London Trip Fundraising – Committee Planning
 - a. Moon to send out a message to begin building a specific London Trip parent committee to help with London trip specific fundraising and planning.
 - b. All trip finances will be run through the front office – not the Boosters. This will allow for individualization of fundraising benefits as may be decided by the trip committee.

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- c. LNYDP has not sent the final contract with payment plan due dates. Original proposal had Dec 1st as the first drop date/deposit. This may move and will move the band's deposit collection date as well. To be determined when final contract arrives.
- iii. Communications (Dir Comm)
 - 1. New twitter handle: @roswellHSband
- d. Open Floor for New Business (Executive Board)
 - i. Senior Banner – proof complete, in print. Fee request to be sent by Moon. (Had not been sent) est ~\$10 per student
 - ii. Senior Football Ad – complete, handled by Ms. Widis. Payments already requested, sent directly to Ms. Widis (who paid for the Ad directly).
 - iii. Senior Trip. Out for FCS approval. March 6-10, directly following LGPE performances. Orlando. ~4 chaperones will be needed. Estimated ~25 students.
- 2. **Executive Board Meeting Close** – John @ 9:23 pm declared executive committee meeting adjourned

Next RHSBBA Meeting: 11/13/18 (Tuesday)