

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	September 12, 2018
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm – 9:00 pm US ET
<b>Attendees</b>	John O'Donovan (chair), Michael Moon (Band Director), Greg Freeman, Ginger Greve, Michael Dal Cerro, Marineli Dal Cerro, Mark Herring, Jennifer Collier		
<b>Absent</b>	Angela McPherson	<b>Venue</b>	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**

**a. Call to Order (President)**

- i. Meeting called to order @ 7:05pm by John
- ii. Additional general member attendee(s): Scott Rubant

**b. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)**

- i. Exhibition- 9/22@ Cambridge H. Scheduled event start is 5:45. Loading at 3pm with props. Leave Roswell High at 4pm. Everyone else needs to be there at 5:45pm.
- ii. Competition-9/28 @ Creekview High. Schedule TBA.
- iii. Concert -10/1- NO MB practice.
- iv. Competition at GSU on 10/20. Schedule TBA.
- v. Wind Ensemble 10/24 @ Elkins Middle School- Parents/students provide own transportation.

**c. Present President's Report (President)**

- i. John has requested input from the Board on potential Nominating Committee participants to field the 2019 Executive Board. 2-4 people are needed. Nominations will happen in November with a general membership vote before the December Concert.
- ii. Spirit Wear update: inventory has been refreshed, updated to reflect the new HS branding. Kim Holm (Spirit Wear chairperson) has created a pre-order form. We will distribute the pre-order form this coming weekend. With pre-orders, we will order some extra of selected items for sale at the Spirit Wear table at the home football games in October. Spirit Wear table will be located on the home side of the field near the GHSA entry gate.
- iii. Color Guard update: John invited Mr. Moon to talk about the latest issues that have made their way into the rumour/rumblings circuit and what is being done to address any issues. Mr. Moon provided some context without

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student specifics and that the particular issue at concern is being addressed directly with the student, student's parents and Esti directly.

iv. Trip Updates:

1. In consultation with Mr. Moon, while Boosters will assist in the planning and administration of any trip, all trip financials and final trip administration will be handled by RHS administration and RHS front office. The benefits allow for individualized rewards for trip related fundraising and alignment of any trip as a "field trip" within Fulton Co. field trip guidelines and administration.
2. London NY Parade update:
  - a. 25 students have turned in the interest form.
  - b. A minimum of 70 students are needed, with committed deposits, to make the trip happen.
  - c. Mr. Moon's original goal is to have 125 attendees make the trip (includes students, staff and chaperones).
  - d. London NY Parade committee will be present at RHS on Sept 25 to make an official invitation presentation. 1030am in the Auditorium.

**d. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)**

- i. Expected Audit Results Timing
  1. Audit is in progress for 2017-2018 fiscal year. (Angela shared info with John prior to meeting).
  2. Angela not present – financial summary not available for this session.
- ii. Paypal, PushPay – payment option pairings/use
  1. Mark provided an update on the status of PushPay going forward as well as a search underway with alternative vendors. Primary issue is the inability of PushPay to integrate with point-of-sale (POS) type payment platforms. Mark to provide an update on the additional research next month. PushPay renewal up for Board vote in November.
  2. John shared a guideline for cooperative use of current payment platforms PayPal and PushPay. PayPal for Spirit Wear as found on the band website. PushPay for band fees, general donations and fundraisers.
  3. MDC, with concurrence from Mark, brought up that we need a reliable POS platform. Question to consider is should we invest in it now? Possible immediate use would be to potentially increase proceeds seen with home football game 50/50 raffles. To be considered off-line from the meeting.
- iii. Fundraisers – CHARMS cataloging (or not), specific targets for specific events and/or percentages (i.e. scholarships, instruments, semi-trailer, etc ...)
  1. Discussed as a round-table. John took an action item to follow up with Angela and create a couple of new fundraiser target buckets in addition to the current BandAid (general) scholarship fund and the NHCG

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scholarship fund. This would include a Band Trailer fund. Additional categories to be discussed off-line prior to next board meeting.

### **e. Board Updates or Discussion & Debate current proposals/motions**

#### **i. Logistics Updates (VP, VP SS)**

1. FC Exhibition, Upcoming Competitions
  - a. Props will be ready by the Exhibition.
  - b. Two Penskes for the Exhibition and first Competition. May need to rent a pickup from Enterprise for the Creekview competition.
2. Roswell Youth Day Parade, prep
  - a. Muster @ First Baptist @ 8am. Parade end pickup is @ Roswell North ES.
  - b. Candy needed for Drum Majors, Front Ensemble and Chaperones to give away.
  - c. Additional students / chaperones needed to hand out Mattress Sale / ExtravaBANDza flyers while walking with the Band on the parade route.
3. Football – Away Games, Upcoming Home Games
  - a. No props at football games. Movement parts 1 & 2 ready for this Friday (v. Milton). All parts ready for end of month (Competition at Creekview). Bye Week is 9/28.
  - b. 10/12 is Homecoming game. Mr. Moon negotiating that the Band plays pre-Game that night.
  - c. Will review all remaining October games/competitions in next board meeting.

#### **ii. Fundraising Activity & Planned Events (VP Ways and Means)**

1. Dominos Recap
  - a. Total Profit to the Band - \$5,390. Exceeded budget goal of \$2,500 by more than 100%.
  - b. 30% of all band students participated in selling the minimum expectation of 12 cards each.
  - c. 54% of ~176 band students participated by selling at least 1 card each.
2. ExtravaBANDza updates
  - a. Date confirmed. 10/27. Beth O (committee co-chair) adjusting ticket and flyer verbiage to match
  - b. Thursday, Sept 27, ticket packages and materials will be distributed to the marching band students at the end of their practice. All other students will receive their ticket packages the next day in between classes from Mr. Moon's office.
  - c. Each ticket package will be 10 admission tickets and 20 raffle tickets to sell. Pricing and instructions will be on the collection envelope.
  - d. Three turn-in dates – October 9, 16 and 23.

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- e. October 26 home football game, we will field an additional table next to our Spirit Wear table and sell tickets there too. (Idea – pull in a few in-school band students and parents to help with that table at the game that night).
- 3. Mattress Sale prep/updates
  - a. Parent Meeting scheduled for 9/20 @ 6:30pm. Get-out-the-word and advertising information to the parents to increase fundraising success of the event. Keith Cumming from CFS will be on hand to present.
  - b. Date confirmed. October 13.
- 4. Movie Night updates
  - a. Date confirmed. 1<sup>st</sup> Movie night, to benefit the NHCG scholarship fund, will be November 28. Fantastic Beasts 2 will be the movie.
  - b. Partnership opportunity with Aurora being worked out.
- 5. RUMC Greenery prep/updates
  - a. December 1<sup>st</sup> is the kick-off. Donna Jenstead and Katie Covington will be on the committee to assist.
  - b. Trees, Wreaths and Poinsettias will be sold, primarily with pre-ordering.
  - c. Pre-ordering will be made available at ExtravaBANDza.
  - d. Volunteers for the day-of needed – 2-5 parents and ~15 students. MDC to work with Greg on volunteer slots needed.
- 6. Trip Fundraising Planning/Start Timing
  - a. For London – Mr. Moon stated that with the Sept 25 visit by the London NY Parade committee, he will be asking the local news (WSB, FOX, 11Alive) to report and help get the word out to the community that our band will be travelling to London – and needs the community’s support to help make that happen. Hopefully that will bring in more money from external donations.
  - b. The board and Mr. Moon discussed additional big money fundraising ideas to help directly towards the trip/ a trip. Car Raffle (in various stages of work now), Gala dinner event with music or maybe just the Jazz band, or other types of ensemble concerts.
- iii. Communications (Dir Comm)
  - 1. Ginger discussed what corporate logos and sponsors are to remain on the website
  - 2. The band has a new twitter account – @rhsbandtweets
- f. Open Floor for New Business (Executive Board)**

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- i. Mr. Moon and the board discussed practices be “sponsored”. For each practice on the practice field, place a temporary banner sign up for a particular sponsor who donates to sponsor that practice (like an all-day Saturday practice) or a week’s worth of practices. This gives those sponsors additional exposure to all the people who drive by the band while practicing throughout the Fall. MDC to explore.

**2. Executive Board Meeting Close**

- a. John declared meeting at a close at 9:27pm. Meeting adjourned.

**Next RHSBBA Meeting: 10/10/18 (Wednesday)**

