

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Special Executive Board Meeting	Date	December 7, 2018
Type of meeting	Trip Status & Action, Marching Lessons	Time	6:30 p.m.
Board Attendees	John O'Donovan (President), Michael Moon (Band Director), Angela McPherson, Greg Freeman, Ginger Greve (dialin), Mark Herring, Michael Dal Cerro, Marineli Dal Cerro, Special Invitees - Craig Baughn, Ed Klaas		
Absent	Jennifer Collier	Venue	RHS Media Center

AGENDA

Meeting Objective: Special Executive Board Meeting, closed session.

1. **Meeting Open** – call to order, John @ 6:35pm
 - a. London New Year's Day Parade Trip Update & Actions Required.
 - i. NOTE:
 1. email discussion prior to meeting revealed position from RHS was for the trip administration to be handled by the boosters and not RHS / FCS.
 2. This is counter to policy set forward by the booster executive board in June for all trips to be administered through the RHS front office. This would allow for the individualization of fundraising benefits by student (as a government entity).
 3. FCS contracts would require multiple outfitter bids for the trip – which is unavailable for the LNYDP. There is only one, exclusively.
 4. By administering the trip through the boosters, all fundraising benefits will be group benefits across the trip participants – as governed by the 501c3 outlined charitable mission and IRS/Federal regulations.
 5. Also, as setup to the need for a special executive board meeting on the topic, with a trip of this size, additional volunteers will be needed to act as an assistant treasurer, logistics captain and fundraising captains to not add additional duties to the operational needs of the band program.
 - ii. #s Update (John):
 1. Stated minimum for trip viability – 70 students.
 2. Interest indicated (prior to November 29) – 79
 3. Deposits collected – indicating trip commitment:
 - a. December 4 – 29 students
 - b. December 7 – 50 students

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4. Trip commitment NOT met in time to send a deposit to the LNYDP committee in London (Dec 15).
- iii. Actions Required
 1. Mr. Moon to contact the LNYDP committee and offer thanks for the invite but commitment cannot be met to attend and decline the invitation formally.
 2. Band-wide message by Monday evening from Mr. Moon that RHS Band will be unable to attend and alternatives performance trip(s) being considered for 2019-2020 school year. Include a note re the planned Senior Trip for 2018-2019 school year.
 3. Deposit Refunds/Return Checks.
 - a. Those that sent in a check – that check, including any chaperone deposit \$, will be returned
 - b. Those that paid via paypal or pushpay will be issued a check as a refund for their deposit. This will save the band from additional transaction fees for these returns.
 - c. All refunds will be processed by the end of the week (December 14).
 - d. Two specific cases will be asked if the deposit sent in can be applied to outstanding fees.
 - b. Marching Band Season Lessons to apply into 2019 review.
 - i. Round-table compilation of lessons with supporting commentary by each board member:
 1. Ginger:
 - a. **Marching band music.** The music selections should be songs that the kids recognize and enjoy playing, and that the crowd will respond to with awe. We've watched a lot of bands perform in the last three years and have seen the difference in the overall presentation and crowd participation between bands that perform classical or unfamiliar music versus those that play popular and "fun" music. At competitions, when watching entertaining bands, I hear the kids say, "why can't we play music like that?" For all the work put into marching band, the kids need to enjoy the music, and they just didn't this year. Let's choose music for the 2019 show that will excite the students and also engage the crowd.
 - b. From anecdotal accounts, **marching band practices** were not very efficient this year. Having a true "rookie" camp could improve this next year. It should include all new marchers, and any other marcher that needs additional marching attention/instruction. Once the rookies, and less seasoned marchers know what to do, a quick fundamental

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recap should be all the rest of the group needs to brush up their skills rather than spending several days of band camp on fundamentals.

- c. **Time** appreciation should be a priority. Practice should be complete, as should all announcements, by the end time of rehearsal. The kids should be walking off the field at the set end time. Period. They're expected to be on the field at the start time, and the same is expected for the end. These students come home every night with many hours of homework and tests requiring study time....school is the priority and practice end times should be adhered to. You will see a lot more support from parents if you're respectful of everyone's varied and multi-children household times.
- d. **Leadership** positions should be awarded to the students who are demonstrating true leadership skills. When all things are equal, leadership positions should be given to Seniors, then Juniors, to ensure needed college application fulfillment. Leaders should be the kids who are participating in ALL aspects of being a part of the band. This fundamentally includes fundraising participation, paying their fees/or submitting scholarship/aid forms if needed, using their own time to help another student who is struggling, showing up at non-required events, and proudly promoting the band at school and in the community, offering constructive suggestions to improve morale or finding solutions to problems. Simply placing students into a leadership role in an effort to "boost" them individually weakens student leadership as a group and subverts those student leaders with natural leadership abilities.
- e. **Communication is key**. There is a lot of support for student personal responsibility, however, supporting information should be dispersed as possible in a timely manner to the parents to allow them to be informed to what the students are doing/should be doing and what may be expected financially from them. We're all juggling jobs, kids and activities and need timely band information. Emails and text messages that go unanswered or are delayed is a huge frustration of parents.
- f. **Volunteers**. We have to do better with volunteers. The attempt to "require" hours really backfires because people see that others are not pulling their weight and since there aren't consequences, people are wondering why they're bothering. We have a great group of volunteers that are simply burned out. The new parents are saying "I thought this was required, I haven't seen so-and-so's parents do anything." Parental involvement should be another facet of a student leadership requirement. If a parent knows their

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actions (or inactions) will affect their child's merit points, those that are just sitting back will step up.

- g. **Recruitment.** Recruiting new students is just as important as retaining current ones. A bigger effort needs to be made to groom middle schoolers, and even elementary age kids, into wanting to be part of the Hornet Swarm. If we want the program to grow, and we want it to be a family, it's going to have get started sooner than 8th grade. Taking your student leadership team to the middle school, and even the elementary school (including High Meadows) would be a great way to show these kids that it's cool to be band. And the RHS kids need to wear band swag when they go

2. Greg:

a. Marching Band

- i. **Drill.** Why was the marching drill so late? Did we pay full price for the drill even though it was so late? What is being done to avoid this next year? A: Drill writer personal circumstances interfered with contract commitments to the band this year. Contract did not include dates for delivery since this has not been an issue from any drills delivered in the past (going back multiple years and multiple band directors). Have provided feedback to this drill writer and will not reuse him next year. Band will go with an industry known writer for next year – and include dates of delivery in the contract (with final-full expected by band camp start).
- ii. **Show.** What is the plan for next year and can we expect to be ready for a full show when the season starts? A. traditionally, full show ready by Fulton Co. Exhibition show in mid September, with third act being tweaked and may or may not be show ready at the Exhibition – but full show is being rehearsed.
- iii. Need to **communicate** better with board and parent community about show issues. Parent dissatisfaction was exacerbated this year because they had no answers, only saw that the show was incomplete way into the season. The board can be a helpful conduit of information and understanding when provided in a timely way.

b. **Volunteers:**

- i. Suggested – reduce the number of volunteers requested for games. This will have a positive impact for recruiting volunteers and reduce stress on recruiters.
- ii. FCS requirement for chaperones ?
 - 1. Home football games – only need 3 chaperones maximum

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2. Away football games – two adults per bus can include staff to fill this requirement, reducing the number of volunteer chaperones required.
 - iii. Pit Crew. Some volunteers complained they had little to do while students did most of the work. -Discussion- While sometimes true, a core group of parent “roadies” are required to ensure student and equipment safety. The “push” onto the field will require ~10-11 adult volunteers each time with only a few pieces needing heavy lifting ability. Time commitments need better explanation – with core group of pre-game setup, post-halftime breakdown/storage and drivers needing dedicated time commitments.
 - iv. Recognition:
 1. Band Banquet callouts.
 2. Suggestion – Name badges noting different levels, noting tenure/hours volunteered, etc ... Name board showing on/off times.
 3. “Team” shirts for volunteers who commit to certain roles. (ie. chaperone, pit crew, photography)
 4. More accurate/consistent reporting from CHARMS on volunteer hours spent.
 - c. 50/50 Raffle (at football games) – suggestion that board members not participate to reduce any appearance of a conflict-of-interest if a board members has a “winning” ticket. Possible policy statement to be taken up by 2019 board.
3. Dal Cerros
- a. Marching Band **Show** (net new discussion items)
 - i. Next year’s show. Have heard that 2 shows may already be shortlisted ? Is there accountability or time agreements provided for delivery on time ? Perhaps bids and references from at least 3 vendors prior to selecting one. A: 2 shows were selected – one for if the London trip was ON, one for if the London trip was OFF. Suggestion of a more contemporary/audience connecting show since London trip is OFF be pursued. Emphasis on writer accountability be factored in for next year given this year’s bad delivery experiences.
 - b. Booster provided **Instructors**.
 - i. Specifically – in season issue experienced with Colorguard instructor and student. Question is why this issue was not discussed openly with the board? A: (Moon) How much information is appropriate to share regarding instructor-student

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interaction? In some cases, specific details are not appropriate to disseminate widely. **DISCUSSION**; it was agreed some summary level information that an issue has occurred and a summary of the issue resolution should be shared. Exception- mandated reporting type issues require a little more detail on resolution steps taken and if escalations were taken. Timely, Immediate Summary information helps the board in assisting in any questions / rumor correcting by the parent community when an issue does occur.

- ii. Are there accountability and delivery level agreements in place ? A: Yes. In each instructor contract.
- iii. Delegation process ? A: Yes – at Band Director level and at Board level in each instructor contract.

4. Mark

- a. **Props**. Start to think about fixing and preparing for sale, fixing and preparing for use next season with skin design in sooner, or cut-up and re-weld into new design.
 - b. **Software** – consider Ultimate Drill app over dot books.
 - c. **POS Platform** (Point of Sale) needed for Concessions. Exploration underway for board consideration prior to the summer. Also consider new partnership entered by CHARMs recently for possible use. It is estimated there could be up to 25% uptick in concession sales with card acceptance instead of just cash.
 - d. **Capital Purchases** considerations coming up.
 - i. ATV aging – requiring “heroic” maintenance to continue to operate. Explore a new one or a partnership with Mountain Sports on a discounted new “mule” and practical trailer. May require an electric mule to meet RHS track use requirements.
 - ii. Band trailer – big shows require a bigger trailer over continual rental of penske trucks. Build out a drive for a semi-trailer.
 - e. Student accomplishment – even small ones – could use more **praise** from Moon and MB instructor leaders. Instruction and discipline is important. Positive encouragement with little doses of praise sprinkled in goes a long way to motivate student leaders.
- c. Special Mention – Ed Klass
- i. General statement of **Thanks** to the board leadership for all that is done for the students and the band program month in and month out.

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- ii. **Challenge Issued.** Procedural, First Aid process and expected responsibility as a chaperone or event volunteer with students in distress (perceived or actual) and hand-offs with FCS personnel. DISCUSSION regarding various incidents observed (or involved with) over the course of the season. What may be expected and what can be known specific to particular student physical situations ... there is a balance/line with what can be disclosed (if known) and what cannot by FCS personnel, including what may be observed or known by the volunteers directly with interaction with specific students. NOTE – work on a Volunteer Handbook for general policies and procedures/expectations and a Volunteer Card (laminated) that highlight first aid call outs or common chaperone procedures will be explored and work on before next marching season. NOTE – follow up to chaperones following an event where an incident (or multiple incidents) occurs summarizing that there was something and a high level summary of the outcome is needed and should be considered going forward (i.e. a simple note or group text from Moon).
- iii. **Klaasical Music Foundation.** Introduction of what is available and offered to consider for instruments community wide. Moon to share FCS surplus contact with Ed regarding instruments that would be retired from FCS use and possible pickup by the Foundation to refurbish and recycle into other students hands. Thank you Ed for the informative community highlight.

2. **Meeting Close** – John declares session closed @ 8:34pm

