

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	February 28, 2019
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 9:00 pm US ET
Attendees	Mark Herring (meeting co-chair), Michael Dal Cerro (meeting co-chair), Michael Moon (Director of Bands), Craig Baughn, Greg Freeman, Gretchen Shirley, Anne-Marie Canty, Julie Garrett, Christina Knutson, Esther Collins		
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. **Call to Order** by Michael Dal Cerro @ 7:01pm
2. **Roll Call by Secretary**
3. **Minutes from January EB Meeting**
 - i. Approved via email and published online
4. **Band Director’s Report, Updates and Upcoming Calendar**
 - i. Indoor Drumline – First competition on Feb 23rd, we took 3rd place overall. Changing some things on the program based on judges’ feedback, to make it more “visually stimulating” as they suggested. Will need a 26 foot moving truck and a smaller one or the trailer for the next competition on the 16th.
 - ii. Winter Guard – They have a competition this Sat at Etowah. They took 2nd place at their first competition and are doing well.
 - iii. LGPE Update – March 5th will be Symphonic and Wind bands and March 6th will be concert band. No longer need a driver or truck to transport the risers – Chattahoochee will be providing those. Michael to make a courtesy call to Carl Black to let them know we won’t need their truck.
 - iv. All State and District Honor Bands - Ediz Eirbac made it to All State and is currently the top horn player in the state of GA. District Honor band, no changes.
 - v. 2019 Marching Band Camp – Dates remain the same. Oxford is not hosting any bands because they felt it caused too much damage to their field. Looking at the University of West GA. We’ve been able to reserve the football field, but haven’t sent out the contracts yet. Julie asked if we know the football game schedule yet in conjunction to the band camp? Camp was moved one week later than last year. The first football game is Aug 30 – the first two games are away games. Last football game is Nov 8.
 - vi. Senior Trip March 2019 – Leave next Weds, all kids will have paid by tomorrow. Email with itinerary and details sent out to parents. Packing list was requested. Full Band Trip tentatively set for March 2020 will be in D.C., still waiting on info from the tour company.

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- vii. Rising 9th Grader Night – Monday, March 18th 6:30 – 8:00. This is where rising freshmen and senior kids and parents talk together. Big recruitment opportunity. Senior parents are asked to bring refreshments. Board is encouraged to attend. Discussion to bring spirit wear. Commitment night is May 7th.
- viii. Uniforms for LGPE – Received one batch today and will have another batch tomorrow for LGPE. Should instruct kids to try on uniforms when they are received to ensure there are no issues. Kristine can help with alterations if needed.
- ix. IDL Concerns - Greg had concerns about the way the IDL competition ended - parents and kids just scattered and kids were randomly sent to parent vehicles for transportation home. Greg suggested a clear central meeting place be communicated and a headcount taken to make sure everyone is accounted for before leaving the facility. Rehearsals – Greg asks that IDL rehearsals end on time. Michael M explained that the put away time is not scheduled into the rehearsal time and they tell the kids to go home but a lot of times they are talking and messing around.
- x. National anthem – Greg asked the reason our band doesn't play the national anthem at football games. Michael M. explained this was a previous decision made by the department head that the chorus should sing the national anthem to be more involved in school activities.
- xi. Upcoming dates: September 20th is 8th grade night home game vs. Milton, September 27th is Homecoming. Oct 4th no game and likely no competition. Discussion to make Extravabanza that Friday night (Oct. 4th)
- xii. IDL Fundraisers – Parents have received no information on who donated to the t-shirt fundraiser and letter writing campaign so our kids could thank friends and family. \$4870 was raised between the 3 fundraisers. Parents were told that the more raised, the less they would have to pay, however, three kids quit so the final payment owed was not as discounted as we hoped it would be. Christina asked that a communication be sent to the parents about this. Julie concurred and reported that some families are withholding their final payment until they received this information. Michael M. will have Tucker send something out.

5. Officer Reports

- a. President's Report
 - i. City Council Meeting – We attended the city council meeting on Monday. Michael M., Mark, Michael D. and several kids attended. We had a segment during the mayor's report. Introduced the band and provided pictures and a run down of last year's MARCH fundraiser. Felt it was well received and was a good start at forming long term community relations. There is a video from the visit available on the FB page.
 - ii. Budget Planning – Planning meeting held about 3 weeks ago and was very effective; the next one is this coming Sunday. Michael D. reports they covered a lot of the expense side and are going to work on the income side next and go over Ways and Means recommendations on fundraisers and target dates. There will probably be one more meeting after that and then we'll present to the board.

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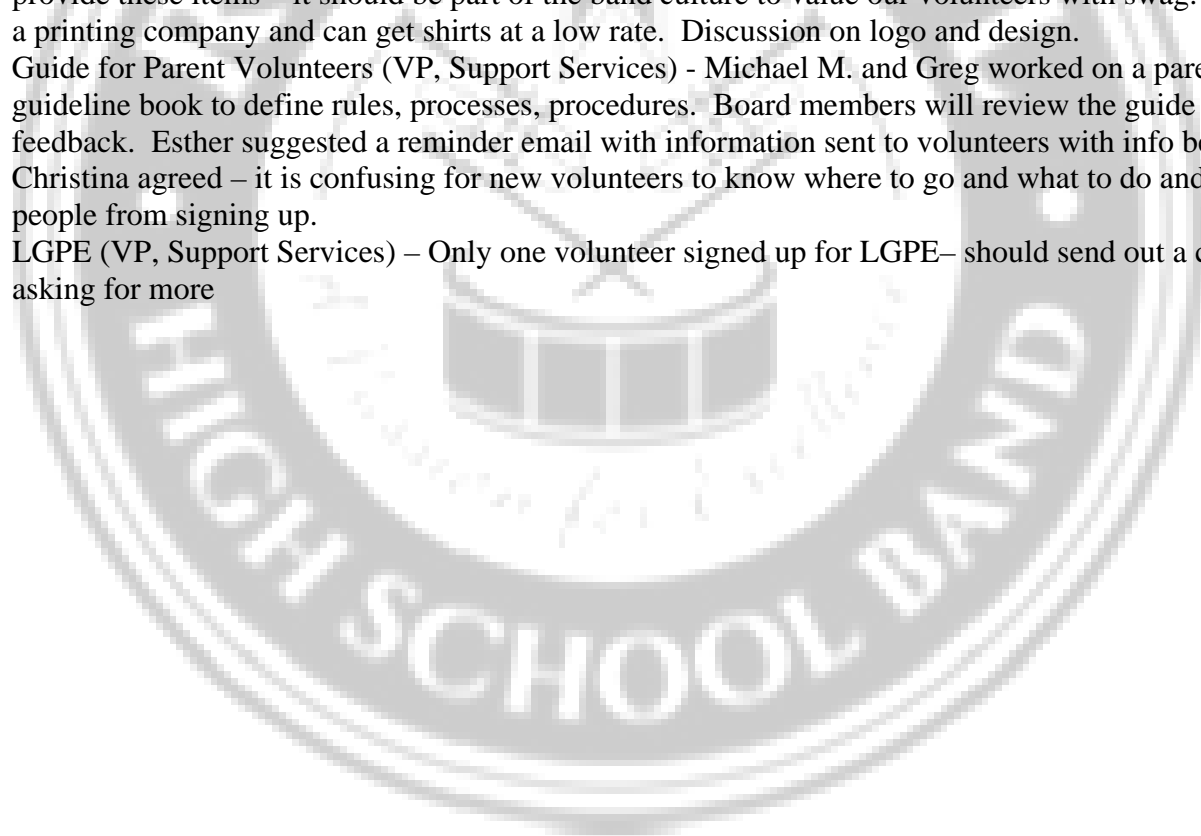
- iii. Student Activity Agreements – There is a need for strong agreements in place for all band activities that outline the refund policy/process – Michael M., Michael D. and Mark to work on this for all activities outside of classroom band.
- iv. Admin updates - Raffle licenses received from Fulton County Sheriff so the 50/50 and Jeep raffles are in good shape.
- v. Retreat – We want to be there to support the band director with what he needs for the band – a retreat would be good for Michael M. to chart out his vision for the next couple years, the board to do some brainstorming, break down goals and assign responsibilities to keep this sustainable. Tentative date April 20th – breakfast.
- b. Logistics & Volunteer Updates (VP and VP Support Services)
 - i. Annual Band Banquet (VP) – Craig will be contacting volunteers to get committee together. Chris Lewis has volunteered to help with awards. Volunteer recognition award discussed – Michael M. said there is an established award for it but we haven't done it for the past couple of years. It is a memorial for someone who did a lot of volunteer work for the band but passed away. Michael M. will get the info on that. There is also a senior scholarship for someone who is going to pursue in music in college. They must apply for it. Michael M. to reserve the cafeteria for the event. Esther asked Roswell United Methodist and they said they don't have the resources to support this type of event. Craig talked to his church and they could do it but to cater it would be \$15/person. It's also across from Milton. Discussion on food and drink we should offer. Decisions made to hold it in the cafeteria and not do a sit-down meal. Committee will discuss further. Discussed slideshow for Seniors – Christina requested that we contact senior families for baby and senior pics. Mary Jane handles senior photos and has a budget for that. Senior moms should be willing to help with the banquet, Craig can reach out to them. Michael M. to see if the county has circular tables and chairs to use. Craig will also check with his church for tables and chairs.
 - ii. Uniform fittings and volunteer – There is one parent who has offered to take the uniform coordinator position but has a conflict with the uniform fitting dates – if we move the dates she should be able to take the lead.
 - iii. Banner - the banner order for next year should be handled more quickly than last year. Michael M. reports the delay this year was due to a miscommunication, Michael M. thought a parent was handling it but they were actually handling the football ad instead. Senior pics for the banner are usually taken at band camp and the individual photos are photoshopped together to make the banner, which takes 2 weeks to be printed. Discussion to have the seniors do the pictures earlier - the Thursday at the end of pre-band camp. Maura Roberts typically does the photos and works with the artist to design the banner. Mark has a printing company may be able to get a banner for less expensive – will look into that.
 - iv. Name Tags, Shirts (VP, Support Services) – Name tags were distributed to board members. Discussion on getting name tags or consistent clothing for chaperones and other volunteers to make it more professional and

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help the kids know who to go to for help. Mark felt having a name badge would really give a next level of ownership to the volunteers. Can identify the key 30 volunteers – the ones who help frequently. Mark suggested we implement a number of volunteer times - you volunteer at least 3 times you get a badge. Suggestions made on type of badging used, maybe printed disposable labels or a lanyard with a badge where you slip in printed names. Michael D. felt this could reduce some unintended barriers and increase active participation. If parents are wearing name tags you automatically break down that barrier that stops kids from talking to adults they don't know. Esther suggested pins with kids' names or photos and Christina agreed. Suggested made to have people sign up for 3 or more activities during commitment night and they get a shirt and a badge – encourage signing up for events well ahead of time. Craig felt that the board should cover the costs for shirts and badges as it can be insulting to be asked to pay for a pit crew shirt after working so hard to support the band. Can put into budget to provide these items – it should be part of the band culture to value our volunteers with swag. Craig has an in with a printing company and can get shirts at a low rate. Discussion on logo and design.

- v. Guide for Parent Volunteers (VP, Support Services) - Michael M. and Greg worked on a parent volunteer guideline book to define rules, processes, procedures. Board members will review the guide and provide feedback. Esther suggested a reminder email with information sent to volunteers with info before the event. Christina agreed – it is confusing for new volunteers to know where to go and what to do and that can prevent people from signing up.
- vi. LGPE (VP, Support Services) – Only one volunteer signed up for LGPE– should send out a communication asking for more



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- c. Treasurer's Report
 - i. Financial Report (Fiscal YTD vs. Approved Budget) - There has been one budget planning meeting and another one is upcoming. There are number of fees unpaid – classroom band, IDL, winter guard, and senior trip. Need to check into kids who may have dropped out of band or other activities and don't need to pay and then adjust the estimated budget numbers. Julie requested we establish a governance, a student account/fee committee, who can go in and check on what is paid and what isn't so Michael M. can follow-up with families. Julie can provide reporting for this. We can also look into communicating reoccurring payments via PushPay. Auditing should be done in Charms to ensure everyone is being charged accurately and statements are going out. Discussion about MARCH fundraiser money allocation. Fundraising income would first satisfy any budget deficit for this year and remainder will roll over next FY. There is leftover money (estimated \$7500) from last year's MARCH fundraiser that is not accounted for into the P&L. Julie to check into this. If we collect all of the remaining dues owed we can end the year in the positive.
 - ii. 1099's – Nothing to report
 - iii. Audit - Completed
 - iv. Tax Filing – Completed for 2018
 - v. Deposits – London deposit refunds made and checks mailed back and processed a lot of uniform refunds or rollovers, Michael M. to check on uniform returns and get back to Julie.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
 - i. M.A.R.C.H. – All the info and communications have been sent out and are ongoing. All work sites have been secured. Need parent volunteers to oversee students and provide transportation. Have secured pizzas from Your Pie for Saturday and will get parent to deliver them to the sites. Christina stated that communication needs to be made to IDL families that they will work Friday night. Michael D. made a suggestion that we do something fun like paint a wall or other activity the kids would enjoy. Discussion to secure items needed - signups will be sent out to parents on Monday. Need to check on signups for parents to provide water, etc. Will schedule a phone conversation to create a list of what is needed the day of. Ways and Means will get Greg a list of signups, volunteers needed, etc. Need to order the shirts before the work day.
 - ii. Movie Night – March 11th Captain Marvel, poster put up and communications sent out, will send Charms text the Sunday before. Have one parent do receiving using a list of prepaid kids and provide wristband. Checks and cash are possible up to March 4th. We can only take PushPay on the day of the movie night. The board will need to pay the movie theater the night of the event.
 - iii. Jeep Raffle – Got the raffle license last week, talked to car dealer today and going to meet again next week, and tickets come in next week. Michael D. is going to provide the dealership with the football schedule and have

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them bring the Jeep to some events. Ed Voyles Dodge Chrysler Jeep. Dealer has requested an ad in the football program and an ad on scoreboard so will need apx. \$1200 up front for these misc advertising expenses. Estimating up to \$100,000 potential income. Ticket sales would end in November and drawing would be held at the dealership. Need to work out logistics on getting the Jeep to events. Need to communicate that if you win you must pay the taxes.

- iv. Penny Wars – Deciding not to do this with the amount of effort required and the other events going on.
 - v. Swarmin’ the Green – April 27th, includes a showing of Avengers End Game
 - vi. Gretchen has been doing research on different fundraisers, looking at different discount cards, found a dinner and a movie discount card where you pay \$3 for the card, sell it for \$10, good for local restaurants, BOGO, movies, percentage of certain movies, discount with online services like UberEats. Discussion on how that can be distributed – via concession stand, etc rather than putting the burden on the kids. Cards must be purchased up front. Good for a year. Discussion to purchase 100 and see how sales go.
 - e. Secretary’s Report – Notes were completed for last month and published on the site. Looking into a band family directory – Charms doesn’t have this capability.
 - f. Communications (Director of Communications) – Been sending out communications as needed. The website needs some attention, it has outdated info. Ginger is still administering the website per her own request. Working on figuring out the formatting for the newsletter, maybe start using the program used for band camp newsletters.
6. **Old Business** - None
 7. **New Business** - None
 8. **Adjournment** – Motion by Michael D. and 2nd by Mark (9:49pm)

Next RHSBBA Meeting: 3/20/19 7:00pm Media Center