

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	April 18, 2019
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm – 9:00 pm US ET
<b>Attendees</b>	Michael Dal Cerro (meeting chair), Michael Moon (Director of Bands), Craig Baughn, Greg Freeman, Gretchen Shirley, Anne-Marie Canty, Christina Knutson, Mary Jane Hendrickson, Caroline Freeman		
<b>Absent</b>	Mark Herring (traveling), Julie Garrett, Esther Collins (all absences excused)	<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. **Call to Order** Michael D. (7:02)
2. **Roll Call**
3. **Minutes from March EB Meeting**
  - i. Approved and online
4. **Band Director’s Report, Updates and Upcoming Calendar**
  - i. 2019 Marching Band – Band camp will be at University of West GA; still working out details. Around \$25k for facility, housing and food included. Not all facilities included yet, estimating a total of \$28k. Last year we paid \$38k for the facility. For pre-camp we have some options, we are unable to have it at RHS because the roof will be under construction. Blessed Trinity has graciously offered their turf but not their school, and they also have some concerns about the noise level disturbing the local neighborhoods. Michael M. will follow-up with BT contact about indoor possibilities. In talks with Crabapple Middle School, which has the Roswell Rec fields included. Fulton hasn’t signed the agreement with Roswell Rec about using the fields during the school year so we still need to explore that as an option. We would have to pay for use of the Roswell Rec fields since it is outside the school year.
  - ii. Student Leadership Updates - MB student leadership going to Cloudland State Park May 29, 30, 31 and to the GA State Leadership Camp at GSU June 3 &4. The three drum majors will be attending MFA Summer Camp in Muncie, Indiana.
  - iii. Spring Concert – April 30<sup>th</sup>, May 2<sup>nd</sup>, and May 9<sup>th</sup> from 4-6 there will be a rehearsal for mass band. There will be MB spring training May 6<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> from 6-7:30. On May 14<sup>th</sup> at 7pm is Band Concert 1 with Jazz, Percussion, Concert band, Symphonic band, and Full Orchestra. On May 16<sup>th</sup> TBD (likely 6:30) is Band Concert II with Elkins MS, Wind ensemble, and Mass band.

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- iv. RHS Graduation Performance – Symphonic band and the remaining members of Wind will play at graduation; still working out logistics with administration. Will need the trailer for tubas and percussion and the kids will need to pay for Chick-fil-A. Graduation is May 22. The students performing will need to leave their last final a bit early.
- v. Commitment Night / Student Recruitment Updates - So far 163 expected for classroom band, excluding color guard - hoping that will go up after the concert on May 16<sup>th</sup> when Elkins MS attends and performs.. Don't have MB numbers yet, will know more after Commitment Night. These numbers are about the same as last year.
- vi. Letters to families on outstanding dues; next steps - Michael M. needs to mail out letters to families about remaining balances as we need to get everything cleared up by May 14<sup>th</sup>. If we don't hear anything by May 10<sup>th</sup> we will send a firmer communication. Michael M. has been discussing with the RHS administration about financial probation for the student if no communication has been received from parents to work out payments. Meaning that student will not be allowed to perform in certain circumstances.

### 5. Officer Reports

#### a. President's Report

- i. Retreat - Saturday at 9am at First Watch – the board will meet for breakfast, and have an informal get-together to discuss Michael M's vision for the band and how the booster club can support him.
- ii. Survey Results – Discussion of the results of fundraiser survey sent out to families. 79 responses out of 160 families. Take-aways from it – there was a good bit of confusion about the fundraisers, either from people not reading or understanding the communications. Communication was a big part of the feedback. 64% felt we were doing too much fundraising but the majority did not want to get rid of it. There was a 50/50 split on paying extra fees (20-30% higher) rather than doing any fundraising. 80% agreed in raising the fees some and only doing a couple large fundraisers. There were some people who felt they should get something in return for their investment. Mattress sale – work on the communication. Some people felt they needed to buy the mattresses. That isn't correct. They were just asked to help promote/advertise the sale. Domino's Pizza cards made a good amount of money (\$5300) but it was not well received. Can discuss alternatives, Gretchen has some good ideas on that. Can explore changing the newsletter (possibly use Smore) to make it cleaner and easier to understand plus it will have added functionality. Another suggestion was having parent socials with a Q&A. Christina mentioned Dr. Shaw did a townhall and only about 10 people showed up. Michael M. suggests having food to increase participation. Gretchen says maybe at someone's house, making it less formal – in her experience that encourages participation. Caroline Freeman – I think just branding it as a social won't get a lot of participation, so maybe advertise additional info that makes them want to come to receive the info. Michael D. and Michael M. - If we are providing information it needs to be at the school; there are a lot of county rules about that. Another fundraising option was an opt out – pay a certain amount a money to opt out of fundraiser. Greg – that would be

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difficult to enforce. Anne-Marie - we only had 25% participation in MARCH so something needs to happen to increase participation. May 7<sup>th</sup> is Commitment Night plus a general membership meeting and we can provide some additional documentation, such as an outline of expectations for them before committing to the band program. Michael M. – we are also tweaking the volunteering wording, the refund policy, etc. Gretchen suggest that might be a good time to include an opt out for volunteering. Christina – the problem with an opt out for volunteering is that we NEED those volunteers, it is exhausting for the same small group of people to do game after game. Greg – I think the opt out of volunteering is counterintuitive to what we are trying to do. Caroline – RE: fundraising I overheard some parents talking about setting up teams for fundraising. If you had a team of kids they could decide together where/how to go fundraise together and then could give prizes to teams. Kids would likely feel more comfortable going out in a group and it provides bigger incentive. Mary Jane – communication is also an issue. When doing the fundraising for the drumline the parents complained about not getting enough information. Would be easier if we sent out info in advance for that. Michael M.– some of the things that might help – Greg’s volunteer handbook, changing newsletter to a better format.

- iii. 2019/20 Budget - Detailed review of the budget. Per the feedback of the Survey, we will be reducing the number of fundraisers down to the ones with the larger return. Discussed the breakdown of estimated Jeep raffle proceeds, breakdown of band camp fees - saving apx. \$27k on band camp expenses this year. Budget can't be finalized until we work out details on the assistant director position (will change if assistant director is a brass expert vs. a percussion expert). Will wait for that decision before presenting budget to the Board for a final review. Caveat: The forecasting of the student fee schedule is based on a conservative estimated of student participation.  
Opt Out – pending and not finalized as of yet; Updated/advanced fee schedule for MB (amounts are estimates): 5/7 (\$200 nonrefundable), 6/1 (\$325), 7/1 (\$325); Classroom Bands: 8/8; IDL & WG: 10/1, 11/1, 12/1; review/update of Letter of Intent; flexible options on the table for all: post-date checks and an auto draft of fees via PushPay.
- iv. Discussion about retention – why kids drop out. Caroline – how can we have more of the MB show program down sooner? Michael M. - This year it was a problem with the drill writer – won't be an issue this time. Caroline – what about 12 hour practices, is it necessary to have such long days? Michael M. – they are necessary because they enable us to work out a full program in one day rather than having to break it up over a week just a few hours at a time. Craig – part of the issue with the 12 hour practices was they didn't feel very productive. Michael M. – also an issue because of the drill writing; this won't be an issue this time.
- v. Administrative Assistant – Gretchen - is there a job description for the admin assistant? Michael D – not yet. Ideally, we would put together a posting and push it out there to generate interest. Michael M. will work on that. This position may also depend on what happens with the Assistant Director position.

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- b. Logistics & Volunteer Updates (VP and VP Support Services)
  - i. Annual Band Banquet (VP) – Everything in progress. Food will be provided by Moe's. Decorations are in progress, awards are almost completed. Michael M. requests that we confirm no nut allergens in the desserts. Discussion about the cost per person – necessary to cover food and other expenses. \$15 is the minimum we could request to break even with the cost of the banquet. Suggestion to update invitations to explain that you need to RSVP and pay for student as well as any family attending.
  - ii. Banner – Craig would like to have the senior banner done by band camp – Michael M. said that may not be possible.
  - iii. Uniforms Update (VP Support Services) – Uniform fittings went well. School will be under construction, so we will need to have a makeup day at the start of the school year this fall.
  - iv. Volunteer handbook – With RHS administration for approval. Trying to get it approved by Commitment Night to be distributed then.
  - v. T-shirts/polos for pit crew and volunteers – Greg working with the vendor who did the IDL gear. Discussion on logo – use booster club logo or new logo? If new logo we need to clear with Michael M. before using. Also need to work out logistics on ordering and paying. Discussion on name tag vs. embroidering. Greg to review options with vendor and come back with option(s).
- c. Treasurer's Report – Julie was unable to attend meeting to provide updates.
  - i. Financial Report (Fiscal YTD vs. Approved Budget)
  - ii. A/R: General Band/IDL/WG/Senior Trip – Letters going out to families who still need to be paid
  - iii. Money Market – Michael D. Julie is to meet with SunTrust about opening up this account. Not sure on status.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
  - i. M.A.R.C.H. – Came out around \$9k profit, much lower than projected.
  - ii. Swarmin' The Green – 57 tickets sold so far, over \$600 in proceeds, if we can get over 100 tickets sold we can get our own theater.
  - iii. Jeep Raffle – Launch on Commitment Night. Jeep will be here. Hoping to sell over 6,000 tickets. Not getting any volunteers to help with the raffle. Need 2 outgoing individuals and a person on the backend to do administration. Michael M. may have an idea of someone who will help. Discussion about advertising the Jeep raffle – Michael D. has an idea about the students playing at Alive in Roswell. Anne-Marie and Gretchen to discuss. Caroline suggests setting up a booth at Caffeine and Octane. Christina thinks Josh may have a contact there, will follow-up. Discussion on how many tickets to give kids and when to collect money, and how to distribute tickets.
- e. Secretary's Report

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- i. Band Directory - Did a lot of research on directories. Narrowed down to one that meets our current needs – Directory Spot - uploaded data but did not receive a lot of feedback on it. Michael D. would like a way to reduce anonymity in the system; to add photos for parents. A suggestion of BAND or Shutterfly was researched by Christina. Feedback on BAND - it had a great social media aspect but no searchable directory and you can't control the content. Shutterfly was specific for sports teams and had no customization. Michael M. said they had tried BAND in the past and it did not work well. Christina found another app that has both a social aspect and a searchable directory but it was \$500/year. Christina recommends we do a two phase approach – first phase is to get a directory out there than can be used by members and volunteers when at events. Second phase is to look into facilitation a social aspect to build the community. Michael D doesn't feel that social component isn't very necessary. Just want a name with the face and who is who. There was general agreement on that. Michael M. to include a directory opt-out on the Commitment Night paperwork.
- f. Communications Report – Esther was unable to make the meeting to provide updates.
  - i. Newsletter

### 6. Old Business

### 7. New Business

#### a. Proposed amendment to Bylaws: Page 8; Section 1; Section 4

##### **Current:**

The bi-annual meetings shall be the general meeting in August and May. The August general meeting will present the year's budget, funding and donation targets and collections, current state of the organization and plans for the year. The May general meeting will have summations reports given by all officers and chairpersons of standing committees

##### **Proposed:**

The bi-annual meetings shall be the general meeting in August and May.

The August general meeting will include, but is not limited to, the following agenda items: a presentation of the current status of the current fiscal year's budget, status of funding and donation targets and collections, a current state of the organization and any necessary summations reports given by officers and chairpersons of standing committees.

The May general meeting will include, but is not limited to, the following agenda items: a presentation of the current status of the current fiscal year's budget, status of funding and donation targets and collections, a current state of the organization, plans for the new year ahead and proposed budget for the upcoming fiscal year. Proposed budget is to be adopted by the General Membership.

- b. When the new assistant director is announced, would like to have a Meet and Greet for them at some point – potluck maybe?

### 8. Adjournment Michael (9:51)

**Next RHSBBA General Membership Meeting: 5/7/19 7:30pm ; Next EB Meeting: 5/9/19 7:00pm**