

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	February 10, 2020
Type of meeting	Status, Review & Discussion	Time	7:00 pm US ET
Attendees	Michael Dal Cerro (meeting co-chair), Greg Freeman (meeting co-chair), Michael Moon & Mike Long (Co-Directors of Bands), Craig Baughn, Chris Lewis, Jane Sowden, Cathy Kramer, Christina Knutson, Aimee Christian, Mary Jane Hendrickson, Melissa Smith, Josh Knutson, Kim Friedman		
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** Michael D. (7:00pm)
2. **Roll Call**
3. **Minutes from January EB Meeting**
 - i. Approved and online
4. **Band Director’s Report, Updates and Upcoming Calendar**

- i. Recruitment – Approximately 30 RHS kids went to Elkins MS last Tues (2/4). There were 10 Elkins kids there who were interested in MB. They were able to talk to kids auditioning for leadership and most of the kids seemed like they had a good time. There is an event schedule on 2/12 for Crabapple MS and additional events planned for 2/26 and 2/27 with both schools.
- ii. Indoor Drumline – Going great! The first GIPA competition is this Sat (2/15) and they leave for Orlando on the 21st
- iii. Winter Guard – Doing well! They had their first competition and took 3rd place.
- iv. Jazz Band – Opening for Joe Gransden on Feb 24th at the Cultural Arts Center and then a concert the next day at RHS.
- v. District Honor Band, Justin Kamina, Will Nicholson, and Alec Yeung represented.
- vi. JANFest – Mike L. and 5 students, attended and had a blast. The students each populated 3 different bands and saw some of the best live student musicians. They also gave a huge performance at UGA.
- vii. LGPE; Pre-LGPE Concert 2/11. LGPE is 3/10 (Wind and Symphonic) and 3/12 (Concert)
- viii. Master teachers – Nick Garofalo will listen to the pre-LGPE concert and then work with kids the next day. The following week Dr. Daniel Kirk will come in and work with the bands. Also Mike Beardon, and Josh Ray. All of the teachers are doing this at no charge.
- ix. Student leadership applications – Distributed on Feb 4th. Drum major auditions are on Feb 18th.

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- x. Trips – There will be a chaperone meeting on Weds (2/12) for the band, IDL, and Winter Guard trips to set expectations. There will be no big student meeting about the trips but we'll go over that in class and send a packet home for parents. Michael M. to put together the packets. Most things are already in the band handbook. Chris Lewis recommended a CPR certification class that he found useful.
- xi. Craig asked about an exhibition for Winter Guard and IDL – Michael M. said they are planning something March 25th.

5. Officer Reports

a. President

- i. 2020 Raffle License - Approved
- ii. Recruiting Volunteers
 - Open roles for 2020 – Board members should recruit daily to fill our positions. Discussion about job stations, sign up sheets, etc at concerts and other events (uniform fitting, etc). Mike L. and Kim are putting together a floor plan and packet for registration night.
 - Review Bylaws – Board members should review the committees tied to their post and recruit as needed.
 - Committee Reports – may be added to the agenda for future meetings.
- iii. 2020-21 Budget Planning – Held first budget meeting and had preliminary discussions on next year's budget.
- iv. Student Accounts – Letters have gone out to provide parents with a clear explanation of what they owe. Craig reports that his letters were wrong – Aimee will investigate that and Mike L. will help work out any other reported issues.
- v. Projects:
 - Trailer – We were hoping to have it delivered by Jan 31st but there is some county requirement at the last minute requiring an easement from the Booster board; Michael D, Greg, and Mark Herring working the issue. Trailer is still in storage until this gets worked out. Meanwhile, work continues on a final design for the outside and purchasing equipment to build out the inside
 - Path for Bandwagon – There are still concerns about destroying the landscaping on the path suggested. Michael M. suggested a different path that goes over a paved area that goes straight into the stadium. Craig says he suggested it but was told they were going to put a tennis court in that area. Discussions will continue outside of the board meeting.
 - Lights outside band room – The county responded to Dr. Shaw last week and said they are working with GA Power to work something out and hope to have something put in by Spring Break. Mike L. to email and clarify that we're asking for new lights on the building, not an adjustment to existing parking lot lights.

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- b. Vice-President (Logistics Updates)
 - i. Annual Awards Banquet – Craig and Chris need lists from directors to get awards ordered. Statues and letters need to be ordered ASAP. Mike L. to follow-up with contacts who may have a good place to order the musician statues. Christina reports the first banquet committee meeting is on the 2/19.
 - ii. Props – Craig suggests working with RHS construction group to help with props for next year.
- c. VP, Support Services (Volunteer Updates)
 - i. LGPE – Concert band needs chaperones.
 - ii. IDL – There has been some miscommunications between Mr. Kapral and Jane on managing volunteers for IDL events as Mr. Kapral reports he does not have access to CHARMS and is managing them on himself. Michael M. will give to give Mr. Kapral access to CHARMS. Aimee to setup @roswellband.com email addresses for Guard and Drumline
 - iii. Carl Black truck donation logistics – Craig and Chris will work that out.
- d. Treasurer
 - i. Financial Report (Fiscal YTD vs. Approved Budget) – No updates.
 - ii. Seniors were refunded their \$50 for uniform deposits to put towards trip cost.
 - iii. 1099's mailed out and submitted to the state.
 - iv. On track for knocking down accounts receivable.
- e. VP, Ways and Means (Fundraising Activity & Planned Events)
 - i. Vacant; need to fill asap post w/VP or Co-VP's
 - ii. Business Sponsorships & Grants - Tom Brown has a company who will be hired to do a deep dive on our structure and processes to help us chart out a vision on how to get our message out to the community.
 - iii. Leader/Captain for the following programs: Scrips (year long), ExtravaBANDza (Sept/Oct), Mattress Sale (Sept/Oct), 50/50 Raffle (5 home games + playoffs.) Programs are on hold until we can get people to chair these events. Brainstorming on getting additional volunteers to help. Melissa Smith suggests we scope out the time commitment and requirements for the positions so people understand what the level of commitment is required for each.
 - iv. Jeep Raffle: Team Contest Party – Fri 2/7 at Main Event – Officially completed. Winning team had a good time at Main Event and came in under budget. Overall total expenses for the Jeep raffle came under budget as well.
 - v. M.A.R.C.H. (Musicians Acting with Responsibility, Compassion, and Hard work) – Meeting held Friday at Main Event. Discussion about a central location for meet up/lunch/check out and setting a captain for each work site. Jane to recruit parents for site chaperone and transporting kids. Flyers being handed out at the concert tomorrow. We got a Corporate match from “Modern Woodmen of America” thanks to Melissa Petreshock.

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- vi. Scripts; on hold
 - vii. Fundraising needs volunteers. If we don't get captains for the fundraisers, we are at risk of raising dues or cutting expenses.
- f. Secretary
- i. There's been some issues with getting meeting notes on the website – Cathy will handle this going forward.
 - ii. Board members must approved the notes before they are published.
- g. Director of Communications
- i. Website – Cathy is learning how to post items on the website.
 - ii. Logo – The 'R' Band logo is approved. RHS branding is not allowing booster clubs to put their own sport with a booster. 'R' Band logo can only be associated with school functions. It cannot be used for booster club communication and events, so Michael M. suggests we stay with the booster circle logo. Trying to make the Roswell 'R' as impactful as possible so they don't want it spread across booster boards.
 - iii. Media Team:
 - YouTube Channel – Josh Knutson has built a YouTube channel for the band. Discussion on why YouTube is better than SmugMug for videos.
 - Social Media Process – Michael M., Cathy, and Josh met and talked about coming up with a strategy to ensure that our social media, website, and communication is consistent and professional. Going forward the Communications Director and Mr. Long would be responsible for posting on social media and ensure consistency, good timing, and the support/reinforcement of other communications. Split out photo lead (Mary Jane) who will organize photos on SmugMug and video lead (Josh Knutson) who will organize videos on YouTube. They would then contact the Communications Director and Mike L., who will select and post the photos and videos.
6. **Old Business**
- a. Lengthy discussion about the bylaw change proposed and presented at the general meeting on 12/5/19 (see proposed changes below).

CURRENT ARTICLE (ARTICLE VI: OFFICERS, SECTION 8) :

Officers' term is for one year beginning in January. Officers may hold a single Executive Board position for up to a maximum of two terms consecutively and any Executive Board position for up to a maximum of four terms by rotating and being elected to another Executive Board position. (For Example: VP of Ways and Means for two terms, President for another two terms, as elected.) Outgoing Officers may remain engaged January through May as non-voting advisors to aid in the transition of the Executive Board Officer responsibilities.

PROPOSED CHANGE :

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Officers' term is for one year beginning in January. Officers may hold a single Executive Board position for up to a maximum of four terms consecutively and any Executive Board position for up to a maximum of eight terms by rotating and being elected to another Executive Board position. (For Example: VP of Ways and Means for four terms, President for another four terms, as elected.) Outgoing Officers may remain engaged January through May as non-voting advisors to aid in the transition of the Executive Board Officer responsibilities.

7. New Business

- a. Motion by Greg Freeman: Release the \$13,144 set aside for the band tower and relocate to the new trailer and other shortfalls as needed.
Seconded – Aimee Christian
Approved
- b. Band camp – Craig asked if we were going forward with holding band camp at RHS. Michael M. said based on the current budget forecast, yes.

8. Adjournment Michael D. (9:53pm)

Next RHSBBA Meeting: Wed 3/11/20