

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	April 17, 2017
Type of meeting	Status, Review & Discussion	Time	7:00 pm US ET (90 minute goal)
Attendees	John O'Donovan (chair), Mark Herring, Keith Cooper, Tera Doyle, William Poole & Ginger Greve		
Absent	Molly Thompson, Michael Moon (BD)	Venue	John O'Donovan's House

AGENDA

Executive Board meeting, open for general membership to attend unless student confidential information requires Board discussion and attention.

1. EXECUTIVE MEETING OPEN – JOHN

John called the meeting to order John @ 7:09pm

2. BAND DIRECTOR'S REPORT (Calendar Updates provided by John in lieu of Michael)

Upcoming calendar events highlighted:

- 04/26 – Swarmin' the Green, 6:30pm – 8:00pm
- 04/24, 04/28 & 05/01 – Mass Band Rehearsal, 4:15pm-6:30pm
- 04/29 – Solo & Ensemble Festival
- 05/02 – Spring Concert
- 05/03 – Commitment Night/RHSBBA General Meeting, 7pm
- 05/05 – Band Banquet
- 05/09 – Solo & Ensemble Night, all students
- 05/17 & 05/18 – Rookie Camp, Student Leaders & Rising 9th Graders
- 05/19 – RHS Graduation

3. PRESIDENT'S REPORT – JOHN

- John passed around a Swarmin' the Green flyer, rsvp requested online, pay at event

4. FINANCIAL REPORT – KEITH

- Keith distributed the P&L thru 04/11/17
- 22K in cash

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- Collections this month – \$3,600
- IDL final payment will be between \$0-\$30, depending on final collection of payments (note: final payment is set at \$25)
- Some IDL families that overpaid based on the original estimate will be refunded
- \$8,500 still left to pay out to clinicians
- Need to collect \$7,400 between fee payments & fundraising to balance budget thru year-end (June 30)
- \$700 collection from WG, not reflected in financial summary. All WG fees still past due (payment # 2)

5. 2017-18 BUDGET UPDATE – JOHN & KEITH

- Band Camp, Marching Band, Concert Band are three main categories for budget plan
- Add line item for special programs (IDL, WG) to better anticipate board contributions, anticipated BBA contribution \$1,500 (i.e. not to exceed guidance)
- BBA contributions - first consideration would be for scholarships, then program supplies (policy statement, to be formalized over the summer)
- Marching band budget based on 110 students and includes band camp and clinician/tech fees, leadership development, show design & music, color guard, performance fees, equipment, supplies, transportation & uniforms.
- Concert band budget based on 155 students and includes director/clinician/judge fees (increased amount included in budget), music, performance fees, special events/trips (PASIC, JanFest), supplies and uniforms.
- Concert band budget predicted to increase from \$160 to \$243, increased cost to cover higher director/clinician fees and special events
- Marching band cost predicted to decrease from \$675 to \$625, decrease not as significant as originally anticipated due to higher show quality and a more accurate budget predictions
- Marching band budget based on 110 students and includes band camp and clinician/tech fees, leadership development, show design & music, color guard, performance fees, equipment, supplies, transportation & uniforms
- Total operating budget roughly \$146K, which includes anticipated uncollected fees, IDL and WG board contribution of \$1500
- Fundraising goal is anticipated at roughly \$43K, which includes Verizon and concessions

6. M.A.R.C.H. FUNDRAISER PROPOSAL – MARK

- One day fundraiser that has the potential to cover nearly all operational band funds for the year
- Students work to raise an hourly amount (\$8 is target) for 8 hours of work in the community, goal of \$1600/student

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- One set day students work at established community work sites (i.e. parks, food banks, city hall, charities), supervised by a site chaperone
- Fundraiser cost to include logistics cost, party and incentives for students
- Benefits to include the elimination of smaller fundraisers, better sponsorship opportunities, reduction/elimination of financial aid, community beautification, student engagement with community, great publicity for band program, foster community across entire band program, students can overlap community service hours with their other organizations that require community service hours
- Potential roll out in December 2017 at Winter Concert so students would have the holiday break to solicit donations with the work day to be scheduled in March of 2018.
- Board agreed to pitch concept at May general meeting to gauge participation and ask for committee volunteers

7. FUNDRAISING UPDATE – JOHN

- Band cards vs Aurora cards – band cards would be \$700-\$900 to print 1000 cards while Aurora cards are ready to sell and the board would only have an investment risk of \$400 (minimum Aurora requires program to sell)
- Board decided to go with Aurora cards and sell them at upcoming band events and to any families who would like to sell individually – dependent on final IDL Aurora cards true-up near the end of April

8. BAND TOWER UPDATE – JOHN

- Preferred vendor, NOVA, would put program \$2K over budget but they would handle all the details needed thru tower install – e2e complete
- Board agreed to go to high level corporate sponsors to ask for monies to cover \$2K in return for longer advertising period and partnership

9. EXECUTIVE BOARD MEETING CLOSE – JOHN

John declared the executive board meeting adjourned at 10:40pm

Next RHSBBA Meeting: 05/03/17 @ 7pm