

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Board Meeting	<b>Date</b>	October 11, 2017
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET (90 minute goal)
<b>Attendees</b>	John O'Donovan (chair), Michael Moon (Band Director), Keith Cooper, Ginger Greve & William Poole		
<b>Absent</b>	Tera Doyle, Mark Herring	<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. EXECUTIVE MEETING OPEN – JOHN**

John (via conference call) called the meeting to order @ 7:05 PM. Previous meeting minutes were voted on by email prior to the meeting and accepted. John will have them posted.

**2. WELCOME/SIGN-IN – JOHN**

Other BBA members present: Dawn O'Shea (fill in for T. Doyle)

**3. BAND DIRECTOR REPORT – MICHAEL MOON**

- Sunday is Tower of Talent event (CHOA fundraiser), brass ensemble, front ensemble, and wind ensemble playing – no trucks needed. Percussion is doing body beating to the time for music.
- Busy time of the year for Marching Band: Youth Day Parade this Saturday then competition, competition, competition over the upcoming weeks (Hartwell, LaFayette, Milton).
- Milton competition is the same day as a chorus event. Our performance time is 5:40. John said that in the past kids who do both would leave after the band performance, head to chorus, then return to band for the awards via carpool by dual band/chorus parents.
- K. Cooper asked about meal plan options for the competitions. Forms were sent home for the LaFayette competition and are due on Friday. Hartwell Competition just sent out meal options to M. Moon this morning. He will send them to Nan Cooper so that she has the information. We will need to take a booster check with them to the competition.
- The Hartwell competition will be live streamed for a \$10 viewer fee since it is so far away. G. Greve will arrange for our FB page to live stream it so that parents can watch it without spending the money.
- M. Moon is working on itineraries for the different competitions and will send them out when he gets them completed.

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- Fall concert was last week and according to M. Moon went well. There were some problems but the bands are improving. Dr. Shaw was thrilled and all bands got an ice cream sandwich celebration the next day.
- According to the calendar, Friday, December 8<sup>th</sup> is the Christmas concert. G. Greve reported that the school calendar has a wrong date listed – December 7<sup>th</sup>. M. Moon will send an email out to Beth @ RHS (following chain of command) to have the date fixed. HOWEVER, after looking at the master calendar, M. Moon would like it on the 7<sup>th</sup> but the chorus was going to do something on that date, but it is no longer on the calendar. Chorus may have moved it to the 11<sup>th</sup> and the 14<sup>th</sup>. M. Moon will move the concert date to the 7<sup>th</sup> if he gets confirmation that there isn't a conflict. M. Moon will send an update out once the date has moved on the calendar.
- December 10<sup>th</sup> – Wind Ensemble is going to play at Elkins for a joint Christmas concert to increase interest in continuing band in high school.
- Kids are doing great in all classes.
- New York got cancelled – 31 total deposits were turned in. Total across both band and orchestra. Some factors may have been cost, timing, fewer people going, etc. M. Moon is looking into an Orlando performance trip for this school year.
- Full orchestra concert on November 9<sup>th</sup> for Veterans Day.
- Halloween night practice in the stadium is on. It is right in the middle of competition season and cannot be cancelled. The kids can dress up in costume for the practice.
- Wednesday, November 8<sup>th</sup> is movie night at Aurora. Attendance boost may be seen with additional advertising. It is open to the whole school, not just band. Renee from Aurora has made posters to help with advertising. The movie is Thor: \$20 ticket includes drink and popcorn – fundraiser for Natalie Henderson Colorguard scholarship fund.
- M. Moon would like to add a board level planning meeting to the calendar to discuss next year. M. Moon and Dr. Shaw would like to increase the level of competition for marching band. This would include competitions further away and financial commitments. The band paid more for the marching program music this year and have received very positive comments from judges about the arrangement and how good the kids sound. A date was set for mid December. This will be a closed board session.

#### **4. PRESIDENT'S REPORT – JOHN**

- Fundraising activities: \$5100+ profit from ExtraBANDza – better than expected!
- Verizon \$9300 profit to date – one check from Verizon outstanding. One big concert left – QTOPIA: BackStreet Boys, FloRida, and Fergie. Orchestra is manning the Florida Georgia Line concert on October 20<sup>th</sup> and 21<sup>st</sup>. J. Perales from Orchestra and D. O'Shea are coordinating. D. O'Shea reported that Verizon has gotten better as the year has progressed. It was a transition year for them with Live Nation taking over. They are looking into pulling in bigger names for next

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season and there may be opportunities to pick up other slots. John is not sure if we will continue Verizon but a decision will not be made until we see how MARCH does in the Spring.

- MARCH update - John needs to get an update from Mark about progress on work site locations – The scheduled date for March is March 17<sup>th</sup>. Program launch is still on for the Winter Concert in December.
- Fundraising Individual credits issue – John reported that feedback and comments from Board members were helpful for the letter going out to the General Membership this week. The question remaining is how other schools get away with individual credits when IRS rules are clearly against it. John has reached out to Milton, Cambridge, and Chattahoochee to see how they are getting around the booster non-profit IRS rules. Rules state that fundraising money must go to reduce everyone's fees and/or scholarship funds. Fundraiser profits for 501c3 charitable organizations have to go to the benefit of everyone, not individuals who may have participated. There continues to be a "What is in it for me" attitude by some when it comes to fundraising with the RHS band. M. Moon is scheduled to send out an email to everyone to tell them that they have to pay their fees in a follow up to John's message. Bottom line is if the band runs out of money, we cannot hire additional help in the form of specialists or go to certain competitions. Budget planning for next season is soon approaching. M. Moon asked about the possibility of having scholarships available for all students in order to use/receive individualized benefits from fundraising. Example: if your family meets fundraising commitments then a scholarship for reduction of fees would be available to the family. John illustrated that this approach is "papering" over the IRS rules and could be flagged with IRS and most likely will not pass a tax court challenge. M. Moon suggested a change in the May meeting. Instead of reporting dues with fundraising efforts in place, they should list the fees that would be due without the benefit of ANY fundraising. Then they could give families the option of writing a check for the entire amount in lieu of fundraising. John to help put that idea into action for next year.
- Nominating committee – the Board is not the committee but helps to oversee it. Are there any names from the general membership that could fill the available roles? The known available roles at this time are Ways and Means and Secretary (Tera "retiring" with her seniors). Names were discussed and invites will be sent out this weekend by John.

### **5. FINANCIAL REPORT – KEITH COOPER**

- News on the tower – very little news. Moon posted a notice via FB with a national band director group. A few have responded and John is actively engaging with all responders about their interest. GEMA is not allowed to advertise for it. Construction firm said they don't have advertising for things like that and won't try to sell it. John will still work on it and continue communications with the Construction firm on progress. Keith suggested that we look at all offers and negotiate with potential buyers before we get into a situation where we have to pay the \$18,000 we owe them. The entire Board agrees and the sense of urgency does exist to remove this from our books.

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- Keith reported that there is \$51,000 in general fund. We need to collect \$19,000 of the \$34,000 outstanding band fees to stay on budget. The budget was based on a break even plan. Fundraising, we need to bring in an additional \$22,000 to meet our budget for the year. John asked if the band was under water before we get to the MARCH fundraiser. Keith said if we have to pay for the band tower, then yes we would be. Otherwise, no. We still have some outstanding expenses that we need to take care of such as competitions, games, travel, percussion supplies. There is money for percussion supplies and 2 x \$1500 scholarship opportunities that are on the current budget that could be used as a lever depending on what happens with Winter Guard and Indoor Drum Line. Keith has a check for \$4500 to Fitzpatrick for the music that we have to pay that is already taken out of the pot. The money left in the budget with the levers discussed will last us to Spring to pay our clinicians before MARCH. Collections is key.
- W. Poole asked about money for Senior night as he didn't see any in the budget. Typically we do burgers and dogs as part of the family cookout before the game and we provide flowers to the moms (\$150 for flowers). G. Greve asked if senior night activities were going to be at half time again with the kids/parents on the field. Football and cheerleaders have their procession before the game. Moon said yes, we are at half time due to timing issues. Senior night performance is a post game show. Moon said no crazy stuff this year during the show but senior kids can dress out of uniform. Ginger asked if the cookout is necessary before the game. What is the value of it? What do the kids want to do? Moon will ask them. If the senior parents want to do it themselves and run with it, then they can go for it.
- Outstanding dues: 25 marching band kids are still outstanding with some and/or all of their dues; 50% of classroom bands students have not paid their fees. Moon will send out an email addressing this – following John's letter to the General Membership.
- 8<sup>th</sup> grade night report – Keith asked about invoices for t-shirts. He has not received them. Moon ordered 50 and believes that orchestra received the invoice and he will get it for Keith.
- Senior banner and the Pergola – Moon has reached out to Coach Kemper and is waiting for their answer. We have the banner and would like to put it up on Monday. Moon said it looked great!

### 6. BOARD UPDATES – OPEN TO ALL

- **Logistic Updates:** Question for Moon: are we taking trucks to away games? Moon said that they need a single truck only for front ensemble but not for props. Both trucks are needed for competitions. John said that we can pick up the truck on Saturday mornings versus Friday night if there isn't an away game. We will stick to the reservations as is for the moment.
- **Communications:** G. Greve had to do some moderating on FB regarding the Milton Game. RHS band posted on FB the video from the halftime show and a parent commented that Milton was rude for taking up so much of the time so that the RHS band was unable to perform most of their show. The Milton band director commented and explained what had

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happened. There was an award ceremony at half time that both bands were not aware and cut into the time for the performances. A conversation ensued among some parents/students that became inappropriate. G. Greve had to remove some comments. She asked the board that if we see something on FB that isn't appropriate to let her know so that she can remove it. Some school groups have disabled comments and sharing so that things like that didn't happen but G. Greve does not want to go there yet. Most comments are supportive and positive.

- B. O'Donovan was working on the website to update it. She would like to change the band picture. Discussion was had around pictures supplied by Maura Roberts. While good, the idea was thrown around about maybe having to look at other vendors....
- Spirit wear: there is a lot of old inventory. G. Greve would like to suggest a fire sale to get rid of old inventory before ordering new items with the new logo. K. Cooper said it can be advertised as "Vintage" band wear! Moon needs to think about ordering new stuff soon so that it is ready for band camp. Moon said that he is already thinking about it. Keith stated that it will be an investment to order new stuff for the turn around, but any old inventory we sell now would be a profit. It was suggested that all old inventory be sold at 50% off for the rest of the year except for the shorts.
- **Open floor for new business:** No new business

#### **7. EXECUTIVE MEETING CLOSE – JOHN**

John called the executive meeting to a close @ 8:50.

Next RHSBBA Meeting: 11/14/17 @ 7pm

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