

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	May 22, 2018
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm – 8:30 pm US ET
<b>Attendees</b>	John O'Donovan (chair), Michael Moon (Band Director), William Poole, Ginger Greve, Mark Herring, Michael Dal Cerro, Marineli Dal Cerro, Angela McPherson		
<b>Absent</b>	Dawn O'Shea	<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 Board Meeting Open** – call to order (John @ 7pm)
  - a. Present Band Director's Updates and Upcoming Calendar event changes (Band Director)
    - i. 2018-2019 school year #: ~195 band students, 124 marching band (incl CG)
    - ii. CG rehearsals May, June – all up on CHARMS
    - iii. Percussion rehearsals May, June – pending hire of new percussion director, final interviews in works now
    - iv. BOA possible Oct 13-15. Plan would be to leave directly after the performance (vs Lassiter) headed to Orlando. Estimated trip cost \$1100 per student. All students eligible to attend – not exclusive to MB. Update – Orlando BOA a no-go. Gaffney S.C. BOA location, same time, being evaluated. ~\$275 per student, trip cost.
    - v. Senior Trip, Spring 2019 being considered/evaluated.
    - vi. London NY Day Parade 2020, invitation extended again. 12/27/19-1/3/20. ~\$3395 per student, includes airfare (Atlanta-London Heathrow); ~\$2250 per student if we set up air travel separate from the event organizers. Would need to evaluate a group discount with air carrier at additional cost to the \$2250 to include.
      1. Package estimate is 125 students, staff, chaperones all included
      2. 6 days all inclusive minus a few lunches
      3. \$125K fundraising goal to make this more affordable
      4. \$200 deposit (\$100 is non-refundable) due by Dec 1, 2018.
      5. Final payment (~\$1695 per student) due by Nov 5, 2019.
      6. Approved by FCS already.
      7. Trip not exclusive to MB, all band students can participate. MB only does the parade. All participate in concert hall (rehearsal and performance) and any / all tours scheduled.
      8. Final contract expected by mid July to commit.
    - vii. Administration is installing secure lock boxes in the front administrative area for all booster clubs school-wide. All clubs will be required to use these new lock boxes in the new school year. The band Green Safe will need to

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- be removed from the band room once this is set up. Any money (students/parents) will need to be dropped at the front office / band lock box after that point (or mailed to RHSBBA mail box (UPS store)).
- viii. Administration has requested that all booster clubs hold all official booster meetings on campus. Guidelines will be posted on [roswellathletics.com](http://roswellathletics.com) over the summer.
  - ix. Student physicals must be turned in by July 9 in order to attend off-campus band camp.
  - x. Volunteers needed on July 9 to collect money/forms and answer questions. Any meds are to be handled by a FCS employee only.
  - xi. December General Meeting note (planning) – the General Membership Meeting cannot be during the Winter Concert any longer. It must precede the concert or be on an alternate date. (Administration guidance)
- b. Present President’s Report (President)
    - i. Looking at alternatives to sell Tower obligation. Possible to network / connect with Roswell, Inc. for partnership/marketing assistance.
  - c. Present current RHSBBA Financial Report (Fiscal YTD vs. Approved Budget) (Treasurer)
    - i. \$11K in WG fees still past due. Moon to resolve by 6/30 (end of fiscal). Of the \$11K, \$3K is owed by outgoing seniors.
    - ii. New Fee schedule for 2018-2019 will help solve most of the payment in arrears next year.
    - iii. With PushPay in place, payment adherence has increased.
    - iv. PushPay allows for recurring payments, if needed by the payee
    - v. 2018-2019 checks/cash deposit will not be made until the CHARMS student roll has been rolled over to the new class (early June). All funds will remain in Green safe until it can be processed.
    - vi. A primer/explainer note is needed ... i.e. “what’s behind the fees”
    - vii. Student Account Management Group discussed as an additional vehicle for collection of fees, group to review accounts more regularly heading into the new school year (John to schedule)
  - d. Board Updates or Discussion & Debate current proposals/motions
    - i. Logistics Updates (VP, VP SS)
      1. May 30/31, Moon will be on campus to do a CHARMS student listing cleanup
      2. So far – 5 chaperones signed up for Band Camp @ Oxford. Need 13 total adults to accommodate all students attending. (this includes band staff)
      3. Need to ramp up recruiting for a shadow/replacement for William as outgoing VP of Support Services. William to step down as David has decided to no longer march and focus on Robotics instead.
      4. Band Trailer to move to practice field for band pre-camp (July 9-13). Will need box truck and transport for Band Trailer to Oxford for Band Camp (July 15-19).
      5. Any students that drive themselves to Oxford, Moon will collect their car keys and store for the duration

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6. Volunteers needed during Band Camp check-in @ Oxford for a bag check (no contraband)
  7. Fruit / Snack donation volunteers to be setup on CHARMS
  8. A weekly / bi-weekly report can be run out of CHARMS to track volunteer hours for parent required volunteer hours completed / remaining
- ii. Fundraising Activity & Planned Events (VP Ways and Means)
1. submit all fundraising auth forms to Dr. Shaw for the school year that we are already aware of
  2. add all events to CHARMS – Marineli will reach out to Ginger for help
  3. Proposed Mtn Park Live Concert - 10% of sales for RHSBBA
    - a. Booth with baked goods/water? Need donations/volunteers
  4. need fundraiser form for mattress sale to reserve gym
  5. Mark and MDC met with Lassiter BBA
  6. GA Power declined grant – needs to be county level, reach out to Katha
  7. need volunteers to join on community / business sponsorship team
  8. Christmas tree sale w/RUMC online
  9. Swarmin’ the Green – move to Aug 10 so doesn’t conflict w/Meet the Hornets?
  10. MDC meeting with M Ascher @SYMP – how to get report info. Board to evaluate continued use of platform service in a future meeting
  11. Spin w/Hornets to be combined w/ExtravaBANDza. Scheduled for 9/15/18.
  12. Color run – may not have room in schedule
  13. SAPA WG competition – Feb 2019 \$1,250 cost to host. Potential profits can be ~\$5K
  14. WG/IDL letter writing campaign takes place immediately after ExtravaBANDza
  15. MARCH scheduled 3/16/19
- iii. Communications (Dir Comm)
1. MJ researched photo storage options – 50% discount with Smug Mug this year, \$24....next year will be \$48. Board voted and approved the cost.
  2. Jimdo provides 15 email addresses, unlimited storage, predefined themed wireframes and ecommerce capabilities. GG will update for board members that want roswellband email and have not accessed it in a while.
  3. push out MP Live messaging info
  4. June 3 summer newsletter
  5. Moon and student researching other website options to make it more customized and have features that are more used by the band administration. Moon would like a news scroll.
  6. GG will removed Band Booster FB page. we’ll only use the main Roswell Band FB going forward.

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- 7. Calendar clarifications: update CHARMS – ExtravaBANDza at 5:30pm; July 30 MB practice 4-7pm
  - iv. Constitution and Bylaws Update Discussion (President)
    - 1. Reviewed proposed new verbiage, suggestions made; will send to Dr Shaw for approval and then will bring back to Board for vote. Will then be put up to general membership for approval (August/December)
  - e. Open Floor for New Business (Executive Board)
    - i. Fine Arts Seal for diploma – make sure students are aware and have information if this is something they are interested in.
    - ii. discussion about band practice field and exterior remodel of RHS....Shaw wants to remove trailers and expand the bus lanes....practice field will be asphalt with painted lines. Timeline not expedited enough to pop in the Tower (for sale) into the mix.
    - iii. Moon will distribute new R Band logo for FB, spirit wear, etc.
    - iv. Booster seal with new green will continue to be used for BBA communications only
- 2. Executive Board Meeting Close (John @ 9:30p)**

**Next RHSBBA Meeting: 6/19/18**