

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	January 8, 2019 (Tuesday)
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 9:00 pm US ET
Attendees	Craig Baughn, Michael Moon, Greg Freeman, Gretchen Shirley, Anne-Marie Canty, Julie Garrett, Christina Knutson, Esther Collins, Michael Dal Cerro, Mark Herring (via phone), Nan Cooper, Angela McPherson, Chris Lewis, Mary Jane Hendrickson, Melissa Smith, Shannon Baughn		
Absent		Venue	RHS – Kemp Classroom

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** by Michael Dal Cerro @ 7:00pm
2. **Roll Call (Secretary) and introductions of the new board members**
3. **Band Director’s Report, Updates and Upcoming Calendar**

- i. Indoor Drumline – going strong, staff is great and has a good vibe. The final product will be something really special.
- ii. Winter Guard - Half their show is finished and they are doing a great job.
- iii. Fundraising – Ideas presented for IDL to look into – a donut card similar to the pizza card, and another restaurant card. Will include Seniors that need help paying for senior trip. Mary Jane explained the current fundraiser that asks for business or families to sponsor IDL and get their name on the show shirt. They can do 25,50,100, and deadline is January 14th. Mary Jane needs to get with Kristine to see when she is doing the next treasury deposit because to see what forms have been received.
- iv. All State Auditions – Justin Kamina and Ediz Eribac made it to All State Band 2nd round auditions, Ediz Eribac made 1st chair in All State Orchestra
- v. District Honor Band – Alec Yeung and Ediz Eribac made District Honor Band. If a child wants to audition, they need to let Mr. Moon know at the beginning of next year. Push your child to do it, it is a good opportunity.
- vi. 2019 Marching Band Camp – Talked to RHS about summer construction and they do not have a timeline on what will be available and when, so a decision has been made to go to Oxford again for band camp – details to be determined later. For pre-band camp, we will utilize Crabapple MS and Roswell Rec. Depending on the school calendar, which is up for legislation, we are looking at Monday July 22 – Thurs July 25th (pre-camp) and July 28 – Aug 1 for band camp. Nan mentioned the legislative bill says the latest it can start is 10 days before Labor Day, so it would not be in September. Not sure if this is 10 business days or regulars. No schedules yet for color guard or percussion summer practice.

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- vii. JANFest – Festival for kids where they audition and make 1 of 8 bands. At University of Georgia next week. Only 3 kids have paid, 7 have auditioned. Payment is due Jan 10th.

4. Officer Reports

a. President's Report

- i. Confidentiality and Conflict of Interest Documents – signed by board members
- i. Budget Planning – Michael M., Julie, Mark, and Michael D. to meet in February. Tentative date of February 10th from 2-5 in one of the principal's conference rooms. Budget planning meetings are a series of meetings on what is required and needs to be done. For expenses like truck rentals, etc. we use figures from the previous years based on what we've done to get the base numbers and then we'll reach out for additional info. Requests for items that are not currently in the budget should be provided to Michael M. or the board for inclusion in the planning meetings. Angela McPherson will be available if needed.
- ii. Retreat – Michael D. would like to get the new executive board together outside of the school to spend a couple hours for team building - how can help each other, expectation setting, goals, things we can improve. Date TBD

b. Logistics & Volunteer Updates (VP and VP Support Services)

- i. LGPE (VP, Support Services) – Symphonic band and wind ensemble – Mar 5th, Concert band Mar 6th. Will need to use risers on Mar 5th. Michael M. to check with hosting school to see if they will provide risers, If not, will need help transporting risers from the school. They are too wide to fit on the charter bus. Craig / Michael D will check with Carl Black to see if they would provide a truck. Michael M. will provide performance times to Mary Jane for the photographers. Michael M. will make the bus arrangements. We'll need 2 chaperones per day. Facility will have concessions or kids can bring food.
- ii. Annual Awards Banquet (VP) – Nan volunteered to be an assistant chair, Shana Rogers has offered to chair committee again. Mary Jane will handle senior photos. Discussion about location – cafeteria was used last year; before that it was at the senior center and feedback was that the senior center was much nicer, but more expensive. Some students were disappointed that it wasn't off campus when it was in the cafeteria. The rental fee of the senior center was around \$3500 but the food was nicer. As far as food provided, Mary Jane like the ice cream bar. Nan expressed opinion that the students expect dinner as part of the banquet like other sports banquets. Outback was suggested as they catered for the cross-country banquet was very convenient for them and Kathleen knows people there. They brought pasta for the vegetarians, steak or chicken, salad, and the moms made the kids' favorite dessert. Esther suggested the fellowship space at Roswell United Methodist and offered to find out the details on cost, food, etc. Since the RHS band did the greenery sale there, a relationship has been established and we could expand on that. Craig to work on logistics. Planning usually starts in January and six people signed up to help at the beginning of the school year. Need to finalize and order awards and consider

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recognition for parent volunteers before awards are finalized. Esther will add to the band newsletter that we are accepting volunteers for the banquet committee. Firm date of May 10th. Michael M. to find the senior banner to use at the banquet.

- iii. Deposits for marching band uniforms need to be refunded. Michael M. will check the list. Refund will be withheld if they have not turned in the uniform. Possible options to rollover deposit for the next year or put it towards band fees owed. Treasury will look into feasibility of those options and the administration involved. One more day to be designated for uniform drop off - Thurs Jan 24th from 3:30 – 6:30. Sign up link to be posted. Tentative deposit return Feb 8. Need to notify parents of students who are missing uniforms or accessories before Jan 24th. Date and Charms info will be added to newsletter
 - iv. Greg and Michael M. are working on a new guidebook for parent volunteers with information you need to know if you are willing to take this volunteer position. Request for the board to provide any feedback on that.
- c. Treasurer's Report
- i. Financial Report (Fiscal YTD vs. Approved Budget) – There are \$55,000 less in payments than there should be. IDL and Winter Guard final payments have just now become due, so some may have come in but not be counted yet. There is \$4,000 more raised in small fundraisers than we had planned. Total income is \$63,000 less for actual vs. budget. Expenses are \$75,000 less than what we have budgeted so far. Still have 5 months left of expenses until end of FY. Will review during the budget planning meetings. A suggestion was made to provide a monthly invoice to the families doing monthly payments as a reminder. Julie will work with Michael M. and Angela to work out logistics on that. Upcoming fundraisers will give us a good chance to make up some of the difference. Angela received a statement saying she was missing London fees – Moon will check into that.
 - ii. Audit Progress – Angela has not checked in with the audit company yet – will have an update next meeting.
 - iii. The transition of treasurer access and responsibilities from Angela to Julie are ongoing.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
- i. Transition – Michael D held a great initial transition meeting with Gretchen and Anne-Marie and it is ongoing.
 - ii. Domino's T-shirts – Great reception from the kids on the reward shirts – thanks to Michael M. for being a good sport.
 - iii. MARCH – Band's biggest fundraiser where the kids spend a day performing community service tasks and ask business and/or family members to sponsor them. We have many people who partnered with us last year who are lined up to participate again and there is a lot of buzz about it from new people as well. Received feedback from multiple people that they like this fundraiser over selling candles or other items where there is not a large profit for the band and with this one 90% of the proceeds go to the band. Last year's event was very successful and we have the potential to make even more this year. If we can get the groundwork started this month then we can get the ball rolling for a higher success. \$400 minimum for students to raise (10 donations of \$40)

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worked well last year and will likely be the same this year. Incentives for the kids increase as donations amount do. The feedback from the kids is that they really enjoyed doing the service the day of the fundraiser. March 16th is a hard date for the service tasks due to other school activities. IDL has a competition on March 16th so we will check into possibility of a second day for IDL to do their service. Committee (5+ people) needs to be formed soon to begin reaching out to facilities to coordinate service tasks, and someone to begin pushing the fundraising and generate excitement. Estimate 1-2 people to identify and vet worksites, 1 person to drive donation solicitation, 1 to work the PR, and 1 on that Sat as a general helper to shuffle resources. Will be added to newsletter.

- iv. Jeep Raffle – Kickoff in March/April. Lassiter HS band did a Jeep raffle and made \$63,000 dollars. The Jeep was given free from the dealership. Has the potential to be a game-changing fundraiser as it should be almost straight profit. If it does well this year we will probably be invited to do it again next year. Michael D. will co-chair the committee for this fundraiser. Explore possibility of combining Jeep raffle with MARCH fundraiser by providing raffles tickets to sponsors to increase the donations. The treasurer will work with Michael M. and Michael D. on the correct way to allocate the funds for this and MARCH to be used in the 2019-2020 budget year. A suggestion was made to check with Carl Black about the Jeep raffle because of the school's existing relationship with them to see if they want to offer something before going with another dealership.
- v. Penny Wars, Swarmin' the Green, Movie Night(s) – Discussion about verifying firm dates for these fundraisers.
Penny Wars – would like to look into getting 8 large water bottles to collect money. Tell the sections to start filling them up and whoever has the most gets bragging rights. Tentative dates April 8th – 12th. Moon will work out logistics on location to keep the water bottles. Need to check into a good way to count it. Julie will check with bank to see if they will do that for free if it is deposited with them. Gretchen will check with Publix for water bottles.
Swarmin' the Green – has not been done in the past couple of years. Mini golf tournament at Aurora. Michael M. will ask Beth O'Donovan about the details of the fundraiser. Tentative date April 26th/27th
Movie Nights – Feedback has been that it really depends on the movie. Dates depend on the movies selected. Available options: How to Train Your Dragon Feb 26/27, Captain Marvel March 11th, The Lion King July 19th – explore possibility of building the Lion King movie night into the band camp fees. Michael D. will follow-up with Aurora Cineplex.
- vi. Nan presented another fundraiser to consider – Mr. Clean carwash. Collins Hill made \$14,000. Involves selling a coupon to the carwash for \$16, band keeps half. You get a \$14 wash plus a discount on a second wash. Mary Jane to consider for IDL fundraiser.

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- e. Secretary's Report – New secretary has not received any transition information from previous secretaries so unsure of all duties. Will reach out to John O'Donovan, for guidance.
- f. Communications (Director of Communications) Esther has worked with Ginger on the transition and she continues to be available for guidance.

5. Old Business

6. New Business

- a. SYMP –Put on the table for discussion to decide direction. Spending Your Money Powerfully was created by a band parent, Mike Ascher, so is no charge to us and has been used in the past. Considering restarting the program. Example of how it works – you go to Lucky's Burger to eat and you enter what you spent into the app. Over the year that money gets added up in the backend. The total amount spent can be viewed to and we go around to show the restaurant the band's loyalty by the amount spent. Challenges – getting families to remember to enter monetary amounts. And the volunteers / resources to get it off the ground and keep it running. Feedback from using it previously is that the biggest issues was getting people to enter money. Our current Corporate sponsorship program allows the company to see first hand what we are doing and are more willing to support us out of generosity. We shouldn't have to purchase something to get something back from them. This really requires a lead person to go out to these businesses and solicit support based on spent and also handle and keep pushing the reporting, so I don't think we're really set up to drive this. If we aren't getting a set percentage of amount spent agreed in advance, then it is hard to encourage participation. Agreement made to release (discontinue) ourselves from this program at this time.
- b. Discussion on some other trip incentive since the London trip was canceled to give the kids something to look forward to. There is currently a senior trip planned for March 6-10th 2019. A full band trip in 2020 being explored. Suggestions were made to start small and be more affordable to encourage more participation. Michael M. will explore possibilities.
- c. Michael M. reported that the school has denied requests for fundraising to be handled by their front office. For the RHS Front Office to collect any kind of fundraising funds is an administrative overhead and hence they are unable to do it. All fundraising has to go through the boosters.

- 7. **Adjournment** – Motion by Michael M. and 2nd by Esther. (9:12pm)

Next RHSBBA Meeting: 2/12/19 7:00pm