

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	May 9, 2019
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 9:00 pm US ET
Attendees	Michael Dal Cerro (meeting co-chair), Mark Herring (meeting co-chair), Michael Moon (Director of Bands), Craig Baughn, Greg Freeman, Gretchen Shirley, Anne-Marie Canty, Christina Knutson, Esther Collins		
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. (7:01)
2. **Roll Call**
3. **Minutes from April EB Meeting**
 - i. Approved and online
4. **Band Director’s Report, Updates and Upcoming Calendar**
 - i. Personnel Updates – Assistant Director position still in progress; no official info until Jul 1st.
 - ii. Orchestra Concert/Chamber Music Night/Jazz Band/Spring Concerts – Full orchestra concert was great, Jazz Band did a fantastic job opening up for theater awards on 5/8. Tuesday 5/14 percussion, concert band, and symphonic band performs. Thursday 5/16 Elkins MS band, wind ensemble, and mass band performs.
 - iii. Spring Training – Went great. We have apx. 95 marching band kids currently – that is a soft estimate.
 - iv. Commitment Night / Parent Packet / Student Recruitment Updates – Apx. 80 incoming Freshmen to the band program. A lot of Freshmen from this year are not returning next year for their sophomore year. In talking to other band directors that is becoming common at all schools, Michael M. plans to look into why this is happening and come up with ideas for keeping them more engaged. Discussion about recruiting volunteers, volunteer handbook, and items needed for Commitment Night.
 - v. 2019 Marching Band – Pre-Camp and Band Camp locations – Spring Training went well. We need to start a prop committee to brainstorm prop ideas. Pre-camp will be at Milton HS but is going to change times from 8-4 because Milton rehearses in the evenings. Band Camp will be at the University of West Georgia; the contract will be signed shortly.
 - vi. RHS Graduation Performance – Michael D. reports the truck has been arranged; we will just need a driver to get it. A form has been sent home with info on the event and paying for meals, etc. Michael M. – there is a faculty meeting next Weds (5/15) to get the rest of the details.

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- vii. Letters to families on outstanding dues; next steps – Michael M. is not sure if we have received additional payments as we have not gone through the mail. Deadline is May 14th for any outstanding balances to be paid. Michael M. plans to implement financial probation this year - if parents who have not paid program fees do not communicate with Michael M. about making payments, their student will not be able to perform in concerts and on the field (MB) and that will ultimately affect their grade.
- viii. Clinics: Color Guard and Percussion - Color Guard clinics are ongoing. Percussion has been doing theirs during Spring Training. There will be a big front ensemble this year. There is a Leadership Retreat at Cloudland Canyon State Park - May 29, 30, 31st Michael M has been hands off about it and encouraging the kids to plan and prepare for it themselves.

5. Officer Reports

- a. President's Report
 - i. Retreat – Good meeting to discuss goals and how the board can support Michael M. Michael M. will talk about the strategic plan at Commitment Night
 - ii. 2019/20 Budget – Discussion of budget changes depending on if an assistant director is hired and whether a percussion director will be needed. Also, lower membership numbers change the programs costs. Discussion on hiring an administrative assistant – still TBD.
 - iii. Commitment Night / General Membership Meeting on 5/13/19 at 6:30, presentation deck is being prepared, all of the board and band families should be in attendance.
- b. Logistics & Volunteer Updates (VP and VP Support Services)
 - i. Uniforms are looking good – Ginger Loverde has been a big help in getting everything organized. Melissa Smith is still coordinating as well.
 - ii. Annual Band Banquet (VP) – Christina reports we are all set for May 10th. Decision was made to accept ticket purchases at the door so changes are being made to accommodate that. 247 have RSVP'd so far, plus 10 faculty members. Everything else is on track.
- c. Treasurer's Report
 - i. Vacancy – Julie stepped down for personal reasons, Keith Cooper is filling in, looking for a new treasurer for the remaining 6 months term.
 - ii. Financial Report (Fiscal YTD vs. Approved Budget) \$19,000 deficit currently, a lot is due to unpaid fees. Classroom band fees, IDL, and Winterguard all have a large percentage of unpaid dues. There are also some Pushpay payments that have not been counted yet.
 - iii. A/R: General Band/IDL/WG/Senior Trip – Nothing to report.
 - iv. Money Market – Nothing to report.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)

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- i. 2019-20 Fundraising Blueprint – Providing to parents on Commitment Night. Discussing some additions to existing fundraisers, such as selling sheets at the mattress sale.
- ii. 2019-20 Corporate Sponsorships Plans – Offering free Jeep raffle tickets to Corporate sponsors as part of the package, discussion on other businesses that may be interested in sponsoring the band.
- iii. Swarmin’ the Green – Great turnout - \$973 made; we also sold 40-50 Jeep raffle tickets. Will likely do another for Star Wars on Friday, December 20th
- iv. Jeep Raffle – Planning to hand out envelopes on Commitment Night with raffle tickets. Goal is raising \$63,000, Discussion on selling tickets at Caffeine and Octane on June 2nd at 8am. Also Alive in Roswell June 20th or July 18th.
- e. Secretary’s Report – Nothing to report.
- f. Communications Report – Recommending using Hootsuite to update all social media accounts at once. Need to come up with a communications plan in advance for getting information out to everyone in an organized manner.

6. Old Business

- 7. New Business** Discussion about scenarios if a student is on a scholarship and wants to go on a trip, should the student have to pay back the scholarship before they go on the trip, and how to address that in the handbook. Overall the board feels this should be addressed on a case-by-case basis. Getting communication from the parents is critical. Also should look at better screening before giving scholarships.

8. Adjournment Michael D. (9:37)

Next RHSBBA General Membership Meeting: 5/13/19; Next EB Meeting: 6/12/19, then 7/10/19