

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	August 14, 2019
Type of meeting	Status, Review & Discussion	Time	7:00 pm – 9:00 pm US ET
Attendees	Michael Dal Cerro (meeting co-chair), Michael Moon & Mike Long (Co-Director of Bands), Craig Baughn, Greg Freeman, Gretchen Shirley, Anne-Marie Canty, Christina Knutson, Aimee Christian, William Poole, Mary Jane Hendrickson, Joshua Knutson		
Absent	Mark Herring, Esther Collins	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. (7:04)
2. **Roll Call**
3. **Minutes from July EB Meeting**
 - i. Approved and online
4. **Band Directors' Report, Updates and Upcoming Calendar**
 - i. Marching Band – Pre-Camp and Band Camp were a great success; we have the first movement and half of the second movement done.
 - ii. Schedule:
 1. Practices: Mon/Tue/Thu
 2. Mini Camp – August 23 & 24. Goal is to get movements 1&2 done on the field and start on movement 3. Stretch goal is to have all 3 movements ready by the first game.
 3. Varsity Football: Starts Aug 30 @ Campbell. We will need 2 trucks for equipment transport – Craig to check on that.
 4. Competitions
 - a. Fulton Co Marching Exhibition – Sept 21st. Will be at Cambridge or Tri-Cities.
 - b. Competitions October 5th still working on location and other details. It will be within a 2-hour drive.
 - c. GA State competition - Oct 26
 - d. White Columns Invitational – Nov 2
 - iii. Admin: Kim Friedman's first 30+ days status – Her professional organizing skills have been extremely helpful and she has been amazing and doing a really great job,

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- iv. Hall Band / Classroom Bands – Had a staff member request hall band for this Friday – will be voluntary. Next one will be first game on August 30th. Concert band is huge this year and the other bands are doing well.
- v. Pictures / Senior Banner – All pictures will be taken this Monday, August 19th. Michael M. sent out a survey to see the interest level on individual photos. In the past, people have wanted photos but have not purchased them so we would like to eliminate the extra effort if there is no interest. Mary Jane volunteered to do photos if needed. Banner should be ready in a few weeks.
- vi. Discussion about negativity and misinformation in the RHS Band Mamas FB group. This group is a private group established by a band parent and is not affiliated with RHSBBA or the RHS band page. Board members should try to encourage positivity and direct band parents to published resources (website, newsletter, etc) for information, and to the band directors for concerns.

5. Officer Reports

a. President's Report

- i. Student Account Management Working Group (review A/R, Band Aid/Payment Plans/Scholarships) – Held first meeting today at 6:30pm. There is encouraging progress in terms of receivables. Almost 100% are paid up for Marching band for this year. The group will wait until after the final payment is due for classroom band to reach out to parents to discuss financial arrangements.
- ii. Positions to fill 2019-20 school year, including a parent liaison for Guard – We still need to recruit committee leads. Michael D. requested sign-up sheets at the general meeting for sign-ups. We now have a volunteer for Guard liaison.
- iii. Point of Sale (POS) system – The iPad Minis that Gretchen was going to donate are not compatible with the Square terminal required to print off receipts. We budgeted for an iPad so William will buy a refurbished one that is compatible. It can also be setup on a board member's phone. It will be valuable for taking credit card payments for concessions, 50/50 raffle, and the Jeep raffle.
- iv. General Membership Meeting on August 15 – Board members should wear the new polos and name tags. The meeting will be in the cafeteria. The logistics and presentation were discussed. Michael M. will talk about the Orlando band trip. Keith Cumming will be present to talk about the mattress sale.

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

- i. Pre-Camp and Marching Band Camps – Chaperones were great for band camp. Logistics were good and everything went smoothly.
- ii. Props for new fall program – The props group of band dads has skeletons made for the archways. The volunteers for this have been great and they are now working on the façade part which is a little more trial and error. Progress is still on schedule.

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- iii. CPR class – The class was held on August 8th and went really well. We had a great turn-out of about 20 enthusiastic volunteers who were given CPR and first aid training specific to our needs. Class was put on by Ed Botts of Roswell Fire Department – maybe we could throw some swag his way. He also volunteered to do a session for students.
- iv. Uniforms – No updates – everything is good to go.
- v. Volunteer shirts and badges – Shirts and badges have been distributed. If you didn't get a shirt yet it's on the second order.
- vi. Electric vehicle – Craig has a new lead on another electric vehicle, a small truck similar to the mule, with higher ground clearance and is made to tow things. He is working on price negotiation. The board discussed whether to purchase now or wait on Jeep raffle proceeds. There is a need to have one by the first game.
- c. Treasurer's Report
 - i. Financial Report (Fiscal YTD vs. Approved Budget) – Overview was provided with no questions from the board.
 - ii. Closing out last FY; status of audit – Going well. Audit is currently in progress.
 - iii. Discussion about communicating better how payments should be made – PayPal, PushPay, check, etc.
 - iv. Discussion about Paypal vs, Pushpay – will discuss as new business at the next meeting.
- d. Fundraising Activity & Planned Events (VP's, Ways and Means)
 - i. 2019-20 Corporate Sponsorships Plans – Anne-Marie and Gretchen took a day where they visited local business and got some great responses. Marco's Pizza offered a great deal on pizza for concessions. Menchie's will do spirit night to give us a percentage of sales. Charter House offered gift cards. Salon de la Vie is doing a sponsorship as well.
 - ii. Spiritwear – Anne-Marie has been trying to contact the vendor who did the IDL clothing to order band spirit wear. Suggestions items were hoodies, hats and joggers. Aimee can put on the website store so families can place orders individually, including old inventory. Gretchen and Anne-Marie will bring the old inventory to the general meeting.
 - iii. Natalie Henderson Color Guard Scholarship – Discussion on scholarship distribution and how to raise proceeds for the scholarship fund. We should promote the event as a fundraiser and provide the story to keep the memory alive. Looking to have the Star Wars Movie Night be tagged as the fundraiser for the scholarship.
 - iv. ExtravaBANDza will be October 4th. There will be 3 food trucks and a bake sale. For the 50/50 raffle we will only be selling the night of. There will be no Trunk or Treat this year but there will be other activities.
 - v. Mattress Sale for October 12th is on track. Keith Cummings is speaking at the general meeting
 - vi. Star Wars Movie Night will be December 20th.
 - vii. Michael M. is checking into SAPA.

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

- viii. Jeep Raffle – Mary Jane asked how parents can find out how many tickets they have sold. Info will be provided at general meeting on how to request a report. Tickets will be distributed to parents during the general meeting. There was a discussion on getting tickets out to families who do not attend the general meeting. We have a number of tickets that have not been returned that we need to work on retrieving. The deadline for selling the next batch of tickets is September 12th.
- ix. Discussion about the possibility of RHS hosting a DCI participating band – Mike L. has some contacts for this. He said they typically require 3 full football fields of space plus it requires school approval. Michael D. has a Roswell Rec contact could open discussions about hosting a Corp at Roswell Area Park.
- e. Secretary's Report
 - i. Directory – Directory Spot has been purchased. Christina will upload data as soon as Kim and/or the directors confirm the data is complete. Mary Jane will help Christina obtain student photos to upload into the contacts. Goal is to have the directory up by the first game but may take a few weeks longer to get photos into the system.
- f. Communications Report
 - i. Website – The new website is almost complete. Aimee has been working on adding new functionality to the current site. Michael M. will use school local funds to pay for the new site and can move Aimee's work over to the new site before going live. Targeting after Labor Day to go live. Goal is to ensure any info a parent needs will be on the website.
 - ii. Newsletter – We are moving to a distribution every Wednesday which will include what is coming up on the current Thurs/Fri and then the week after. Going forward, all communications through CHARMS needs to go through Esther. Any information that needs to be pushed out to parents/students needs to be submitted to communicationsdirector@roswellband.com by Friday. Then Kim will pull everything together on Monday and then newsletter will go out on Wednesday.
 - iii. New member document - Aimee, Kim, and Kristine are working on compiling a new member document for families new to the band.

6. Old Business

- a. Orlando trip – Trip will be either Feb 11-15 or Mar 12-16; still working out expenses and will discuss at the general meeting. We will likely stay at Animal Kingdom and 1 day there and two days at Universal Studios but still working out details.

7. New Business

8. Adjournment – Michael D. (9:12)

Next EB Meeting: 9/16/19 Upcoming General Membership Meeting: 8/15/19