

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	January 14, 2020
Type of meeting	Status, Review & Discussion	Time	7:00 pm US ET
Attendees	Michael Dal Cerro (meeting co-chair), Greg Freeman (meeting co-chair), Michael Moon & Mike Long (Co-Directors of Bands), Craig Baughn, Chris Lewis, Jane Sowden, Cathy Kramer, Christina Knutson, Aimee Christian, Joshua Knutson, Mary Jane Hendrickson, Melissa Smith, Kim Friedman		
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. (7:00pm)

2. **Roll Call**

3. **Minutes from November EB Meeting**

i. Approved and online

4. **Band Director’s Report, Updates and Upcoming Calendar**

- i. Rising 9th grader Info Night - Great meeting, not a lot of parents came but the parents who did come were enthusiastic and had good questions. Info was emailed out to parents who didn’t make it.
- ii. Indoor Drumline – Students are dedicated, making a ton of progress, and having a great time. They are working hard at making sure they are where they need to be for the first competition.
- iii. Winter Guard - Doing great, first show is this weekend at Mill Creek HS. They have 3/4s of the show completed already.
- iv. Jazz Band – Going great.
- v. All State Auditions – Will Nicholson, freshman on bass clarinet, made All State and Justin Kamina, on baritone sax, made second alternate.
- vi. District Honor Band Will Nicholson, Justin Kamina, and Will Foster earned spots.
- vii. JANFest – Being held this Thurs through Sunday
- viii. LGPE; Wind ensemble and Symphonic band are performing on Tues March 10th, Concert band will be Thurs March 12th. Itineraries will be sent out one month before. No trucks will be needed. There will be a pre-LGPE concert Feb 11th in the auditorium where some judges will provide feedback.
- ix. Recruiting– The directors and some band students are going to CMS and Elkins on Feb 20th and 27th to teach them about the LGPE experience and play with them. The directors are also working on some experiences to provide for marching band and color guard before Commitment Night. This afternoon Mike L. went down to the middle schools to check on intent sheets and we already have 30 returned. We also have responses back from

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four different master teachers who are willing to come work with the kids to prep for LGPE - Daniel Cook, David Vandewalker, Mike Beardon, and Josh Ray. Jane suggested recruiting for color guard at the local dance schools. She will put a list together for Michael M.

- x. Student leadership applications – will be due sometime before March 1.

5. Officer Reports

a. President

- i. Meetings – We have a lot of takeaways from last year and want to take stock of that and see what went well and what can be improved. We'd like to be more targeted in our discussions and stay on point. Lengthy project discussions will tables for discussions outside of the board meetings
- ii. Confidentiality and Conflict of Interest Documents – Needs to be signed by all board members and directors annually – please be sure to sign tonight.
- iii. Review Bylaws – Board members should read (or re-read) the bylaws and review your focus area and the committees tied to your post.
- iv. 2020 Raffle License – Ful Co Sheriff and 2020 Annual Registration – State of GA - Raffle license will be filed this week, registration has been filed already.
- v. Open roles for 2020 – Ways and Means VP slot needs to be filled immediately, please recruit and put some thought into band parents who might be a good fit. There is ongoing discussion about forming a group to upping our video capabilities for this year. We also need an additional assistant treasurer (bookkeeper).
- vi. 2020-21 Budget Planning – If you know of anything financial in your position that will be different or new from the past year please send our way to prepare the budget.
- vii. Student Accounts – A Student Accounts Working Group has been formed to meet privately and address overdue accounts – focusing and communication and decreased the number of accounts. Craig asked about the IDL and Winterguard accounts as that has been an issue in previous years. Michael D. reports we are in good shape with those accounts. Jane expressed concern that as a new parent coming in she felt the payments process was confusing. Aimee, the directors, and the presidents are working on providing additional education and guides to help with that.
- viii. Projects:
 - 1. Trailer – has been purchased and inspected for DOT certification and is being painted now. There is a group working on design and interior setup. The directors are still working on branding approval. We are doing really well budget-wise and are still working out licensing and insurance logistics. Some of the board members looked at band trailers for other schools in the area and got some great ideas on what to do and what not to do as we outfit the RHS band trailer.

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2. Path for Bandwagon – Mike L. and Mark Herring have been working with Dr. Shaw on this. The latest communication on the path is from Dr. Shaw saying the project was a go as long as they met certain specifications, such as making sure it didn't interfere with the landscaping done by the softball team and making sure it is maintainable. Mark is working on contractor estimates.
- b. Vice-President (Logistics Updates)
 - i. Annual Awards Banquet – Craig reports that the guy who does the award statues will not be able to do them this year due to heart surgery. Craig and Chris are looking at alternatives. Mike L. will check with some of his contacts. Christina and Kristine Herring will be co-chairing the banquet. Christina reports that a call has been put out in the Stinger asking for parents who want to be on the banquet committee. The first meeting will be sometime in February but we need a date from the directors for the banquet night. Michael M. states May 8th would be the best night. Michael D. requested that we ensure we have letters for the students receiving them and have them ordered in time for the banquet.
 - ii. Ops Team - Craig would like to ensure the Ops kids for next year are vetted. The directors will pick a capable and responsible Ops manager and have that student form a team. There will be training provided on the use and loading of the new trailer.
 - iii. Bandwagon Storage – currently being housed at Craig's neighbor's house where it is protected from the elements.
 - iv. Lighting outside the band room – the directors have requested improved lighting outside of the band room. The goal is to incorporate that into the building plans they will be doing this summer.
 - v. Podiums – our current podiums are old and one is broken. Michael M. will research options.
 - c. VP, Support Services (Volunteer Updates)
 - i. IDL Orlando trip chaperones – we have plenty of chaperones and volunteers who didn't have overnight credentials have gotten them. No Cambridge parents were contacted to volunteer because their contact info is not in Charms. Mary Jane expressed her opinion that the Cambridge parents should be included in the volunteering and there should be a lottery for chaperones. Michael M. decided to go with the chaperones who have already signed up. Jane will send Michael M. the list and he will work out logistics.
 - ii. Winterguard – Jane is working on chaperones, credentials, and drivers for the travel competitions.
 - iii. Uniforms – forming a committee to help with uniforms, have two parents signed up and are shooting for five.
 - iv. Carts for IDL – Craig suggests Home Depot might provide carts as they have offered to give us things in the past.
 - v. LGPE – Michael M. has added the dates and volunteer slots to Charms. Jane just needs to send an email asking for chaperons. The chaperones will likely need to drive a couple kids.
 - d. Treasurer
 - i. Financial Report (Fiscal YTD vs. Approved Budget)

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- ii. Pushpay is no longer being used. Payment options are Paypal, cash, or check. Aimee is going to look at figuring out the process for more easily managing payment plans.
- iii. 1099's - Completed but need to confirm all numbers by the end of this month. They will be electronically filed.
- iv. Uniforms – Inventory has been completed and we will be sending out statements for missing or damaged items soon.
- e. VP, Ways and Means (Fundraising Activity & Planned Events)
 - i. Position is still vacant and we need to fill ASAP.
 - ii. Star Wars: Rise of Skywalker (Movie event for the Natalie Henderson Color Guard Scholarship) – Good outcome, we made around \$600 profit made.
 - iii. M.A.R.C.H. (Musicians Acting with Responsibility, Compassion, and Hard work) Set for March 7th. This is the third year for this fundraiser. Gretchen and Anne-Marie are working as chairs until we get a Ways and Means VP on board. Envelopes and communication will go out after the MLK holiday. Aimee suggested we see about 8th graders volunteering with MARCH to help build sense of community. Michael M. will check into that.
 - iv. Jeep Raffle: Team Contest Party – Fri 2/7 at Main Event for top selling team. Invitations to go out soon. Ed Voyles informed us they will not be raffling a Jeep for 2020.
 - v. Scripts; Made about \$139 in the trial in December. On hold until we get a Ways and Means VP in place.
- f. Secretary
 - i. Band directory is still in place and has been working well. Starting to focus on the awards banquet now.
- g. Director of Communications
 - i. New email address to be standard with the other board emails - communications@roswellband.com
 - ii. There have been some meetings to discuss communication goals, in particular rebranding the website and social media. Michael M. still researching website platforms and will discuss with Aimee. Hoping to launch new website by June 1st. Revising Stinger to display within the email rather than just a link and automatically re-organizing and re-prioritizing data. Adding a table of contents and action items at the top. The team is also wanting to streamline and standardize Facebook posts.
 - iii. Photography – Mary Jane will be sending out communications soon about Senior photos.
 - iv. Branding – the school is recommending booster club organizations standardize their logos and this is a goal of the band as well. Board members should ask around with parents to get their opinion on the current circle logo and an R Band logo. We would like to standardize branding and response format to ensure communications and documents are consistent and people can recognize what is official correspondence.

6. Old Business

7. New Business

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- a. Band camp dates for 2020 – New member and section leader training: July 16th and 17th from 9am – 12pm. Pre-band camp: July 20-24th from 9am – 6pm at RHS, Regular Band Camp: July 27-31st from 9am – 9pm at RHS. Not traveling for band camp this year – would like to decrease the marching band fees and increase participation.
 - b. Upcoming Dates:
 - Meet and Greet - March 23
 - Commitment night – March 30th

8. Adjournment - Michael D. (8:47pm)

Next RHSBBA Meeting: 2-10-2020 at 7:00pm

