

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	May 12, 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, Gretchen Shirley, Kim Friedman, Tom Brown, Mary Jane Hendrickson, Jim ??		
Absent		Venue	Online. Join Zoom Meeting https://us02web.zoom.us/j/89220182812?pwd=NkRlNkVpaZnNkb29ybzg5cEVYakw5dz09 Meeting ID: 892 2018 2812

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** (7:00pm)
2. **Roll Call**
3. **Minutes from April EB Meeting**
 Approved and Online
4. **Band Director's Report, Updates and Upcoming Calendar**
 Registration Night – Went very well, thanks to everyone who was a part of that. Still getting sign-ups. Last day is May 15th, going to send out some communication on that. Haven't heard anything about canceling summer activities; with everything reopening it is still a possibility but may be in a different form depending on social distancing guidelines. Working on contacting students who are normally in class band who have not signed up yet. Seeing good results from recruiting efforts.
5. **Officer Reports**
 - A. **President**
 - i. **Trailer design** – Has been finalized, all we need is the final file. Not sure if we can only take to a single vendor or can get several quotes. Per Michael M. the RHS branding manager only allows the vendor file to be sent to one vendor. Greg suggested proceeding by sending the schematics to other vendors and see if that is enough for them to work with. Craig and Chris to take lead on this.
 - ii. **Student Accounts** - Working group meeting this evening after this board meeting.
 - iii. **Build to Thrive** – Presented us with a report of their findings from the audit. Summary of findings: Board would benefit from a structure that has committees that work under each board position instead of doing all the work themselves. Board meetings should be focusing on progress each month instead of deliberating and discussing different options, Ways and Means position should be renamed to Fundraising to better show purpose and also because Ways and Means means something different in other organizations. They recommended we update our webpage with a Case for Support - info on what we do and where donor money goes, because the first step in seeking grants is having this in place. Suggested having a CRM system in place (there is a group of people looking at that already). Term

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limits are too short which makes for high turnover and too much time spent learning new positions instead of focusing on long term solutions. We hold too many fundraising events - recommended a max of 4 a year. Full audit reports will be made available. They offered to help us with some of the improvements if we would like them to.

- iv. The May general meeting on Thu 5/14 – Will include, but is not limited to, the following agenda items:
 - A presentation of the current status of the current fiscal year’s budget.
 - status of funding and donation targets and collections.
 - A current state of the organization.
 - Plans for the new year ahead and propose budget for the upcoming fiscal year. Proposed budget is to be adopted by the General Membership.
 - Mike L. suggested we provide instructions on how to raise hands for voting at the beginning of the meeting.

v. Priorities for capital expenditures – Presidents and directors to sit down and discuss capital expenditures and decide on purchases. In regards to the purchase of instruments Michael M. wants to wait and see, with the influx of students from the middle schools he wants to get a better idea of what instruments will be needed before making a decision.

vi. Information Storage (Dropbox) – Still an active effort to look at reorganizing. Aimee met with a Dropbox rep and provided that information. It is pricy - even as a non-profit we still end up paying per user. It would work really well though and we’d be able to share information easily and have an admin over it. However, other considerations are bringing in the new QuickBooks version and the CRM so we should wait to make some decisions on everything until we have a decision and integration plans.

B. Vice-President (Logistics Updates)

- i. Trailer Build – Talking about putting some workdays together soon – need to see if they can work from campus. Michael M. to check on that. Mike L. indicates from what they’ve seen it’s severely limited on who can be on campus. The schedule will be tight in getting the trailer completed before the Fall season.
- ii. Cameras – Chris has some pricing and a demo on security cameras.
- iii. Path for Bandwagon – Mike L reached out to Shaw but he’s waiting for upper level of the county for responses on this and it’s likely not high on the priority list. Suggested a video call to talk about the issues and the options so he can provide a clear case.
- iv. Lights outside band room - Tom Brown can still work on getting quotes.

C. VP, Support Services (Volunteer Updates) – No updates, Michael M. to give Jane the spreadsheet of volunteer info that was provided by the families who have registered. Both Aimee and Jane need the info from the registered 9th graders to be switched to Charms. Michael M. said that won’t happen until the school year ends and the 8th grade band directors roll over their info but he may be able to manually enter them into the system over the next couple of weeks.

D. Treasurer

- i. Financial Reports - Not spending anything but not really making anything either. All areas are under budget. Nothing has come in for outstanding student accounts, still about \$10,000 short in student fees from this school year.
- ii. Band Aid – We won’t have a clear idea on the needs for that until probably 2 weeks into the school year. Michael D. suggests posting the info on the website. Co-Directors of Ensembles and the Co-Presidents will have conversations with families who may need this. Michael M. to provide Aimee with feedback on the revised Band Aid forms.

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- E. VP, Ways and Means (Fundraising Activity & Planned Events)
 - i. M.A.R.C.H. 2020 – Last of the T-shirts were picked up by Michael M. and will be delivered. Michael D. to work with Tom Brown on making sure he has what he needs to captain M.A.R.C.H. in 2021.
 - ii. Vacancies – Still have open spot for VP Ways and Means; also need captains for specific fundraising programs.
- F. Secretary – No updates. Christina will let Michael M. know what she needs to fill out the band directory.
- G. Director of Communications
 - i. Website – Shout out to Aimee who setup new email addresses for the media team.
 - ii. Media Team – No Updates

6. Committee Reports

- A. Business Sponsorships and Grants – Looking at a CRM system. Tom reached out to Sumac and DonorPerfect to get additional information on pricing and what they count as a record and will discuss with Aimee. Need to work out where our income is coming from and also what kind of reports the system will generate and how that will match up with QuickBooks. Michael D. and Mike L. discussed reaching out to owners and contacts of organizations we support and corporations where we use their equipment. Mike L can reach out to owner of Universal Drill Book. Tom put together a spreadsheet on Dropbox to put in company info and contacts we have. Tom will look at revamping the corporate sponsorship levels.

7. Old Business

- A. Vote on proposed 2020-21 Budget
 - i. Motion to approve by Cathy Kramer, 2nd by Aimee Christian, unanimous approval.
 - ii. Will present at general meeting.
- B. Motion to delay all new spending until the June EB meeting made by Cathy Kramer, 2nd by Tom Brown, unanimous approval.
- C. Discussion and Vote on Amendment to increase terms of officers from 2 terms to 4 terms.
 - i. Motion to approve Aimee Christian, 2nd by Cathy Kramer, unanimous approval.

CURRENT ARTICLE (ARTICLE VI: OFFICERS, SECTION 8) :

Officers' term is for one year beginning in January. Officers may hold a single Executive Board position for up to a maximum of two terms consecutively and any Executive Board position for up to a maximum of four terms by rotating and being elected to another Executive Board position. (For Example: VP of Ways and Means for two terms, President for another two terms, as elected.) Outgoing Officers may remain engaged January through May as non-voting advisors to aid in the transition of the Executive Board Officer responsibilities.

PROPOSED CHANGE :

Officers' term is for one year beginning in January. Officers may hold a single Executive Board position for up to a maximum of four terms consecutively and any Executive Board position for up to a maximum of eight terms by rotating and being elected to another Executive Board position. (For Example: VP of Ways and Means for four terms, President for another four terms, as elected.) Outgoing Officers may remain engaged January through May as non-voting advisors to aid in the transition of the Executive Board Officer responsibilities.

8. New Business

- 9. **Adjournment** Michael D (8:50pm)

Next RHSBBA Executive Board Meeting: Tue 6/9/20; General Membership Meeting: Thu 5/14/20