

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	June 9, 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, Melissa Smith, Jerry Godoy, Mary Jane Hendrickson, Kim Friedman, Marineli Dal Cerro		
Absent		Venue	Online (Zoom)

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. (7:04pm)
2. **Roll Call**
3. **Minutes from May Executive Board Meeting** - Motion to approve minutes made by Chris Lewis, 2nd by Cathy Kramer, majority approval
4. **Band Director's Report, Updates and Upcoming Calendar**
 - A. Registration status – 86 kids have registered; it's likely there are who plan to join that just haven't registered. We are adjusting the budget to make cuts as needed without increasing program fees.
 - B. Marching band - No news yet from the school district on whether there will be marching band this year. Michael M. thinks it will happen but not sure how that will look. Decision is expected around the beginning of July. No communications will be sent out until we have more info so we can send out accurate information rather than hypothetical. We should assume we have band camp unless we are told otherwise.
 - C. Percussion director – We have hired a new percussion director. Marcus Hawkins comes from River Ridge HS and he also works with Atlanta Quest. He is very high energy and has many positive recommendations from the community.
 - D. Summer tasks – Over the past month the directors have been organizing instruments, cleaning and sanitizing band areas, and revamping the entire RHS music library.
 - E. Show – Still not sure what the show will look like until we have more details on the program, but the we have been working on sketches and music arrangement to prepare as much as we can.
5. **Officer Reports**
 - A. President
 - i. May General Meeting – meeting was well received and around 30 people attended. We covered all necessary content.
 - ii. Student Accounts - working group met prior to this meeting. We are planning one more round of communication with families who still have outstanding balances.
 - iii. Build to Thrive – an ad hoc committee has been formed for this, including Tom Brown and Greg. They are working on the CRM application, write-ups, and benchmarking of surrounding programs. The committee will share more information as it becomes available.

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- iv. Priorities for capital expenditures –The directors will get with Aimee and Greg to discuss needs and options for instruments, band stand repair/replacement, and other planned capital expenditures. Michael M. has a list of instruments needed and some ideas for less expensive options so they can nail down what the band needs most. Craig and Chris will provide ideas on the band stand repair/replacement and security cameras.
 - v. Information Storage (Dropbox) – Aimee and Christina are waiting until we determine what CRM application we will be using so we can determine if it already has the storage functionality built in or if compatibility needs to be considered before committing to any changes with our Dropbox account.
- B. Vice-President (Logistics Updates)
- i. Trailer – Craig and Chris had two small group work dates to work on the buildout. The second floor has been built and just needs to be stabilized, the steps are done, 5 of the 6 carts are done, and we have the ramps. None of the electronics are done yet. Estimates for the decals have been requested from 6-7 vendors - 4 came out within \$3-4k; the others were higher. Cathy asked about including kids in the workdays. Right now, we are using a lot of power tools and can't involve them in that, and we also have to keep very small groups for social distancing. We will involve them when we get to the organization/cleaning/loading part. Craig suggests we recruit kids to help clean up the landscaping around the trailer so it's more visible, perhaps during band camp. Michael M. will check with Dr. Shaw on that possibility.
 - ii. Props – Idea for props is still in progress and the directors don't know what needs to be built yet. The plan is to keep it simple but we can't solidify anything until we get the staging for the show completed.
 - iii. Car Trailer – Craig and Chris found graffiti on the small trailer; no idea when it happened. Chris talked to vendor about doing graffiti removal so that could be an option. There are school cameras and Michael M. inquired about looking over footage but with the way the cameras were positioned, they aren't sure they will be able to see anything.
 - iv. Cameras – Chris has quotes and demos for security cameras to place on the trailer. Purchase will be discussed during capital expenditures.
 - v. Path for Bandwagon – Michael M. to follow-up and see if they can get it green lighted.
 - vi. Lights outside band room – Michael M. reports that the school administration is overwhelmed with the current situation so he feels our best option right now would be to purchase some work lights. Greg feels if we don't have the green light right away to get lights put onto the building, we should go ahead and commit to purchasing lighting with the capital expenditures. Michael M. agreed and stated we could also use those lights on the field during night practices anyway. Chris and Craig to check into quotes for lighting.
 - vii. Work crew - Craig wants to form a group of dads to help with fixing equipment, working on props, and other work needed.
 - viii. Travel logistics - Michael D. asked Craig and Chris to work with Elysa to reserve dates for a driver (ProDrivers) and rig rental (Idealease).
- C. VP, Support Services (Volunteer Updates)
- i. Registration – Jane reports we did not get a lot of response on the volunteer information from registration night. However, those who did fill it out were very informative and over half were freshman families. Jane will get with Cathy to contact people who have not filled out the info yet. Jane will check to see if any were photographers at Mary Jane's request. If any

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board members need volunteers for specific areas, Jane and Cathy requests we contact them and they can provide names and information for people who have said they can help in those areas.

- ii. Thermometers - Touchless thermometers have been ordered and will be here next week.

D. Treasurer

- i. Financial Reports – Aimee provided a breakdown of financials. We will finish the year in the black.
- ii. Band Aid and Payment Plan Forms – There are new/updated forms for this year. For the payment plan form, Aimee and Kim discussed putting the full amount due into CHARMS and then provide 3 different payment plan options, which will cut down on administrative work and confusion on making payments. The updated Band Aid form specifies a meeting with the presidents and directors to identify needs and to set expectations.
- iii. End of Fiscal Year is June 30 – Aimee requests all board members submit any receipts and claims ASAP.
- iv. Vacant positions – We are in need of two Charmers/book-keepers to assist Aimee in managing payments especially for the Fall season. It is generally just a once a week task. Jane has two people who indicated they were interested in finance and will reach out to them and put them in touch with Aimee.

E. VP, Ways and Means (Fundraising Activity & Planned Events)

- i. Position is still vacant.
- ii. We have 14 new business sponsors as a result of of M.A.R.C.H.!

F. Secretary

- i. Banquet – Michael M. will meet with Kristine and Christina to discuss options. Chris is still working on awards.
- ii. DirectorySpot – Christina sent her spreadsheet format to Michael M. so he was aware of what information was required. We have to wait for CHARMS to rollover and all info to be updated before we can populate the directory. It will be ready in August.

G. Director of Communications

- i. Open positions – Cathy has implemented a plan to use social media to advertise open positions. She posted the first one for the media director spot. She also suggests doing videos to post to make the positions personal. Cathy and Jane will meet and discuss vacant positions and work on putting interested volunteers into available positions.
- ii. Media Team – No updates.

6. Committee Reports

- A. Business Sponsorships and Grants – No updates.

7. Old Business

- A. Expenditures – At the last meeting we voted to halt spending. We are now in a position where we need to release funding for spending before the fiscal year closes. Chris recapped the estimates from vendors for the decals for the trailer - most estimates came in around \$3-4k. There was a discussion about whether or not to proceed with purchasing the decals. Motion to proceed with the purchase made by Michael D., 2nd by Chris Lewis, majority approved.

8. New Business

- A. Position Responsibilities - Michael M. will send a document out to board members to populate with the details on their position responsibilities, to help with the placement of new board members in January.

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9. **Adjournment** Michael D. (8:48pm)

Next RHSBBA Executive Board Meeting: Tue 7/14/20

