

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	August 12, 2020
<b>Type of meeting</b>	Status, Review & Discussion	<b>Time</b>	7:00 pm US ET
<b>Attendees</b>	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, Kim Friedman		
<b>Absent</b>		<b>Venue</b>	Join Zoom Meeting at <a href="https://us02web.zoom.us/j/84852105551?pwd=NklqVWlqUWpzbllicGViNi9MRFFOZz09">https://us02web.zoom.us/j/84852105551?pwd=NklqVWlqUWpzbllicGViNi9MRFFOZz09</a> Call in: 646 558 8656 US (New York) Meeting ID: 848 5210 5551    Passcode: 6D6urE

### 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. (7:02pm)
2. **Roll Call**
3. **Minutes from July Executive Board Meeting** – Approved and online
4. **Band Director’s Report, Updates and Upcoming Calendar**
  - A. Latest status for fall semester
    - i. Pep Band - Pushing back a week to Aug 25<sup>th</sup> because we need to make sure all kids have their instruments and feel comfortable coming back. 60 kids are signed up and we are not comfortable with that amount together, plus having that many kids spread apart appropriately will be challenging. We will likely split practice between two groups of 30. We will send out additional info on rehearsal times after registration closes. Right now the first game will be September 4<sup>th</sup> but of course things are changing frequently. Practices will be outdoors with the kids spaced, they will need to have a cover on their instrument and we will provide ideas on that. Everyone will facing the same direction instead of in semi-circles as usual. Students will be required to keep masks on as much as possible. We will need volunteers to take temperatures and chaperone the games but won’t need volunteers for practices. Numbers will be extremely limited.
    - ii. Classroom Bands – Doing everything online still and there have been no changes since the July update. We are excited about the updates to the curriculum and the opportunity for all kids to have solo and ensemble experience.
  - B. Improvements
    - i. Path for Bandwagon – Site visit planned with Mr. Sutter this week to look at that.
    - ii. Lights outside band room – No updates
    - iii. Cameras – Need to work out logistics to get power to the cameras
5. **Officer Reports**
  - A. President

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- i. Budget – Had an approved budget in May but circumstances have changed significantly. We’ve spent the last couple of weeks combing through the budget and reducing costs. It was paired down substantially and we have made some recommendations to get through the year but still providing opportunities for students.
  - ii. Student Accounts – Working group met earlier today and is working through remaining account issues.
  - iii. Capital expenditures – Headsets have been delayed but everything else has been received.
  - iv. Information storage (Dropbox) – CRM project was put on hold and a decision made to keep DropBox the way it is. Christina will re-evaluate and see if there are any recommendations for reorganizing with what we have.
- B. Vice-President (Logistics Updates)
- i. Banquet – The banquet was successful. We used masks and social distancing and that worked well. The kids were really happy to see each other and close out the year. Kudos to the amazing banquet committee for pulling it all together!
  - ii. Trailer – Pit crew plans to schedule some upcoming work days to keep working on the trailer. We need days with no chance of thunderstorms to get the decals applied.
  - iii. MidGard – Chris and Craig get keys and clean out storage unit.
  - iv. Bookshelf – Discussion with Chris and the directors about building bookcases and instrument shelves in the band room.
- C. VP, Support Services (Volunteer Updates)
- i. Recruitment of parent volunteers – Jane will post positions once pep band practice schedule is out as parents will likely want to volunteer at the times their students are there.
  - ii. Shirts – Available for freshman parent volunteers.
- D. Treasurer
- i. Audit – Hasn’t happened yet since we haven’t closed out the year.
  - ii. Financial Reports - Still working to get everything closed out. Closed CHARMS account for the past year but not Quickbooks. The second/final decals payment hasn’t been made yet because the weather has delayed the installation. The funds to pay for it will still be the surplus rolled over from last fiscal year.
  - iii. Dues: Refund, Donate, Credit – Refunds still there from Orlando trip; we need to determine what to do with that.
- E. VP, Ways and Means (Fundraising Activity & Planned Events)
- i. Concessions Team – Due to current circumstances and after extensive discussions about it we decided to hold off on concessions for this year. Aimee has the concession stand payment devices and will hold on to them for now.
  - ii. Corporate Sponsorships and Donations -Tom Brown is unable to continue to lead this so this is now an open position. We need someone to lead in curating the 2020-21 school year pricing plan for sponsors.
- F. Build to Thrive – Taking some things forward but holding off on other recommendations. We do have a Case for Support drafted (explanation on who we are, what we do, and what kind of good we can do with donations) – this is a work in progress. Change position title VP, Ways & Means.
- G. Secretary – Band directory will be populated once we have all the student info in CHARMS. The easiest way to do it is to dump all current data and upload new data and then resend out invitations. Christina will get the data loaded once Kim confirms all data is in there. Then we’ll send out a communication about it before sending the invites.
- H. Director of Communications

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- i. Media Team – We updated FB and Instagram so they are going to the right places. Has a couple of people interested in the media team but due to the limit of people that will likely be allowed in the stadiums that is being put on hold.
- ii. Website – No updates.
- iii. Open positions – Reach out to Cathy if you have any open positions or need help with something and she can communicate these out on social media.

### 6. Committee Reports

### 7. Old Business

- A. Board members finish updating the job summary file shared by Mr. Moon

### 8. New Business

- A. Bylaw amendments: Change titles:

- Vice President to be renamed Vice President – Logistics
- Vice President – Ways & Means to be renamed Vice President – Fundraising
- Director of Communications to be renamed Vice President – Communications

Intent is to be more consistent in our titles as a peer group, be more forward/clearer about the responsibilities, and it will make more sense to form a layer of the committee director positions under the VP roles (Director of Pit Crew under VP Logistics, Director of Media under VP of Communications).

We will present changes at the general membership meeting

- B. Overview of new budget changes. There will be a flat fee for all band members regardless of what activities they participate in. (Apx. \$175 depending on the number of students participating). Families can use existing funds in CHARMS to pay dues. Motion to approved revised budget – Aimee Christian. 2<sup>nd</sup> by Christina Knutson. Motion approved unanimously.

### 9. Adjournment Michael D. (8:24pm)

**Next General Membership Meeting: Wed 8/19 7:00pm over Zoom**

**Next RHSBBA Executive Board Meetings: Wed 9/9, Wed 10/14, Wed 11/11**