

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA General Membership Meeting	<b>Date</b>	August 19, 2020
<b>Type of meeting</b>	School Year Kickoff and Status	<b>Time</b>	7:00 pm
<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, General Membership, Anna Sato, Jennifer Ross, Jerry Godoy, Erica Gibson, Craig Rydell, Julie Garrett, Michelle Griffin, Kim Friedman, Jennifer Caifano, Marcia Godoy, Robert Rittenburg, Scott Haugh, Lincy Torralva, Neda Goshvar, Dawn Scurry-Thompson, Stuart Dougherty, Jordan Wooley, Stella Cronin, Shana Rodgers, Skyler Franklin, Mitchell Loverde, Evie, Renee, Mary Jane Hendrickson, Cristi Cheek, Yinghua Huang		
<b>Absent</b>		<b>Venue</b>	Online via Zoom

### AGENDA

Meeting Objective: General Band Booster Association Update and Planned Activity Review. Committee and General Membership Updates to be held within the time limit maximum for the general membership meeting.

#### 1. OPENING, CALL TO ORDER, APPROVAL OF MINUTES FROM MAY MEETING

- a. Call to order – Michael D. (7:05pm)
- b. Approval of May meeting minutes – Motion by Aimee Christian, 2<sup>nd</sup> by Craig Baughn, Motion is approved.

#### 2. ROSWELL BAND CO-DIRECTORS REPORT

- a. New percussion director – Marcus Hawkins
- b. Virtual band tips and expectations – ask students about band, encourage practicing and playing for family.
- c. Pep band – starting next week, check email and Charms for details and calendar.
- d. Strategic plan and goals – located on the website. We are in year 3 and still have a long way to go. Urgent need for a VP of fundraising.

#### 3. ROSWELL HIGH SCHOOL BAND BOOSTERS ASSOCIATION (RHSBBA) REPORT

- a. 2020 Executive board overview and nomination process
- b. RHSBBA purpose
- c. Meetings overview – bi-annual membership meetings, monthly executive meetings (open to all members).
- d. Executive summary of our current state – great!
  - i. Financially – debt free, no deficit from prior year, streamlined processes
  - ii. Operationally – consistently meet and collaborate, follow policies and procedures, compliance at all levels.
  - iii. Logistics – updating aging assets and new trailer.
  - iv. Communications – steady use and improvement across all platforms
  - v. Opportunities – Build to Thrive review and report
- e. Financial update – budget passed unanimously in 5/14/20 general membership meeting but made adjustments due to COVID-19.
  - i. Changes – reduction of expenses, limited fundraising, flat fee of \$180 per student regardless of what part of the program they are participating in. Doesn't include Winter Guard or Indoor Drumline.

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- ii. Surplus fees – can get a refund, contribute to students in need or the general account, keep as a credit for another season.
- iii. Paying dues – online via Charms or mail a check to our PO box (we have no access to the school).
- f. Fundraising summary – made changes due to COVID-19
  - i. Eliminated 50/50 raffle, concessions, and SAPA competition.
  - ii. Passive fundraisers available – please sign up. Additional details are on our website and will be in the Stinger newsletter.
  - iii. M.A.R.C.H. 2021 targeted for 3/14/21
  - iv. Corporate sponsors – please support them if you can.
  - v. Build to Thrive audit recommendations
    - 1. Develop Case for Support (in progress)
    - 2. Solicit grants
    - 3. Rename current Ways and Means position to Fundraising
    - 4. High board turnover is a significant resource – consider volunteering
- g. Communications
  - i. Roswell band website overview [www.roswellband.com](http://www.roswellband.com)
  - ii. Charms info
  - iii. Facebook, YouTube, Instagram, Twitter, SmugMug – find links to all on website.
  - iv. Stinger newsletter – if you aren't receiving it, check your spam folder
    - 1. Available on Facebook and website
- h. Support Services
  - i. Volunteers – we need volunteers! Fill out our Volunteer Registration Form on website
  - ii. Committee opportunities – media team chair, bookkeepers, chaperones, Director of Corporate Sponsorships & Donations, 2021 Band Banquet
  - iii. Executive board vacancy – VP of Ways & Means (Fundraising)
    - 1. Nominations for 2021 Executive Board to be done this November
- i. Logistics
  - i. New trailer buildout and design in progress – named HORNET ONE
  - ii. Volunteers needed for buildout and breaking down/scraping previous props and equipment
  - iii. New path and gates for bandwagon (in progress)
  - iv. Capital expenditure purchases – new bandwagon, drum major podiums, wireless headsets, portable outdoor lighting, pull carts, Square readers.
- j. Financials
  - i. Year-Over-Year forecast
  - ii. Current expenses FYTD
  - iii. Revised operating plan & fees for 2020-21
    - 1. In May we approved a budget of \$192,150. Due to COVID-19 we have revised to \$35,287 (an 82% reduction)

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2. Band Directors and Executive Board recommend \$180 flat fee per student, percussion fee is suspended. Request to please pay dues as soon as possible. If there is marching band in the spring, there will be more fees for that
  - iv. Call for questions or comments on revised budget
  - v. Vote on revised budget – Motion by Aimee Christian, 2<sup>nd</sup> by Jane Sowden, motion is approved.
- 4. NEW BUSINESS:**
- a. First reading of an amendment to the Constitution and Bylaws

***Page 4; Article VI: Officers, SECTION 1***

*Current:*

*The following are the elected officers of the Association:*

- a. President
- b. Vice President. *To be renamed Vice President–Logistics*
- c. Vice President – Support Services
- d. Vice President – Ways & Means. *To be renamed Vice President – Fundraising*
- e. Secretary
- f. Treasurer
- g. Director of Communications. *To be renamed Vice President – Communications.*

*Backgrounder:*

*Proposed changes in red.*

- b. *More clarity on scope of role*
- c. *Recommendation by Build to Thrive to rename as Vice President – Fundraising. This is really what the position is about. Ways and Means actually has a different meaning in most organizations.*
- g. *A VP title is more in alignment with peer group. This allows Director roles to be in place for committee layer. Best practice design for direct reports (e.g Director reporting to a VP; not a Director to a Director)*

Motion to make the bylaw changes made by Michael Dal Cerro, 2<sup>nd</sup> by Cathy Kramer.

Discuss and vote on bylaw changes to be held in next general membership meeting in December.

- b. Announcements
  - i. Senior ads – football team is selling senior ads – deadline was extended to Friday (no refunds available). If football season is canceled, a digital version will be distributed.
  - ii. Senior Night – September 19<sup>th</sup> when we play Centennial
  - iii. Senior banner – will happen – Mr. Moon will provide additional details on this.
  - iv. Recap of fees
  - v. Next general membership meeting will be in December 2020

**5. GENERAL MEMBERSHIP Q&A**

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**6. GENERAL MEETING CLOSING**

- a. Motion to close meeting made by Craig Baughn, 2<sup>nd</sup> Aimee Christian
- b. Meeting adjourned - Michael D. (8:28pm)

Next RHSBBA General Meeting: TBA / December 2020

