

# Roswell High School Band Booster Association

## MEETING AGENDA & MINUTES

<b>Meeting</b>	RHSBBA Executive Meeting	<b>Date</b>	September 9, 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, Mary Jane Hendrickson, Marcia Godoy, Kim Friedman		
<b>Absent</b>		<b>Venue</b>	Zoom Meeting

### 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. (7:01pm)
2. **Roll Call**
3. **Minutes from August Executive Board Meeting**
4. **Band Director’s Report, Updates and Upcoming Calendar**
  - A. Latest status for fall semester
    - i. Pep Band
      - a. Status – Continuing to progress in pep band practices. First game September 18<sup>th</sup>. Students will be spaced out on the track.
      - b. Senior Night – Friday, September 18<sup>th</sup>. Marineli Dal Cerro is working closely with the directors to plan. Kim and the Dal Cerro’s will get information into the newsletter. Aimee to add a meal option onto the website to purchase pizza for the picnic.
      - c. Senior Banner – Pushed back to the spring for safety.
    - ii. Classroom Bands – Finished our first 3-week block of lessons and it’s going great. The students are coming in very strong with their scales and etudes.
  - B. Improvements
    - i. Path for Bandwagon – Discussed with Mr. Sutter and finalized a path
    - ii. Lights outside band room – Has been brought back up with school administration and they are going to send another message to the county.
    - iii. Cameras (surveillance system for the trailer) – School administration will not allow an extension cord to be extended across the parking lot so we’ll need to look at alternatives.
5. **Officer Reports**
  - A. President
    - i. General Membership Meeting – August 19<sup>th</sup>, we had a good turnout. New percussion director was introduced, pep band was explained, and the board provided the state of the current booster association. Revised budget was passed unanimously. Also discussed – fundraising, trailer buildout, open positions, and bylaw change to revise booster titles.

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- ii. Mayor and City Council – The mayor and city council gave an applause to the RHS band due to their work in the M.A.R.C.H. fundraiser. Michael D. shared with the council that over 150 volunteers put in hard work to improve the community and raised over \$10,000. Also gave a heads up on the next M.A.R.C.H. event on March 13, 2021.
- iii. Roswell Arts Fund – Last year, Michael D, Michael M., Scott Hitch (Chair of the Roswell Arts Fund) and Councilmember Wilsey had a meeting about building a new venue (1,000 seat auditorium) in the community, how to raise financial capital for it and how Roswell Band can play a key role/partner. Recently, a new Executive Director was hired to the Roswell Arts Fund (Ghila Sanders). Ms. Sanders invited RHS Band to be involved with performing in a “Pop In Performance” - having small groups of students performing to promote music, the arts and the Roswell Arts Fund. RHSBBA is to receive a \$500 donation from the Roswell Arts Fund. The directors are in discussions with Dr. Shaw to get approval to do mini field trips so the kids can participate.
- B. Vice-President (Logistics Updates)
  - i. Trailer – Hoping the forecast will even out soon to get the decals added.
  - ii. VPs to get together with directors to come up with a plan for using the trailer going forward. No vehicles needed for games. Discussion of any gear needed for the game (such as stands).
- C. VP, Support Services (Volunteer Updates)
  - i. Recruitment of parent volunteers – Not putting out any spots for the first game. Jane and Greg will volunteer at first game to see how it goes so they can advise volunteers going forward. Volunteers will not need to buy tickets for the games.
- D. Treasurer
  - i. Audit – Everything is ready for the auditor but he is very busy and hasn’t picked up the documentation yet.
  - ii. Financial Reports – Aimee went over the Profit & Loss report.
  - iii. Dues Statements: Refund, Donate, Credit – Statements were sent out with instructions on how to pay. Some parents have donated to the Band Aid fund.
- E. VP, Ways and Means (Fundraising Activity & Planned Events)
  - i. Corporate Sponsorships and Donations – Have logos ready to upload to the website for the companies who are supporting us. Cathy suggested we add the corporate sponsorship information to the Stinger for families who own a business or know of business who would like to support us.
  - ii. Build to Thrive – Greg and directors working on Case for Support. CRM project and other items on hold for now.
- F. Secretary
  - i. Information storage (Dropbox) – Reviewed the Dropbox accounts again and there is a lot of data in there. It would be much easier to reorganize the data once we setup a business/organization Dropbox account, add all position data into the same account, and start fresh with the organizing and permissions. Christina recommends we put that on hold until next year when we have room in the budget to upgrade the account.
  - ii. Band Directory – Waiting for Charms data to be fully populated; hoping to have it completed before the first football game. Kim and Michael M. are still working to get parent information and email addresses.
- G. Director of Communications

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- i. Media Team – Still looking for a lead media person. In the interim, Mary Jane has been attending events and handling photography. Cathy and Mary Jane have come up with a system for posting to ensure posts are not competing with each other.
- ii. Website – Been working on cleaning up and refreshing the site.

### **6. Committee Reports**

### **7. Old Business**

### **8. New Business**

1. Michael M. said Touchdown Club would like to use the visitor concession stand since we decided to not open it this fall. There was a discussion to clean it out, logistics and put things in storage all by Friday. Friday will be tough as we need more time. Plus we need to identify space to store the frozen items. Michael M. and Mike L. to check on the storage at the RHS cafeteria, take photos & do a nice hand off. They will come back to us.
2. Michael M. stated to direct to him members who are interested in a position on the Executive Board. Had a discussion. We also confirmed the nomination process itself. As per the Constitution & Bylaws a Nominating Committee is formed in November, they build a slate and then members vote on the proposed slate at an election in December.

**Adjournment** Michael D. (8:14pm) Motion by Jane Sowden, 2<sup>nd</sup> by Chris Lewis

**Next RHSBBA Executive Board Meetings: Wed 10/14 7:00pm, Wed 11/11**