

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	August 10, 2021
Type of meeting	Status, Review & Discussion	Time	7:00 pm US ET
Attendees	Greg Freeman (meeting co-chair), Jane Sowden (meeting co-chair), Josh Roberts and John Renfroe (Co-Directors of Bands), Craig Baughn, Christina Knutson, Karen Beadles, Stuart Dougherty, DaySha Gibson, Josh Knutson, Cathy Kramer, Charles Beadles, Jennifer Ross, Rob Ross		
Absent	Aimee Christian, Chris Lewis	Venue	RHS Band Room

AGENDA

Meeting Objective: Executive Board meeting, open for general membership (all parents and students) to attend.

1. **Call to Order** 7:03pm Greg Freeman
2. **Roll Call**
3. **Minutes from July EB Meeting**
 - i. Approved. Working to get previous months' minutes online
4. **Band Director's Report, Updates and Upcoming Calendar**
 - i. Band camp report – Band camp was great; the facility was amazing, the staff was great and very hands on, and we would consider using again. We had some transportation issues with the school buses and should consider charter buses next time. Also consider staying longer as 3 days felt too short with 2 full days of travel.
 - ii. Update on fall show preparation – going well and on track. Practices are going well, we hope to be in the stadium on some Thursdays. After construction is completed, we might be able to park the trailer there to make it even easier.
 - iii. Meet the Hornets night – very positive experience and fun night; we felt it was impactful to the kids and community.
 - iv. Charms calendar – Mr. Roberts updated through December; all events should be accounted for but there may be changes along the way. Adding a Veterans Day concert with Wind Ensemble where we will work to gather lists of veterans in the community, collaborate with orchestra and choir and coordinate an event. Discussion about whether or not to participate into Youth Day Parade – will investigate.
 - v. Booster meetings – Directors suggest we do some upcoming meetings virtually and live stream for the membership.
 - vi. Directors would like to consider bringing in section coaches to come in and provided specialized instruction on instruments to help take the students to the next level.

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- vii. Band pictures – Going to do the group picture and senior photos at 5:30 on Thursday with Maura Roberts so we can make it into the football media program. Then she'll come back and do individual pictures. Those who have already paid for an individual Senior ad photo will get those done on Thursday as well.
- viii. Social Media – The directors want to be notified and approve all posts before they are put onto Facebook. The RHS athletic director has specified that all coaches and directors be responsible for their organizational social media accounts.

5. Officer Reports

a. Presidents

- i. Report on band camp experience, satisfaction with new directors – Band camp was a great experience, very happy with new directors.
- ii. Band camp savings. ~\$7,000 saved by using school buses. Facility fee \$16,790 vs. \$42,000 budgeted.
 - 1. The board felt the cost of the charter buses was too much based on the number of students attending and decided to go with school buses instead. In hindsight, we will go with charter buses going forward.
- iii. Working on securing a trucker driver for fall events. On the Tuesday before band camp, we were contacted by the truck company that they did not have a truck available for the trip, which we have learned from talking to other high schools that this is apparently normal for that industry. Milton HS guidance is to book two different trucks and cancel one last minute. Mr. Renfro had a friend who works for a trucking company, and we were able to arrange for him to take the trailer down for band camp. The presidents are working to see if we can use the same driver and trucking company for the entire fall season.
- iv. Chaperone expectations – there was an incident with a chaperone on the band camp trip. Should anyone need additional details, contact the presidents directly.

b. VP, Logistics

- i. After next Tuesday's practice, going to have a meeting work out logistics, discuss safety and expectations.
- ii. Need to determine logistics of getting pit instruments down to the field with the pit students marching into the stadium with battery instruments, and how many pit crew volunteers will be needed.
- iii. Craig planning to work with teams to strategize on loading the trailer smoothly and safely and make a few modifications to the trailer.
- iv. Craig suggests we continue using Carl Black's offer to provide a truck for us to use to pull the trailer for events.
- v. Need to get together a group of people to build props and ramps needed to transport equipment over curbs to get to the practice field. Suggestion to recruit theater kids as well.
- vi. Trailer gets very hot when kids are loading equipment, so we've acquired a big fan to help circulate air and cool it down. Best to keep the trailer under shade when we can.
- vii. Replaced several items that were missing or neglected, batteries, microphone, metronome, etc.

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- c. VP, Support Services
 - i. Status of marching season volunteer slots – slow trickle of volunteers so far. Quite a few bakers have signed up. Greg mentioned people tend to sign up the week of the event. Need to do a big push next week for volunteers. Possibly utilize the beta club to help with concessions but need adults to oversee.
 - ii. Home game meals for students – budgeted already, decision made to have students stay after school on Fridays of home games and provide them with meals. DaySha to work with local restaurants to determine catering. Determine communication of food preferences and allergies. Third quarter meal packages will still be available for purchase.
 - iii. Discussion about coordinating chaperones at games and providing reporting times. Chaperones go in with the band and do not need a ticket to the game.
 - 1. We have a large number of volunteer polos available; Jane will work with Stuart to get them to chaperones and pit crew as needed.
 - 2. Christina suggests a section in the next Stinger outlining the volunteer positions for the games, what time to report to the school, and who is the POC.
 - iv. Concessions
 - 1. Jennifer and Rob Ross taking over running home game concessions – went over concessions logistics and details.
 - 2. Determine how to allow band parents to go to the visitor concessions to purchase food.
- d. Treasurer
 - i. ABSENT
 - ii. We will need a new treasurer for the next calendar year and should start reaching out now for candidates so there will be plenty of transition time.
 - iii. Aimee working on getting a Sam’s Club card charged to the booster club to use for concessions.
- e. VP, Fundraising
 - i. Had some conversations with the new leadership about a fundraising strategy. Decided to try to run fundraising from Jan-Jan to give us more time to get Corp sponsors and banners printed. Brainstorming on getting more parents and kids involved. Planning a meeting with Dr. Shaw to discuss banner logistics and determine what we can do to drive sponsorship.
 - ii. Extravabanza – will be in November this year (November 13th)
 - iii. Heard that we possibly had sponsors signed up last year to have their names put on the back of T-shirts for this year, need to determine if we have any obligation to add them this year. DaySha will check with Anne-Marie Canty and Michael Dal Cerro.
- f. Secretary

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- i. Christina Knutson has stepped in as secretary for the remainder of the year.
 - ii. Need access to email and move meeting agenda notes from old website to current website
 - iii. Discussion about reactivating DirectorySpot subscription and rebuilding the directory for ease of accessing student and parent data through an app during marching band events.
 - g. Director of Communications
 - i. Discussion about getting everything into Charms to have a one stop shop for info and materials and determining how to close the Membership Tool Kit.
 - 1. Aimee looking into Spirit store options.
 - ii. Will continue to publish the Stinger weekly and publish volunteer and other band info. Include spotlights on volunteer positions and possibly add sponsor info.
 - iii. New media chair – Joshua Knutson to coordinate photographers and videographers.
 - iv. Need login access to the Youtube channel. Josh will reach out to Mr. Moon.
 - v. Discussion about social media posting – which applications to use, the approval process and posting logistics.
- 6. Old Business**
- 7. New Business**
- 8. Adjournment** 8:45pm – Greg Freeman

Next RHSBBA Meeting: Tuesday, September 14, 2021
