

Roswell High School Band Booster Association

MEETING AGENDA & MINUTES

Meeting	RHSBBA Executive Meeting	Date	November 16, 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 (Director and Assistant Director of Bands), Craig Baughn, Tom Brown, Christina Knutson, Karen Beadles, Stuart Dougherty, Jennifer Ross, Kelly Evers, Lynn Fagan		
Absent	Aimee Reichman Christian, DaySha Gibson	Venue	Zoom Meeting https://zoom.us/j/91826109868?pwd=cFNyYVZzdDRHcW5obERrMW9GUUQrQT09 Meeting ID: 918 2610 9868 Passcode: gMkK67

AGENDA

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

1. **Call to Order** 7:02pm Greg Freeman
2. **Roll Call**
3. **Minutes from October EB Meeting**
 - a. Approved and posted online
4. **Band Director's Report, Updates and Upcoming Calendar**
 - a. Post-season game plans – We take these week by week since we don't know when we'll be attending the next game. They are hard to plan for but we do our best. There will be no halftime show this Friday due to attendance issues and the difficulty/expense in getting a truck driver. If we make it to next weeks game, since we are friends with the Grayson High School director, we'll probably do a combined halftime show with their band.
 - b. Rehearsal this Thursday – Marcus Hawkins is going to bring his production equipment and take a good recording of the show.
 - c. LGPE – We registered our 3 bands today and are all set to attend. It occurs in March.
 - d. The directors thanked the board for their support for the Veteran's Day concert last week, it was a really special evening.
 - e. Last Tuesday we were able to play at Elkins Middle School and it was an incredible experience and meant a lot to the 6th graders.
5. **Officer Reports**
 - a. **Presidents**

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- i. Nominating committee – We have a full committee comprised of Jane Sowden, Barbie Snell, and Charlie Beadles. Tentative plans made for the committee and the directors to meet Friday before the game. Jane wanted to clarify the bylaws since we have a lot of husband/wife volunteers this year. To clarify, we can have a husband/wife team co-chair a position but can't have a husband and wife chair two separate positions at the same time. Unofficially, Tom Brown and Kelly Evers are interested in being Co-Presidents, VP of Logistics - Craig Baughn and Lou Roselli, VP of Fundraising - Lynn Fagan and possibly Barbi Snell as a Co-VP (she will have to be removed from the nominating committee if so). Stuart and Karen are returning to their positions. Stephanie Taylor is no longer interested in the Secretary position because her 8th grader will not be joining band, so we still need someone for Secretary and Treasurer. Jane has a list of people who she is going to suggest for board or chair positions. Discussion about finding good assistants for the Treasurer position and having more visibility into the financials and simplifying them for everyone to help manage.
 - ii. Quorum for nominations - According to our bylaws, we have to announce the nominating committee (now), publicize the nominees before the December meeting, and hold a vote during the December meeting. We can do this during the executive board meeting because we invite all members of the band – no need for a separate general meeting.
 - iii. Volunteer guidebook – Greg updated the guidebook and provided it to Stuart to make available to parents.
 - iv. First aid/chaperone review – We held a session before last week's game that went well. Kelly Evers has agreed to be the lead chaperone for next year. We need to schedule a first aid class in the spring for the most regular chaperones.
 - v. Third quarter meals during playoffs - There were some concerns from last Friday's game about a handful of students who thought they had third quarter meals being turned away with no food because they were not on the list. Both Tom and Jennifer talked about the difficult logistics in managing concessions and determining how much food to purchase vs. the timing of third quarter meal confirmations and we did some brainstorming on how to make the process easier. We will continue to discuss the situation outside of the meeting but will find a way to ensure students are not turned away from the third quarter meal line with no food. Tom mentioned that a CRM system would come in handy to help manage this type of situation.
- b. VP, Logistics**
- i. Status of campus ramp and lighting – Dr. Shaw said the ramp and the lighting were not included in the construction plans but that they would revisit it once the construction was completed.
 - ii. Truck ramps – Waiting until the end of the season to look into this more. Craig has talked to a metal fabrication guy to get some info on that. Tom has looked into purchasing some but hasn't found a deal for the right size ramps.
 - iii. Craig suggests an end of season skate party for the band in January; he will coordinate.

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c. VP, Support Services

- i. Volunteers needs for Friday– We will not need pit crew for this Friday’s game but we only have one chaperone so far. Craig or Tom will pull the small trailer for the larger instruments.
- ii. Upcoming events – Discussions about upcoming events and possible volunteer needs.

d. Treasurer

- i. No updates

e. VP, Fundraising (Absent)

- i. No update on fundraising initiatives
- ii. MARCH – Per Jane, Lynn Fagan is ready to help start the planning process for this and will work with Tom.

f. Secretary

- i. No updates

g. Director of Communications

- i. **Stinger** – Do we need to put in the Stinger some of the additional positions that need to be filled, such as Media Chair? Per Jane, generally we just try to fill the board positions first and then those people help recruit the various chairs in their area. Lynn confirmed that Will Fagan is willing to step into the Media Chair position.

6. Old Business

7. New Business

8. Adjournment 7:59pm Greg Freeman

Next RHSBBA Meeting: Tuesday, December14, 2021 – RHS Band Room