

**SHS BAND PARENT ASSOCIATION
BOARD MEETING MINUTES
August 10, 2010**

President Scott Smith called the meeting to order at 6:30 p.m.

Members in attendance were:

P.L. Malcolm – Director
Scott Smith – President
David Darby – President Elect
Cherie Heckford– Secretary
Sallie Clark – Accounts Payable Treasurer
Shelly Coker – Accounts Receivable Treasurer
Chris Carrol – 9th Grade Rep.
Leslie McGilvray – 9th Grade Rep.
Kiera Guarino – 12th Grade Rep.
Kathy Galvin – 10th Grade Rep.
Kevin Fletcher, Webtech
Rich McGilvray, Spiritwear
Dave Brendle, Photos
Dan Halvorsen, Equipment
Steve Parrish

Scott Smith made opening remarks, stating he would like to keep the meetings short. In order to do so, we need to have less conversation. A person wishing to speak needs to be recognized by the chair, otherwise they will be out of order. His intention is to keep the meeting to an hour.

Another way to make these meetings more efficient is to handle committee matters at the committee levels, then present their plans to the Board for matters which need to be decided by a vote. His opinion is that as long as the board is not exposed to a financial obligation, the specific committees should be free to make decisions on their needs and plans. He recommends each committee take five minutes for their presentations. If your presentation is short, there will be time for questions. If the presentation is long, there will be no time for questions.

Scott presented a draft budget. He asked that the Board study the draft and be ready to vote at the next meeting.

The first order of business is a review of the previous meeting minutes. He asked that a motion be made via e-mail to accept the minutes and the prior meeting minutes be voted on by e-mail.

Next topic is committee reports.

Directors' Report: By Mr Malcolm. Mr. Malcolm and Ms. Newhouse thanked the members of the Board before Ms. Newhouse needed to leave for a prior commitment. He passed out for the Treasurers lists of the current students with their basic information. He indicated there were 201 students attending Band Camp, but questioned if there were really that many. There were other students who did not attend Band Camp, but they have been confirmed as students. There were several others who were an open question as to whether they are actually in a band class at this time.

He passed out a current band calendar and explained its format. He indicated it is his job to let the Board know what is going on, past, present and future, in general, not in great detail. He explained the plan is to update this band calendar quarterly and it will be posted on the Band website.

He talked about the Band Camp and Drum Major Camp. Talked about bringing in a guest motivational speaker regarding cultural traditions and strategies of working together in groups and organizations. He stated our leadership was adequately trained and went into Band Camp motivated. He explained that our student leaders are given a lot of responsibility, which is why the Band doesn't have a huge staff or huge fees – it comes down to the students. He thanked all the parents who assisted with Band Camp.

He talked about the Florida State Leadership Camp which our Drum Majors attended. He explained this is an expense we put into our band budget. They go to Florida State for a week, work on leadership and conducting and working as a team. They did an outstanding job and at the end of the week our Drum Majors were one of three groups selected out of 300 people – it was a great honor.

He explained that one of our biggest challenges is communicating with our parents and urged everyone to utilize the Band website. He talked about the two different versions of calendar that are available. He also encouraged the Board members to contribute to the website.

Treasurers: Sallie Clark passed out financial reports. She explained that she would like to change the format to include the budget. Net income in the general account as of August 10, 2010, is \$31,236.33. The income for the trip account between July 1, 2010, and August 10, 2010, is \$4,548.00. The balance in the trip account is \$59,932.38.

Sallie explained that she has had parents come up to her asking why their checks have not been cashed. She explained that if we get checks for fundraisers we have to cash them right away, especially when we are dealing with selling a product. There is less likelihood of them bouncing if they are deposited immediately.

Shelly Coker asked that deposits be clearly marked. She has received envelopes with cash inside and nothing to identify what it is for or for whom it was collected. She needs to be able to match the deposits to the student or event.

Sallie explained that if people need reimbursement for things, she needs to have

receipts. Dave Darby suggested that if people are collecting checks for fundraising and need to keep the information, they could make a copy of the check and then put the actual check into the safe.

Scott Smith gave the Student Account report in Michele Wawoe's absence. He explained a philosophy change in the word "scholarship" vs. "financial aid." There will be a scholarship program rolling out next year funded by alumni. There are three requests this year for financial aid, which is down from ten last year. This year Michele did a really good job of getting everyone to commit to some type of a payment plan, that's the good news, the bad news is there are 35 people on payment plans.

Web Site: Kevin Fletcher spoke about the web site. He explained that if a committee member sends Kevin information to be put onto the web site, he will update the website and reply to that committee member that it has been done. Generally he only sends periodic updates to the Board members, not to all the committee members. He also explained he will begin using Google calendar on the website, which will give him more flexibility and options. He explained that he has added more spots where people can subscribe to the Band website. He has seen an increase in activity with this change.

He explained he considers himself a web publisher – not an editor or writer. He asks that whatever we want to put on the web site we submit to him as it should appear on the web site, formatted accordingly, with all information included. Further, he asked to have the information a week prior to when it needs to appear on the web site. If there is an emergency, he will deal with them, but generally he would like the week lead time.

He was asked how many new subscribers are on the site since he made the change. He indicated 6-10 people (in the last week and a half), rather than the prior rate of 1 a month.

He then explained how the e-mails he has set up on the web site for Board and Committee members are forwarded to the person's personal e-mail account.

Chaperone Coordinator: Leslie McGilvray said there would be a chaperone meeting on August 18 at 6:30 p.m. Scott discussed that we have the main concession at every home game. He explained that Mr. Beasley was trying to spread out all the concessions to different groups and we may get more concessions as the year proceeds.

Cherie Heckford suggested Leslie get with Kevin to learn how to send out the e-mail blasts she needs to get volunteers for the games and other events.

Leslie asked if things could be set out a month ahead of time. Kevin indicated that there was no problem with that, except times change from week to week, and Kiera suggested we might suffer from people forgetting they signed up and not showing up at the end of the month.

Uniforms: Kiera asked where the registration night forms were located where parents indicated out what their interest would be in helping the band. Scott indicated he would get those sheets. Kiera said there are quite a few uniforms that need hemmed and buttons sewed on, any help would be much appreciated. She also indicated that we need new gloves. Ordering drum major uniforms was discussed.

Dave Darby asked how many uniforms we have and Mr. Malcolm indicated roughly 222. A discussion will be necessary about ordering more jackets at some point.

Spirit Wear: Rich McGilvray talked about putting together a first order to get things started before the first game. He asked for information about when he can sell at school related functions and whether he would need volunteers. Mr. Malcolm clarified that we can't sell at pep rallies, but we can at lunch if we get permission.

He indicated he sold roughly \$1000 in merchandise between Band Camp and registration nights. We are down to bare minimum in merchandise, it's time to re-stock. One of the things requested the most at Band Camp was lanyards.

Mr. Malcolm stated that we should have priority over the athletic boosters as far as spirit wear.

A discussion was held about selling Kiera Malcolm's earrings in our spirit wear booth. They will be sold for \$10, with \$5 going back to Kiera.

Mr. Malcolm talked about how traditionally the band has created a themed shirt for our half-time show. The shirts are generally pretty popular and non-band students have asked if they could purchase them. In the past the answer was always no. However, in the past couple of years he has been getting more and more pressure from the Dazzlers that they would like to buy the band shirts as well as our band kids. He feels it is not a bad idea, we can make some money off of it, and he's okay as long as it is limited to the Dazzlers. This would be a bonding thing for the Pride of the Tribe. He asked for input from the Board. The idea was received positive feedback. This was put into a motion by Mr. Malcolm, seconded by Cherie. Cost was discussed. The cost of the shirt is \$7, Mr. Malcolm wants to sell them for \$10.00. Mr. Malcolm indicated that if it is okay with the Band Council, he would move forward with it. Contingent upon the Band Council's approval, the motion passed unanimously.

Lastly, Mr. Malcolm talked about the umbrellas that were ordered last school year. They were shipped from China on August 3; they should be here by the first home game. We ordered both traditional and golf umbrellas. A discussion was held about them being available for the golf tournament. Dave Darby made a motion that the umbrellas fall outside the Spiritwear budget so that Spiritwear doesn't have to worry about a chunk of money being taken from its budget at the start of football season. Seconded by (couldn't hear). Motion passed unanimously.

A discussion was held about the band canopy having been destroyed.

Dave asked for a complete accounting of Spiritwear, attaching a value for old merchandise that has been around for a while. Rich indicated he would do that. Dave would like to see this by the end of August.

Dave asked about the cost involved in snowcones. Cherie responded that the syrup costs \$7.99 a gallon, the pumps about \$2.00. He wanted to know the value of what is remaining, which is in the large band closet.

There was discussion about the letterman jackets and finding another vendor for them. There was also discussion about broadening our pool of purchasers. They are a special order item. Mr. Malcolm indicated the lead time to get a jacket will be 6-8 weeks. If you want a jacket by December, it needs to be ordered by mid-October.

Fundraising: Yamilet sent her report in. Kathy Galvin spoke about fundraising. She spoke about making money on the Spring concert; she spoke about a spaghetti dinner at the Winter concert; another trip drawing during football season; snowcones; cookie dough; Christmas trees; concessions; perhaps another gold party; maybe a dinner night after a football game at Steak n Shake or Smokey Bones; Cookbooks; Concert in the Park; the Golf Tournament; the Jazz Chiefs at the Heathrow/Lake Mary Arts Festival the first weekend in November; and other ideas that are being discussed.

Photo/Video: Dave Brendle reported that we have a really great team. He is really excited, we have a professional film maker, a professional portrait photographer. He has had good responses from parents about the pictures from band camp. He plans to follow the same agenda as last year.

Dave Darby asked if we know if we owe DVDs to anyone. No clear answer. Dave Brendle explained his committee is already identifying the seniors, they want to do senior photos, glamour shots, and band stand photos.

Events: Scott Smith talked about Band Camp, stating that it was great. He indicated he needs someone to train. He said that Cheryl Parker will do food again next year.

There was discussion about putting together a CD of Seminole spirit songs.

Equipment: The destroyed canopy was discussed and it was decided we need a new one. Leslie suggested we get the same size so we would have two "canopies" to use in case one was wet or something.

Dan indicated that he needs four volunteers for equipment at each game.

London: Dave Darby indicated a spreadsheet was needed. It was discussed that a spreadsheet already exists. Sallie stated that everyone needed to make sure payments were to a “trip” account – it doesn’t necessarily have to be for London. A discussion was held that we need to hold a mandatory London meeting. A motion was made, seconded by Dan Halvorsen, that the London meeting be scheduled for Thursday, August 12th, at 6:00. It passed unanimously. We already have a general meeting scheduled for the 19th at 6.

Mr. Malcolm described his inspection tour this summer and was more excited than ever about taking the band to London.

New Business:

- * Budget – Scott reported that he needs approval after the budget is reviewed by the Board, by e-mail, over the next couple of weeks. We will vote at the next meeting.
- * Snow cones – a discussion was held about paying parent volunteers for snow cone duty at the end of the school days. Cherie made a motion that parent volunteers will get a credit of \$10 for each in-school snow cone session worked and the parent will designate whether that credit goes toward a trip account or dues account. This only applies to snow cone sold at school during school dismissal. If an account is not designated, the credit will automatically apply to dues. Dave Darby seconded the motion and it passed unanimously.
- * A Spring trip was discussed, but it may prove too much after our football season and the London trip.
- * Newsletter – Scott advised that Jane Carlton has volunteered to do our newsletter.

Scott Smith thanked everyone for their commitment and expressed his opinion that it will be a great year. The next meeting will be held on Tuesday, September 14. A motion was made to adjourn, seconded by Cherie, and unanimously passed.