

# MINUTES – SEMINOLE HIGH SCHOOL BAND PARENT ASSOCIATION BOARD MEETING

September 8<sup>th</sup>, 2009

ATTENDING:	P.L. Malcolm	Director
	Andrea Newhouse	Director
	Cherie Heckford	President
	Scott Smith	Vise President
	Marcie Jones	Treasurer – Account Receivables
	David Darby	Secretary
	Kevin Fletcher	Web Master
	Penny Fletcher	Photo / Video Chair
	Aurora Reyes	Chaperone Coordinator
	Jerry Thorpe	Equipment Chair
	Mary Trego	Spirit Wear Chair
	Terry Sisaleumsak	Fundraising Chair
	Sherri Quest	12 <sup>th</sup> Grade Rep.
	Sue Moynihan	
	Joe Heckford	
	Kathy Galvin	
	Dan Halvorsen	

Cherie Heckford opened the meeting at 6:41 p.m. She welcomed everyone back for a new year and David Darby was welcomed as the new Secretary. Cherie announced that the Oviedo Band Director sent a thank you to the band for the hospitality they received during the football game in the previous week.

P.L. Malcolm then spoke about some of the new developments in the band room.

He explained some of the new equipment that has been installed recently. Several new speakers were installed in the main room, including a speaker and cabinet unit that was installed in front of the office. Band Directors desks are now in place and these are very solid units. Bulletin boards and vertical cabinets in the office have also been installed. Mr. Malcolm expressed how pleased he is with the new equipment. He mentioned that there are some microphones that he would like to replace by the fall, because they are just not putting out the sound that he is looking for.

Band calendars were passed around the table and several changes were announced by Andrea Newhouse:

Addition	September 12 <sup>th</sup> – FSU Band Day
Change	September 19 <sup>th</sup> – FBA All-State Auditions – Deltona
Change	October 16 <sup>th</sup> – Football away game – Spruce Creek (Pep Band Only)
Remove	October 24 <sup>th</sup> – Seminole County Marching Festival

David Darby and Marcie Jones asked why the Festival was removed from the Calendar.

P.L. Malcolm explained that the Seminole County Marching Festival was removed from the budget by the principals of the schools in Seminole County. The cost of the event includes lights, security, buses and other miscellaneous expenses. The announcement that the Festival was canceled was too late for any chance of negotiating the decision. Several people asked if Seminole High School could sponsor the event, but it would require mandatory participation by all seven schools in the county. Some of the band directors do not want to be in that position. Marcie Jones asked how soon we should begin rallying to get the Band Festival back. Ms. Newhouse responded that the day after the decision was made is when we should have begun rallying to get it back.

It was determined that Mr. Walt Griffin and Dede Schaffner are the best people to contact in order to voice our concerns about the removal of the Seminole County Marching Festival from the budget.

P.L. Malcolm requested that we hire two clinicians. Steve Joelson was amazing this summer and he wrote all of the percussion music.

Terry Sisaleumsak motioned to pay Mr. Joelson \$500.00 for his services during the summer. The motion was seconded by Scott Smith. All in attendance agreed.

Victor Hernandez will be paid \$3,500.00 for his services during band camp, four months in the fall and four months in the spring.

The pay schedule for Victor is listed below:

\$500 / each month due at the 1<sup>st</sup> of the following month  
Fall (August, September, October, and November)

\$500 for Band Camp now due

\$250 / each month due at the 1<sup>st</sup> of the following month  
Spring (February, March, April, May)

August meeting minutes: the previous meeting minutes were discussed. Terry Sisaleumsak motioned to accept the minutes. Scott Smith seconded the motion and all agreed.

Treasurer's Report: Marcie Jones passed out financials to the board members present. She explained that some of the expenses for the month of August included spirit wear, a snow cone machine, locks, instrument rental and other general expenses. David motioned to accept the Treasurer's Report. Penny seconded the motion and all agreed.

A motion was made that P.L. Malcolm and Michele Wawoe will determine how many students will receive scholarships. The motion was seconded and all agreed.

Mr. Malcolm requested that we appoint one of the board members to help new band parents become aware of how the band and the band parent association operate. Cherie Heckford volunteered to fill this position.

Photo / Video Report: Penny explained that there are (5) crew members that need passes to the games. It was determined that photo committee badges can be issued to the photographers. Mr. Malcolm also stated that he and Ms. Newhouse can also assist if photographers need access to specific areas of the stadium.

Penny stated that she would like to take another group photo of the band that will include the drum majors. Mr. Malcolm suggested that red dots be placed in the stands to assist getting the students positioned properly for a group picture. Mary Trego volunteered to assist Mr. Malcolm with getting this done. A motion was made to accept the Photo/Video Report, seconded and all agreed.

Fundraising Report: Terry Sisaleumsak made the suggestion that we offer a delivery service in addition to Christmas tree and wreath sales this year. She proposed that we charge \$10.00 per delivery. The trees are usually delivered either the Tuesday or Wednesday after Thanksgiving.

David Darby made a motion to identify a driver list (volunteers to deliver trees and wreaths) by the next BPA meeting (Oct. 13<sup>th</sup>). Based on whether enough volunteer drivers are listed to adequately deliver the trees on the same day they are delivered, a decision will be made as to whether we will offer this additional service. This decision will be made at the Oct. 13<sup>th</sup> meeting. The motion was seconded by Joe Heckford and all agreed.

Sue Moynihan reported that she has a check for one banner purchase and a card ad. She said that checks are in the mail for additional banner ads. Sue requested that she be informed as payments are received. This will help her identify any purchases that require follow-up invoicing.

Sue announced that the Gourmet Delights fund raiser will begin Monday, September 14<sup>th</sup>. The deadline for all orders will be Friday, October 2<sup>nd</sup>.

Cherie Heckford asked Kevin Fletcher to post the Gourmet Delights brochure and order form on the SHS band website. Kevin agreed to take care of it and asked Terry to check and see if a digital brochure is available on their website.

It was determined that all orders must be cash or check, because of the additional cost and security issues related to paying with credit via the internet.

Acceptance of fundraising report was motioned, seconded and approved.

Chaperone Report: Aurora Reyes reported that we have been doing better. Everyone had drinks. The band will be attending all away games this season. However, only a pep band will be attending the Spruce Creek game. Aurora had to leave after her report was delivered and asked that any questions or comments be sent to her via email.

Acceptance of chaperone report was motioned, seconded and approved.

Web Report: Kevin Fletcher reported that we are now sending out web blasts to subscribers. We currently have about 280 emails on our list. He also stated that we are limited as to how many broadcasts we can send because we are limited to 3,000 emails per month.

We can now set up a secured sector of the website for band members and parents only. It will be best to start with one common username and password. As the need arises we can add additional user names and passwords.

He also explained that Commission Junction is something that was set up at the beginning of the year. Initially it was to advertise for JourneyEd. However, we can add other advertisers – as I have done with MyMMS.com. Commission Junction will wait until we accumulate \$100.00 in advertising and then send us check.

Kevin also expressed that he felt it would be useful to put pictures next to the contacts on the website. This will help anyone that visits our site identify a face with a name.

Acceptance of web report was motioned, seconded and approved.

Spirit Wear Report: Mary Trego reported that the initial money spent for spirit wear this season has been recouped. She also informed the board that she will be selling spirit wear in the lunchroom during the coming weeks. However, Mr. McCants' (assistant principal of Seminole High) approval is required before this can happen.

Mary also shared that the embroidery company is willing to put SHS logos on any clothing items for \$5.00 each. This may open the door to additional fundraising opportunities. We may be able to charge \$10.00 for having clothing items embroidered after only having to pay \$5.00. She also asked if we should offer SHS hats to our spirit wear collection. The consensus of the board was that there is definitely a demand for hats. It was suggested to Mary that she purchase (50) hats and then see how many sell.

Acceptance of spirit wear report was motioned, seconded and approved.

London Trip: Scott Smith passed out a statistical chart that reflected the results of the survey taken at the orientation meeting at the beginning of the school year. After explaining the results displayed on the chart in detail, Scott explained that he felt approximately (50) people would likely sign up and participate on this trip if at least \$1,500 was provided for assistance.

After several opinions were shared, some expressing reservations, and others expressing encouragement, P.L. Malcolm promoted that we should embrace the opportunity to continue to improve. When he started as band director, no trips were included in the program. When he introduced the idea of an out-of-state trip, it seemed impossible. Mr. Malcolm expressed that we need to grow as a band and our trips need to grow as well.

Marci Jones motioned that we collect a \$100 refundable deposit from each person that would be interested in participating in this trip in order to see how many people are interested. David Darby added to the motion that we put together a fundraising proposal for how we can raise the required assistance to make the trip a success. Kathy Galvin was asked if she would help by putting together some fundraising ideas that would allow us to raise the necessary funds. The motion was seconded and all agreed.

It was also decided that a final decision will be made as to whether we will move forward with this trip, at the board meeting on Tuesday, October 13<sup>th</sup>.

UCF fundraising: Scott Smith reported that several band parents attended UCF fundraising training. His observation was that everyone who participated in working the UCF fundraisers last year was very enthusiastic about coming back. From what he could determine, it looks like a good time, but it will be a solid 5 – 6 hours of hard work. He also explained that we will need support when the opportunity arises. Everyone was in agreement that this appears to be a very good opportunity for the BPA.

Sales Tax Issue: The question arose, can we pay sales tax when we purchase spirit wear, so that we don't have to pay tax when we sell it. The answer is no. Sherri Quest explained that we would still have to collect and pay sales tax for the items that we sell. That practice applies to construction companies and the like. It does not apply to our situation.

Plume Cases: Scott Smith said that the new plumes are too large for the old plume boxes. The old plume boxes are also falling apart. We may need to replace them with more adequate plume boxes.

Water Bottles: Scott Smith mentioned to P.L. Malcolm that some of the students complained about the water bottles being too small. Mr. Malcolm explained that if we pass out too large of water bottles, that there is a problem with the students having to take too many bathroom breaks. He said that unless we start having hotter weather we should continue to supply the same size water bottles.

First Aid Kit: It was mentioned that the First Aid Kit was difficult during the last game. Cherie Heckford said she will make sure that she knows who has the First Aid Kit and where they are sitting during future games.

Next Meeting: The next board meeting will be held on Tuesday, October 13<sup>th</sup>, at 6:30 p.m. in the band room at Seminole High School.