



June 10, 2014

Monthly Band Parent Meeting Minutes

Call to Order: The meeting was called to order by Mike J at 6:33 PM. There was a quorum present.

Director's Report: Mr. Malcolm

Students have been coming in a few at a time to assist the Directors with paperwork and preparing for next school year. Mr. Malcolm is working on a list of items that are needed and he will forward that to the Treasurers. He was pleased with the "Bandquet". The first summer rehearsal was a big success. 170 students came to the rehearsal. Mr. Malcolm posted the Leadership list. Students are aware of their positions and already starting to work

Treasurer's Report:

- General Account: \$48,413.34
- Trip account \$ 151,341.57
- Students owing dues down to \$1,200.00
- The new and improved check request form has been uploaded to the google drive and copies are available in the band office. All reimbursement requests MUST have a completed Check request form.

Attendees:

- Mike Johansmeyer
- Jen Polk
- Jill McAuley
- Chris Proudfoot
- Nicole Anderson
- Julie Stevens
- PL Malcolm
- Susan Sleboda
- Matt Polk
- Bob O'Brien
- Don Kratt
- Tina Doria
- Christine Broeker
- Betzy Cambrelen
- Lee Katker
- Dawne Hube
- Jill Alvarez
- Tom Kaldor

General Business: Motion to approve Minutes of May 2014 board meeting (Emailed to the board. No revisions were sent to the secretary. The minutes were posted to the Band website and google drive). Motion by Jill M. Seconded by Christine P. All present BPA members voted Aye. There being no objection, the motion is passed.

Mike reminded all committee members and working group leads to create their Policy and Procedure Manuals detailing job description and important information so that it serves as a manual for people transitioning into new BPA jobs.

Events – Matt Polk is working on a full list of the events for the 2014/2015 school year. He will provide it to the board so we can determine which events are considered "events", "fundraising", "chaperone" etc.

Hawaii Trip – No report.

Fundraising – Quarter Days are taking place all summer so students will continue to have plenty of opportunities to earn money for Band trips, dues, etc. Robin is working on getting prices for new and improved Quarter Day signs.

Equipment – No report.

Photo – No report.

Uniforms – No report.

Continuity – No report.

Website – (Don K) – In the process of updating the website with new Board Member contact information.

Chaperones – (Tom K) – He will be looking for volunteers for Registration Nights. Will send information to Susan to prepare an eblast by mid July to request volunteers.

Band Camp – No report. Heidi is away. Jen Polk mentioned that a volunteer is needed to act as Coordinator of Band Camp Meals.

Golf Tournament – Jill has started to prepare the documents. She is posting them to the google drive. An eblast will be going out this summer to get the students excited about earning money for their student accounts. (They will earn \$25 for each golfer signed up. They will earn \$100 for every foursome they sign up. They will earn money if they sign up hole sponsors.) There will be a golf meeting taking place in July. Donations will be needed for the Golf Tournament raffle.

Band Registration – Matt P. said there will be a walk through meeting on July 9th. Matt and Tom will be in the theater station. They will add a slide to their presentation about Quarter Days (what they are, what students can earn, where students and chaperones sign up, etc.) There was discussion that the Band room could be set up like an “Expo” area – instead of using the Atrium. The Atrium area could be decorated and we could have the band communications staff handing out complimentary coffee, home-made cookies, brownies, etc. The Expo area would be set up with tables for Quarter Days, Golf Tournament, Video or slideshow of the events and students, Photography request for volunteer table, etc.

Mike mentioned that we will need a budget set aside for the communications staff to handle the decorating and purchase of items for the Atrium area to make it look fun and inviting to the new and returning families. Mr. Malcolm will have RJ work with Joye Chang and the communications staff to prepare for this event.

Newsletter/Secretary – Susan will reach out to RJ and Joye (and the communications staff) to discuss the possible creation/assistance with a Band newsletter. She will reach out to Julie Stevens (Hospitality) to make plans to work with RJ and Joye to get a budget and prepare a work plan for the Atrium area.

New Business: Mike announced the transfer to the incoming BPA Board for the 2014/2015 school year led by Jen Polk as the President.

Next Meeting Date and Location: There will NOT be a July BPA meeting. The next BPA meeting is scheduled for August 12th in the SHS Band Room.

Adjournment: Motion to adjourn by Jill. Seconded by Bob. 7:27 PM.