

## SHS BPA BOARD MINUTES – March 10, 2015

**Call to Order:** The meeting was called to order by Jen Polk at 6:30 pm.

**Director's Report:** PL Malcolm, Andrea Newhouse

- Very busy time. SHS hosted the Jazz/solo ensemble. Big success. Mr. Malcolm thanked the BPA and the generous parents who made food and volunteered their time to help out. There were many positive comments made by judges and band directors that "SHS does it the best."
- We had students volunteer to help out at the Middle School MPA.
- The FBA Concert band MPA's were held last week. SHS earned straight superiors for all three bands. Mr. Malcolm is contemplating sending the top two bands to state. This is a big deal and a growing opportunity for the students and the directors. The Jazz Chiefs will be going to state. There are about 10-15 students/groups going to Solo/ensemble at state as well.
- There is so much going on. The Directors are getting ready for drum major auditions and leadership interviews.
- There is an incoming parent meeting on Thursday April 2<sup>nd</sup>.
- Mr. Malcolm passed around a packet explaining the possible band trip to Rome in 2016/2017 school year. It appears the cost will be about \$3500. The Directors want to start to get the word out to students as soon as possible so they can start saving money in their student accounts. The students will all need passports and that will take time too. The tour company would be the same one used for the London trip. (very organized and so much for the students to do). The cost of the trip covers airfare, breakfast, dinner, etc. It does not cover the bus ride to the airport (Orlando) or lunches each day. There will be more details to come.
- Mr. Malcolm recommended checking out the You Tube trailer for Marching Beyond Halftime.

**General Business:** Jen Polk

- Minutes from the February 2015 board meeting were emailed and available on the BPA website for review. No corrections were submitted, therefore the February 2015 Minutes are approved.
- Motion on the table by Susan Sleboda on behalf of the Nominations committee (Susan Sleboda, Lee Katker and Jill McAuley) to discuss and vote on an amendment to Article 14 of the SHSBPA Bylaws. Motion was seconded by Tom Kaldor.
- Proposal was made by Susan Sleboda to amend Article 14 as follows:



### **Attendees:**

- President, Jen Polk
- VP Finance, Don Kratt
- VP Events, Bob O'Brien
- Accts. Payable, Jill McAuley
- Secretary, Susan Sleboda
- Director, PL Malcolm
- Director, Andrea Newhouse
- Chaperones, Tom Kaldor
- Fundraising, Robin Kranz
- Media, Jill Alvarez
- Quarter Days, Lee Katker
- Cheryl Muldoon, parent

## **1) Proposal to amend Article 14,**

### **President**

This Article **currently reads** as follows:

“The President will preside at all meetings of the Association. The President will perform the duties described in these By-Laws and direct the business of this organization. He/She should coordinate the work of the Board and Committees of this Association and execute the resolutions of the Board. The President will present an update at General Meetings of the Association.”

The **proposed amendment would read** as follows:

### **President**

“The President will preside at all meetings of the Association. The President will perform the duties described in these By-Laws and direct the business of this organization. He/She should coordinate the work of the Board and Committees of this Association and execute the resolutions of the Board. The President will present an update at General Meetings of the Association. Consistent and open communication is required between the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President.”

## **2) Proposal to amend Article 14,**

### **1<sup>st</sup> Vice President/Treasurers**

This Article **currently reads** as follows:

“The 1<sup>ST</sup> Vice President will assist the President in his/her activities and will act as President in the temporary absence of the President. The Vice President will insure all Board Members are familiarized with the current By-Laws and parliamentary procedures. The 1<sup>st</sup> Vice President/Treasurer shall provide oversight to the Fundraising Committee Chair. 1<sup>st</sup> Vice President/Treasurer will serve as chair of the Finance Committee; which is responsible for financial oversight of the Association and will include the President, the Treasurer(s) and at least one (1) other Board Member.

Duties of the Finance Committee –

- Prepare and submit a budget for the coming fiscal year to the Association for approval
- Review the amount of dues at the end of each fiscal year and recommend changes if needed
- Review of the bank statement by a non-check writing committee member during monthly meetings
- Present a review of the guidelines and procedures for use of the Sales Tax Exemption at the beginning of each fiscal year

The **proposed amendment would read** as follows:

### **1<sup>st</sup> Vice President/Finance**

“The 1<sup>ST</sup> Vice President will assist the President in his/her activities and will act as President in the temporary absence of the President. The 1<sup>st</sup> Vice President will provide oversight and assistance to the Treasurers and the Fundraising Committee Chair. The 1<sup>st</sup> Vice President will insure all Board Members are familiarized with the current By-Laws and parliamentary procedures. 1<sup>st</sup> Vice President will serve as chair of the Finance Committee: which is responsible for financial oversight of the Association and will include the President and the Treasurers.

Duties of the Finance Committee –

- Prepare and submit a budget for the coming fiscal year to the Association for approval
- Review the amount of dues at the end of each fiscal year and recommend changes if needed
- Review of the bank statement by a non-check writing committee member during monthly meetings
- Present a review of the guidelines and procedures for use of the Sales Tax Exemption at the beginning of each fiscal year

Consistent and open communication is required between the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and their respective Committee Chairs.”

### **3) Proposal to amend Article 14,**

#### **Treasurer(s)**

This Article **currently reads** as a heading UNDER the 1<sup>st</sup> Vice President description. We propose to change it so Treasurer(s) will have their own heading as follows:

**Treasurer(s)** – (the wording that currently exists will remain in place at this time. There are changes that need to be made to these descriptions but that will be reviewed and proposed at another time.)

### **4) Proposal to amend Article 14,**

#### **2<sup>nd</sup> Vice President/Events**

This Article **currently reads** as follows:

“The 2<sup>nd</sup> Vice President shall assist in recommending and planning events and activities, and shall perform other duties as requested. The 2<sup>nd</sup> Vice President/Events shall provide oversight to the Uniform, Equipment, Chaperone, and Events Committee Chairs.”

The **proposed amendment would read** as follows:

#### **2<sup>nd</sup> Vice President/Operations:**

“The 2<sup>nd</sup> Vice President shall provide oversight and assistance to the Committee Chairs for Events, Uniforms, Equipment and Chaperones as well as perform other duties as requested by the President. Consistent and open communication is required between the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and their respective Committee Chairs.”

- The Amendments were discussed by board members who were present at the meeting. A quorum was present. A vote was taken on the proposed amendments to Article 14. There were ten votes YES and no votes against. The motion passed. Amendment to Article 14 was passed as proposed. Bylaws will be updated accordingly.

**Treasurer’s report:** Jill McAuley – The February BPA Account has \$52,581.88. The Trip Account has \$21,796.15. Profit of \$883.00 at Solo/Ensemble. The Bank has been purchased by Iberion Bank. Jill met with them. Routing numbers will change and she will get new checks once the name has changed over. Mr. Malcolm mentioned that they will need a charter bus to get the Jazz chiefs to state.

#### **Committee Reports:**

- Chaperones/volunteers (Tom) Solo/Ensemble went well. Plenty of volunteers. Tom added in volunteer hours for S&E and he is working on getting the hours posted from the Hawaii trip. Trip chaperones will be given 8 hours a day. Volunteers should be adding their hours in on their own (time spent at school as well as time spent at home working on BPA stuff.) Tom will need to arrange volunteers for Project Graduation where the Band gives away free snow cones to the seniors.
- Equipment: No report.
- Fundraising –

- a. (Robin K) – We made \$28 at the Pre-MPA concert. Robin will get started on planning and organizing baskets for the Spring Showcase concert. Bob O'Brien mentioned that 4 Rivers will give us 2 baskets to raffle off and we may want to approach the owner to see if he would give the band a grant or donation for the Rome trip. His company is a faith based company and the owner enjoys working with non-profit organizations.
  - b. Quarter Days (Lee K) – Having some difficulty getting students to sign up for the last couple of posted quarter days. We know there are students out there who need to pay off outstanding student debt so this is a good chance for them to earn funds to pay it off. The Directors will encourage those students (especially the seniors) with outstanding debt to sign up for upcoming quarter days. Seniors will not be able to walk for graduation if the debt is not cleared.
  - c. Cheryl Muldoon suggested a fundraiser called Penny Wars. The board agreed that this sounded like a fun and interactive way to raise money for the band program as well as the possible Rome trip. It is competitive and the students will really have fun with it.
- Events (Bob) Bob thanked everyone for stepping up and helping out at Solo/Ensemble when he was taken ill. He will start working on plans for the Spring Showcase concert as well as the Bandquet. He will check with Mr. Malcolm and Jen to see if there is anything he needs to plan for the April 2<sup>nd</sup> Incoming Parent Meeting. Also there is Project Graduation where the Band provides free snow cones to the seniors.
  - Photo/Video (Jill A) – Showed everyone a 16x20 group shot from Hawaii as a sample of the photos that Mr. Malcolm wants to hang around the Band room. Mr. Malcolm liked the size of the print. Walmart charged \$16 for the print. Susan spoke with Jill and mentioned that Sam's Club offers the prints at much cheaper prices. Susan will follow up with Jill and get her those prices.
  - Snow cones – Mr. Malcolm would like to see volunteers start up doing this again now that the weather is getting hot. The snow cones are a great way to make money for the Band program.

**Next Meeting Date and Location:** April 14th at 6:30 pm in the SHS Band room.

**Adjournment:** Jen Polk at 7:50 pm