



## SHS BPA BOARD MINUTES – May 10, 2016

**Call to Order:** The meeting was called to order by Pres. Jen Polk at 6:42 pm. Jen welcomed everyone and introductions were made by all those present.

### **Director's Report:**

- Mr. Malcolm discussed upcoming events – Bandquet on Friday. Ms Newhouse has almost all the awards and certificates ready to hand out. Journey Through Jazz scheduled for Friday May 20<sup>th</sup> at 7 pm. Free concert. Open to the public. The Jazz combos will be playing at a few senior events – Sr Awards, Gentlemen of Excellence, Idylwilde Elementary School graduation. The first summer marching band rehearsal is scheduled for Friday May 27<sup>th</sup> from 6:30-8:30 pm. Second summer rehearsal is scheduled in July. Mr. Malcolm and Ms. Newhouse were very pleased with the students and all their performances at the concerts this spring.
- Mr. Malcolm thanked Jen Polk for serving as the President of the BPA for the last two years. He thanked all the members of the board for their time and service to the band program and the students.

### ➤ **General Business:** Jen Polk

Minutes from the April 2016 board meeting were emailed and available on the BPA website for review. No corrections were submitted, therefore the April 2016 Minutes are approved.

### **Treasurer's report:** Jill McAuley

The Trip Account had \$24,871.03. The BPA Account had \$52,225.30. About 31 Students still owe band dues. There are still approx. \$5,274.19 in band dues outstanding. Students must pay their band dues otherwise they will not be able to attend Bandquet or walk at graduation. The board would like to carry \$15,000 - \$20,000 over to the next school year in preparation for Band Camp and SCMF expenses.

### **Committee Reports:**

- Fundraising (Christine Broeker – not present) Lee K spoke on her behalf. Showcase was a success. Christine worked with Lisa Allegra and a couple more parent volunteers to create the baskets and sell tickets that night. Jodie Shadron set up a Spirit Wear section and made \$478.00 in sales. The Fundraiser Baskets brought in \$640.00 and Admission tickets brought in \$1,331.00.
- Events (Dyneshia Cadman)
  - a. Brought her binder and information so she could meet with the incoming Events Chair – Marjorie Brown after the BPA meeting to start preparing for the next school year.

### **Attendees::**

- President, Jen Polk
- VP Finance, Lee Katker
- VP Operations, Bob O'Brien
- Accts. Payable, Jill McAuley
- Student Accounts, Julie Stevens
- Accts. Receivable, Jasmine Seeram-Owens
- Secretary, Susan Sleboda
- Director, PL Malcolm
- Director, Andrea Newhouse
- Spirit Wear, Jodie Shadron
- Media, Gena Bukur
- Events, Dyneshia Cadman
- Band Camp, Kari Kreichbaum, Jennifer O'Brien
- Marla Wolski, incoming Hospitality Chair
- Candice Vild, incoming Snow Cone Chair
- Marjorie Brown, incoming Events Chair
- Sandra Reddecliffe, parent

- b. Bob (VP Operations) discussed SCMF. It is currently scheduled for October 22nd at SHS. He will organize a planning meeting before the end of May.
  - c. Band Camp – (Kari Kreichbaum/Jennifer O'Brien) – they are starting to organize and prepare for band camp. They will send detailed info to the secretary in June and July to send out an email and post to the website and social media with links to paperwork for parents/students about band camp.
- Media Specialist (Gena Bukur). Photos are constantly being uploaded to Shutterfly. She already reached out to the photo team to see who will be staying on for next school year. She will also be following up and working with the SHS Yearbook lead teacher to be certain that the Band photos will be included in the yearbook next year. (See Note below under New Business regarding parent, Sandra Reddecliffe).
  - Spirit Wear (Jodie Shadron) Great Showcase spirit wear sales (see above). Took many jacket orders. Sold out of blankets.
  - Uniforms (Anita Malcolm – not present, Mr. Malcolm spoke on her behalf) – Mr Malcolm and Ms. Newhouse are looking at ordering new uniforms by next year. They are looking at samples. They would like a parent or a committee of parents to work on this with them. They would like to continue to use all black (black shirt, pants, shoes) for concert season. They would like to order an assortment of black jackets (about 50-70) for future use. Spirit Wear (Jodie Shadron) Great Showcase spirit wear sales (see above). Took many jacket orders. Sold out of blankets.

### **New Business:**

**BANDQUET:** It will be a plated dinner at The Westin. It will be a smaller venue – there are about 250 guests signed up to attend at this time. They are looking into a separate room for the parents to wait in while the students dance. Gena is looking into setting up a photo op area near the courtyard for students, families who want to take formal photos. She will also be working with her team to take photos throughout the night at the event.

**Project Graduation:** Mr. Malcolm is looking for two volunteers to do snowcones at Project Graduation. Lee volunteered. We are still looking for one more volunteer. It takes place from 10 pm to 2 am on Thursday May 26<sup>th</sup> at the Sanford Civic Center.

**SHS Yearbook** – Sandra Reddecliffe, parent of Jared (a senior in the Jazz Chiefs) came in to speak with Mr. Malcolm and ended up staying to voice her concerns at the board meeting. The SHS Yearbook did not contain any group photos of the Marching Band, concert bands, orchestra Jazz Chiefs and Jazz Combos. She felt that this was an oversight that should not have happened. The jazz program and the band program perform at many school functions. They are made up of hundreds of students at SHS. Sandra took her own time to work on a photo insert for the Jazz Chiefs to include in their yearbooks. (There are over a dozen graduating this year.) Sandra tried to speak with the teacher lead for the yearbook but they would not do an insert. Gena Bukur is going to handle that going forward next year so that the photos are included. In the meantime, Mr. Malcolm has asked that Sandra's insert be copied and given to the students in the jazz program so they can include it in their yearbooks.

**LM Life Magazine article** – Susan presented Mr. Malcolm with a copy of an edited article and a written apology from the publisher. An article appeared in LM Life in the current issue that did not contain accurate information about the NOLA trip as well as the Eagle Scout project Jason Sleboda completed for the benefit of the Band. The LM Life publisher apologized, and rewrote the article with the correct information. They will republish the correct article online and in the next edition of the magazine.

**New board turnover** – Jen Polk thanked everyone for their service to the board. She asked that going forward it would be helpful to the new President if board members would copy the President on everything so the President is in the loop. She mentioned that it would be helpful to have band board members available the night of the first rehearsal to answer questions for any new parents that may arrive with their students. She wanted to stress that board members truly get out of the experience what they put into it. Mr. Malcolm thanked everyone again for a phenomenal year. He stressed how rewarding the experience is and that it cannot be measured. He thanked Jen and the band board. He stressed the need for open communication and wanted the board to know that everything that they do makes it possible for the band directors to teach and do what they do best. He welcomed Lee Katker as the incoming President and he welcomed the new members of the board.

**Next Meeting Date and Location:** The next meeting will take place on Tuesday July 5th at 6:30 pm at Lee's home. Details will be emailed to the board.

**New board Break Out session:** Lee handed out binders to all the board members. Asking everyone to use them to keep track of their documentation through the year and then pass it along to the next board member. Board members/committee chairs who have held a position have been asked to forward any documentation they have to the incoming board/committee chairs to help them start building the binders with useful information. Everyone took a break for dessert and then began to meet and work with each other.

**Adjournment:** Lee Katker at 7:49 pm