



SHS BPA BOARD MINUTES – August 9, 2016

Call to Order: The meeting was called to order by Pres. Lee Katker at 6:39.

Welcome: Introductions were made by those attending

Minutes from the May, 2016 Board meeting were approved as written and entered into the record for posting.

Minutes from the July, 2016 Board meeting were approved as written and entered into the record for posting.

Director's Report:

- Past: Mr. Malcolm hopes everyone had time to recharge over the summer. Registration and Band Camp went well. It was by the far the hottest band camp in his 24 years as a director. He thought the kids did amazing. Big thank you to the parents who volunteered, especially those that ran the camp. There were no major heat issues with the kids. He was careful to keep them all properly hydrated. Ryan Polk wrote the opener and Mr. Malcolm is very pleased the work Ryan has done. The students love the music and are rising to the challenge and length of the piece. We had some wonderful and refreshing snacks donated to the band students during camp (ice pops from Westview Baptist Church, ice pops from the Wolski family and smoothies from Smoothie King).
- Present: Busy time as school is just about to start. Malcolm has ordered many new drum line/percussion items which have all arrived. We received 5 new sousaphone cases – money well spent to keep these instruments safe from damage (sousaphones costs \$8-10,000 each!). The equipment staff made many repairs over the summer and will continue to do so into the fall season.
- Future: Our home game on September 16 will be the University HS Middle School Night. They do not have a stadium so they reach out to other schools for space to hold their special nights. We will want to make sure we have extra water on hand that evening just in case they need it. We may also want to be sure to have an extra parent volunteer or two to assist University HS that evening. A new store in Sanford (Floors & Décor – which is moving into the old Bealls location) has spoken with Jodie Shadron and they are willing to donate \$1000 to the band if we can provide them with the drum line or the jazz band/music students to perform sometime around 1-2 pm on Saturday September 10th. Jodie will get the information to Mr. Malcolm so he can follow up to see if it will work with the schedule of the band. There may be a conflict with the trip to FSU for Band Day.

Attendees::

- President, Lee Katker
- VP Operations, Bob O'Brien
- Accts. Payable, Jill McAuley
- Accts. Receivable, Jen Polk
- Secretary, Susan Sleboda
- Director, PL Malcolm
- Spirit Wear, Jodie Shadron
- Media, Gena Bukur
- Band Camp, Jenn O'Brien
- Snowcones, Candice Vild
- Equipment, Brian McAuley
- Charlie Higgins, parent

- We will hold the Sweet Seminole Jazz (SSJ) concert in April of 2017. Charlie Higgins was present at the meeting. He has been speaking with Mr. Malcolm and will work with Susan Sleboda to firm up a date and plans for the upcoming fundraiser concert. By having the concert in April it will give more time for students to sell tickets and raise funds for their trip accounts. We will also try to have it on a Friday or Saturday evening to increase our turnout. Last year was a huge success and this year should prove to be even bigger. Charlie informed us that the church has purchased more tables so we will be able to fit even more people at the concert this year. He will also be working with Ms Newhouse to possibly plan an Orchestra concert fundraiser at the church in the Fall. There is a need for an Orchestra Parent Association.
- Our first performance will be on Friday August 19th. There will not be a field performance. Students will be in the stands playing stand tunes. Kids will wear black polo shirts and khaki shorts. Lee will fill out the paperwork and get approval for selling snow cones and Chick Fil A (at this game and all future football games). Lee will check with Mr. Beasley to see if we can also sell some small concessions the night of the Kick Off Classic since usually the concession stands are closed. For our band we will need a few volunteers to handle water for our kids. If we are able to sell concessions, spirit wear or snow cones then we may need more volunteers. Lee will get that information and then pass it along to Richard so he is aware how many volunteers he will need that evening. Susan will send out an eblast on Friday asking for volunteers for next week's kickoff class. Mr. Malcolm wants Richard and volunteers to know that the football coaches have decided to return to an old tradition of the football players running out to the field from the band side of the field. We will need to be sure that all volunteers are out of the way. 😊
- **Treasurer's report:** As of 8/9/16: BPA Account has \$45,628.33. The Trip Account has \$22,220.09. The Student Account has \$20,170.78.

Committee Reports:

➤ ***Fundraising:***

- We have a volunteer for Lead - Quarter Days. Thank you to Amanda Mrozek for stepping forward to take on this position. This is an important role this year since students will need to raise funds to attend the Washington, DC trip. Lee will meet with Amanda this week to get her started. Lee will make arrangements for Tina Doria (the Qday equipment lead from last year) to speak with Donna Adries so she is prepared and knows what to do this year.
- Dyneshia was unable to attend the meeting but sent this report: She is still waiting on the Chick Fil a calenders, She reached out to Christine Broeker (Fundraising chair from last year) to get spirit night contacts so that she can get those set up. The Board agreed that we should take on as many as we can get since this is a trip year. She is still waiting to get the confirmation from Buffalo Wild wings for the "home advantage" night. Dyneshia will work on a sponsorship letter (she has the one from last year and she is tweaking it) and once that document is complete and approved by the Directors then we could be sure to add it into an eblast and on social media and the website. She said Registration went great. She doesn't have any final numbers yet but she wanted to give a big thank you to Richard and all the volunteers.

- a. Snow cones – Candice was present at the meeting. She will need an eblast sent – she will send Susan details about requesting volunteers to work on the snow cone committee and try to have most days covered after school and at events. Mr. Malcolm gave permission for snow cones to be sold to the public before and during football games. Lee worked on the official fundraising form that needs to be turned in to the main office so that snow cones and chick fil a can be sold during football games. She will set up snow cones after school near the Media Center.
 - b. Schedule Pick up – volunteers are needed for this fundraising event each school year. We sell spirit wear, locks, water and snow cones. It is a perfect opportunity to raise funds for the band. It needs to be set up very early in the morning so that as parents and students come out of the orientation they are ready for the lines. There should be three separate money boxes for Locks, Spirit Wear and Water/Snow cones.
- **Chaperones:** Richard was not present. He sent a message reminding us that he needs to know how many volunteers will be needed for the Kickoff Classic game. This will depend on whether or not we are able to sell snow cones and concessions. He was trying to work on badges however it appears that this year we will not be able to get them through the school. Instead we will have to create them and have them printed ourselves. Lee will work with Jodie to get options. Gena will get photos to them so the Board badges can be created. They will make about 50 generic band parent volunteer badges that can be used year to year. Mr Malcolm mentioned getting matching lanyards for all the badges.
- a. ***Most band parent volunteers are not keeping track of all the volunteer hours they put in each year.*** There was discussion about trying to create an online site where parents could log in their hours and it would somehow go into a spreadsheet that could be tabulated and sent to Judy Gresham around March/April so the volunteer hours could be added and the school would be getting credit for all the volunteer work we do. This would be something to discuss with Don Kratt to see if he could create this kind of program for the band website. There was discussion that if an online form was unable to be created – possibly the committee leads could keep track of volunteer hours and then those documents could be turned over to Judy Gresham for processing. In the mean time we can try to send reminders to parents through eblasts and social media to remember to log in their hours until we have a procedure in place.
- **Events** (Marjorie Brown) She was not present at the meeting. Bob mentioned that there will be a SCMF committee chair meeting on Thursday night at 6:30 pm at Friendly Confines. It is a planning meeting. The next big upcoming events are Middle School Night and Senior Night.
- a. Middle School Night is usually hot dogs. Bob will help grill that night. He mentioned that she will need about 4-5 volunteers to handle food prep and drinks for the students. The location that they used last year in front of the gym worked well.
 - b. Senior Night will need a committee. The Dazzlers usually do desserts, corsages and ???possibly drinks. Band is in charge of food, decorations and photos. Bob O'Brien and Dyneshia should have all the information from last year to assist Marjorie in planning.
 - c. Lessons learned from Registration Night: Mr Malcolm wants to be sure that next year we break up the time frame into Alphabetical groups (ie: A-L come from 7-7:45, M-Z come from 7:45 – 8:30).

- d. Band Camp – Kari worked with Jen O'Brien and Beth George on documenting all information about band camp so that whoever takes it on next year will have everything available to them. Kari will get that binder to Lee as soon as it is complete.
- **Media Specialist** (Gena Bukur) – Got some new parents signed up (Alison Desanto, Carolyn Smith and Lewie Kent). Dave Brendle will do Glamour Shots again this year. Possibly Tuesday Aug 30th but she will get the exact date to Susan for circulation. They are preparing a flyer and we will send out advertisements for it early this time so parents are aware of it. He will offer packages that include the sitting fee. Seniors will get a Glamour Shot for free on Senior Night. Gena is working on the senior list so that her team can get started prepping the photos for senior night.
 - **Equipment** (Brian McAuley) – Truck is all set for the season. Ice is all set for the season. Team has replaced wheels. There was discussion that the Timpani cart is in bad shape. Brian mentioned that the band is in need of a trailer for the program. A 16-18 foot trailer will be big enough. It will provide relief on the truck and save wear and tear on many of our instruments that are getting damaged due to stacking issues. A used trailer would run around \$3,000 approx. Brian will get more information to present at the next meeting. We will also need to check into insurance/liability/storage/cost of decals and registration. The Equipment staff this year will be: Brian, Matt P, Charlie H and Chris F.
 - **Uniforms** (Anita Malcolm) – Not present however Mr. Malcolm gave her report. All uniforms are basically ready. There is little maintenance left to do. The student staff was very well organized this year and worked very well together to get the job done. Concert apparel this year will be black pants with a black shirt.
 - **Spirit Wear** (Jodie Shadron) Needs some volunteers to help stuff the cinch bags. She will make arrangements with Lee to set this up. They can get the date and time to Susan and she will forward it to the board members to see who may be available to help. Mr. Malcolm is hesitant to sell spirit wear at games.

New Business: Lee stressed the importance of Chairpersons to follow up with the group leaders whose positions fall under them. We need to be certain that if a person is unable to attend a board meeting that a report can be read into the record in their absence. Mr. Malcolm agreed and said that it is important for chairpersons to communicate with others that fall under your position. Mr. Malcolm took a moment to read the Dream Big poem to the board members present.

Next Meeting Date and Location: The next meeting will take place on September 13th at 6:30 pm in the SHS Band room.

Adjournment: Lee Katker at 8:30 pm