

SHS BPA MINUTES – June 21, 2017



Call to Order: Candice Vild called the meeting to order at 6:30 pm.

Director's Report: Cheyne LaBonte

Past, Present & Future – Drum majors and Mr. Malcolm have been at band leadership in Tampa and are unable to attend tonight. Percussion camp will be three days instead of one day as indicated on previous calendars.

tendees:

President, Candice Vild
Vice President, Meghan Dalton
Secretary, Lisa West
Accts. Payable, Jill McAuley
Director, Cheyne LaBonte
Media Co-Chair & Band Camp, Allison DeSanto,
Snowcones, Candice Vild
Equipment, Brian McAuley
Events, Kim Vuolo
Webmaster, Molly Bell
Fundraising, Mary Johann
Student Accounts, April Owens

General Business: Candice Vild

Minutes from May 30, 2017 board meeting are approved as emailed. They will be posted to the google drive and the website. We still have the 3 open positions: Operations, Continuity and Marketing. We will announce at the upcoming band parent meeting to recruit.

Treasurer's report: Jill McAuley

As of May 31, 2017 the BPA account has \$24,172.25; the trip account has \$24,853.10. We currently have (25) students who owe a total of \$5,211.60 (7 students owe \$0-\$100, 4 students owe \$100-\$200, 3 students owe \$200-\$300, 6 students owe \$300-\$500 and 1 student owes over \$500. Four students left band (3 left SHS and 1 is currently enrolled at SHS)...these students owe \$615.00

Jill explained the process to try to recoup monies from students for unpaid dues. Forms have been turned in to SHS bookkeepers and students have been flagged in Skyward as having unpaid dues. Mr. Malcolm and Mr. LaBonte have not allowed the students with excessive missing dues to audition for a spot in marching band for the upcoming school year. Mr. McAuley suggested we go into the front office to discuss additional methods of recouping unpaid dues. During registration we will talk to those parents' when they register their students. April offered suggestions from her previous school of methods and systems to communicate with the parents to collect these monies.

We need water donations and reams of paper for band camp and the upcoming. River City Catering in the past has donated a pallet of water. Jill will reach out to several additional companies to solicit water donations. Jill will share the letter and the list of potential donors with Kim to work together. Lisa will watch sale ads and will communicate with parents and families when water is on sale.

Jill and her team have done an inventory of the supply closets. As soon as the inventory is finished she will post it in 16 so people can mark what is being taken out. We will put out merchandise during registration for possible sales.

Committee Reports:

- ☐ Fundraising – Candice will reach out to DyNeshia and/or Lee to assist Mary with fundraising. Candice will forward an email to Mary about a fundraising opportunity.
- ☐ Chaperones/Volunteers –No report.
- ☐ Events – Sakia'Lynn will run the presentation during registration. This presentation informs parents what the dues cover. Kim has met with Marjorie and has all the events notes. We will setup and do a walk through of the process of registration the night before registration. All communications about volunteer needs will be filtered through Lisa.
- ☐ Equipment –He wants to inventory 17 and any additional equipment. There may be food that needs to be disposed of from previous events. Note: All perishable foods need to be put in a refrigerator once they are opened. If you take anything out of 17 please let Brian know. 16 is for spirit wear and continuity; 17 has equipment (coolers, water, food, sodas, serving trays, etc). Any unclaimed coolers and dishes will be out during registration as a Lost & Found. Any unclaimed items will be donated or put into inventory.
- ☐ Media – No report. Media is always looking to recruit new people to take pictures. Media team will be on-hand at band camp to take pictures.
- ☐ Uniforms – No report.
- ☐ Spirit Wear – No report.
- ☐ Webmaster - No report.

New Business

- ☐ Equipment: We need a new golf cart. We had an old golf cart that was taken on campus and destroyed. We currently don't have any means to move equipment from the band building to the football field. Brian has talked to Mr. Malcolm and previous BPA members about purchasing a used golf cart. Most new carts run \$3k-5k. We should be able to find one for \$2k-2.5k. He's looking for a used one with two seats and a flat bed with a rack on top. We'd like to communicate with band parents looking for assistance and there are a few company's Brian is reaching out to local businesses for possible inventory. It needs to be electric and not gas for storage purposes. WSHS had a locked storage shed for their golf cart (could we put one near automotive). Meghan and Lisa will reach out to people they know about possible inventory.
- ☐ Registration forms: Forms have been completed with the exception of the meal forms. We'd like to get these posted as quickly as possible for parents to complete in advance of registration nights. Discussion was had about the length of shorts and how that section of the form has been missed by parents and students' in years past (note: 3" and 7" don't have pockets). This requires follow up with the student to ensure they receive what they wanted. This detail will be added to the order form. Candice suggested we speak to the volunteers working the continuity tables about double-checking the length section of the form.

We also discussed making a note on the form that there will be free notary onsite during registration since the medical forms MUST be notarized. Kevin and Sakira'Lynn are working to ensure that every student has a medical form on file. Parents must also bring photo identification with them when they get their form notarized. Even if a student is over 18 they must have a notarized medical form on file. Jill suggested adding a box about alternative medical insurance that some of our students might have. It was decided that we will add the following to the insurance portion of the medical form: **None, School or 3rd party**. Students should not be participating in events without having the medical form on file.

Mrs. Owens suggested we check with the district about state guidelines for information required on the medical form (such as allergies and insurance information). Mary suggested we make copies by color/allergy or use sticky tabs to indicate this information. Candice will check with Sakira'Lynn since she works at the county health department. Jill will also check with the district. It was agreed that we need a way to flag those students with allergies. Our medical bag is updated before the beginning of the school year and before off campus events. Kevin will talk during registration about the importance of the medical forms. Candice will reach out to Kevin. We will also include a slide in the powerpoint about continuity/short length.

Lisa asked about the need for copies and Jill stated that since we pay a monthly fee for the band copier it is cheaper to make copies in house.

Lisa will send out another reminder about donations of water and reams and paper. The band registration reminder will also let parents know that we will have a free notary on site during registration and that parents will need to bring their identification. We will also need students on hand with a handcart at the car line to collect donations during registration.

We will need a table setup during registration to recruit media team volunteers. We will also need volunteers during schedule pickup (see schedule pickup dates below). Mr. Malcolm will get student schedules for students and give them their schedule, give them a chance to walk their schedule and pick up their textbooks. Candice will reach out to the Dividend Coordinator about when the volunteer registration system opens up for the 2017-2018 school year. Lisa will reach out to Misa Mills.

Notaries:

Susan Sleboda – all days

Leslie McGilvery – possibly

Stephanie Moore – 27th & 28th

Upcoming Events:

Tuesday, July 25	Band Council
Wednesday, July 26	Percussion Camp (9a-3p) Registration setup & walk through (TBD)
Thursday, July 27	Band Leadership (9a-3p) Percussion Camp (9a-3p) Registration for returning students (7p-8p)
Friday, July 28	Band leadership (9a-3p) Percussion Camp (9a-3p) Registration for new students (7p-8p)
Saturday, July 29	Hopoewaw Day (9a-1p)
Monday, July 31	Band Camp (9a-9p)
Tuesday, August 1	Band Camp (9a-9p)
Wednesday, August 2	Band Camp (9a-9p) Schedule pickup 8a-11a 12 th grade and grades 10th-12th Health Academy & IB 1p-3p 9 th grade magnet orientation (IB & Health Academy only)
Thursday, August 3	Band Camp (9a-9p) Schedule pickup 8a-11a 10 th and 11 th grade 1p-3p 9 th grade orientation
Friday, August 4	Band Camp (9a-9p)

Next BPA Meeting Date and Location: The next BPA meeting will be held August 8th. We will have a brief meeting the night of registration setup.

Adjournment: Candice Vild adjourned the meeting at 7:41 pm.