

SEMINOLE HIGH SCHOOL BAND PARENTS ASSOCIATION

Board Meeting Minutes

Date: June 10, 2025

Time: Called to order at 6:43 PM; adjourned approximately 8:20 PM

Location: Seminole High School Band Room

Presiding: Kim (in Melissa's absence)

Absent: Melissa (BPA President), Mr. Shafer; Nicole attended by phone

Attendees: Mandy, Kim, Christian Edelman, Jamie, John, Haley, Cam, and additional board/committee members present

1. CALL TO ORDER

Kim called the meeting to order at 6:43 PM on behalf of President Melissa, who was unable to attend. The meeting opened with introductions around the room.

2. APPROVAL OF PREVIOUS MEETING MINUTES

April 14th Meeting Minutes

- Minutes were reviewed; contained extensive discussion of bylaw amendments and banquet planning.
- Motion to approve: approved. Seconded.

March Meeting Minutes

- Previously reviewed but not formally approved at that meeting.
- Correction noted: Mr. Schaefer's name was misspelled – the "e" should be dropped.
- Motion to approve as corrected: approved. Seconded.

3. DIRECTOR'S REPORT – Mr. Malcolm

End of Year Recap

- The year concluded successfully despite heavy burnout for students, staff, and parent volunteers.
- Seniors and upperclassmen showed appreciation and pride as the year wrapped up.
- Band hosted 2 middle school concerts and Mr. Malcolm attended 2 fifth grade commencements.

Middle School Band Camp

- Currently in the 2nd week of middle school camp with approximately 143 students – likely the

largest camp ever hosted at Seminole High.

- Representing all 4 middle schools; Greenwood is the 4th school. Galileo outreach was discussed as a future consideration.
- A conversation about supporting Crooms Academy (which is attempting to start a band program) was flagged for future discussion.

Spain Trip Update

- The county has officially approved the trip for fundraising purposes, though progress has been frustratingly slow.
- The band is approximately at the halfway point of fundraising for the trip.
- Trip is confirmed. The halftime show theme will be a Spanish show.
- Mr. Malcolm will meet with Kenny and the guard and percussion instructors to begin selecting music. Chris Bonner will write the drill.

Band Enrollment & Growth

- Current enrollment is approximately 275 students: ~50 color guard, ~225 instrumental.
- About 15 student names on the class roster are unknown (likely incoming 9th graders).
- 66 students were provided on a class list; ~20 names are unrecognized, and ~30 middle school students have not yet enrolled in the class.
- Approximately 33 seniors graduated this year.
- Projected incoming students: minimum 75, potentially up to 90, meaning the band could grow by 30–40 students.
- The largest instrumental band was in 2018 at 233 students – that record may be approached or exceeded.
- Growth is attributed to strong and stable middle school programs.

District Context

- Seminole County is experiencing significant district-level turmoil: administrator demotions, staff returning to classrooms with pay cuts.
- The band program is fortunate to have the strong support of Principal Pfeiffer, who continues to protect and grow the program.
- Several middle school programs are being negatively impacted by administration decisions on class size and staffing – e.g., one school was told to cut its 2nd band director and cap class enrollment, which Mr. Malcolm noted is educationally problematic given the need for balanced instrumentation.

4. TREASURER'S REPORT – Kim

Expenses (Last 2 Months Combined)

- Total expenses: approximately \$19,000 (covers 2 months including banquet).
- 2 new printers were purchased.

Fundraising Income

- Snowcones (2 days in April): approximately \$40.
- Showcase Concert (May): approximately \$2,600.
- Concessions at Showcase: minimal – this was a last-minute addition.
- Seminole Jazz Spirit Night: \$166 to general band fund; \$1,610 to student accounts. Total: approximately \$2,000.
- Bowling fundraiser: \$183 to general fund; \$301 to student accounts. Net: \$484. Noted the bowling alley may have undercharged.

Middle School Band Camp Concessions (Ongoing)

- Kim is personally managing concessions for the current middle school camp.
- After expenses, the camp is currently up approximately \$300 with 2 days remaining.
- Projected total: approximately \$500 profit.

Donations & External Income

- \$400 check from FBI (Florida Bandmasters Association) for hosting Solo & Ensemble.
- \$1,000 check from Universal via Rich O'Connell (alumnus; donation, not sponsorship).
- Anonymous donations at Showcase Concert: \$84 + \$50 = \$134 total.

Spain Trip Payments

- 73 students and chaperones enrolled.
- Most are continuing payments; approximately 8 accounts were recently chased.
- Approximately 13 accounts are on a payment pause (paused pending county approval).
- All paused payments must be current by end of September regardless. No extensions will be granted as manifests must be finalized.

Outstanding Dues

- Approximately \$35,000 outstanding in band dues – significantly improved from approximately \$66,000 at the start of the year; \$25,000 has been collected since January.

Bank Balance

- Current bank balance: approximately \$238,000.
- Of that, \$185,000 is designated for Spain trip (not including incoming trip payments).
- Available operating funds: approximately \$53,000.

Instrument Budget Proposal

Kim proposed allocating up to \$20,000 for instrument purchases. Discussion noted that \$15,000 was the initial figure but \$20,000 may be needed, especially for drumline equipment and new marching baritones.

- Mr. Malcolm noted that one sousaphone alone costs approximately \$10,000 and that drumline equipment must be ordered promptly due to lead times.
- After discussion about carry-over amounts and operating needs, the board agreed to \$20,000.
- MOTION: Allocate \$20,000 for instrument purchases. APPROVED. Seconded.
- Additional instrument funds may be revisited after football season if budget allows.

- Broader discussion tabled for finance committee: establishing a policy for the percentage of funds to carry over year-to-year, and ensuring the budget accurately reflects true event costs (e.g., senior night was budgeted at \$600 but actuals are closer to \$1,500).

5. OLD BUSINESS

Bylaw Amendments – Digital Vote Results

- All proposed amendments passed via digital vote.
- One item flagged by Mandy: the bylaw language prohibiting 2 family members from the same household from serving on the Executive Committee must also explicitly cover the Treasurer positions now that they have been moved off the Executive Committee. Without this update, a loophole exists.
- Dorian will draft updated language to add "Executive Committee and/or Treasurer positions" to that restriction clause.
- Vote on this addition will occur at the July meeting. Note: the digital vote deadline was June 11th – posting the full bylaw approval will be pushed to July to stay within posted deadlines.
- Handbook (SOP manual) development continues. Goal: a navigable digital handbook where each role links to their relevant section. Board members are asked to contribute content for their areas.

Communications Survey

Tabled until Mr. Schaefer is present; no decisions to be made without him.

6. COMMITTEE REPORTS

Band Camp & Registration Night

Mandy presented 3 layout options for Registration Night flow. Key updates:

- Uniform fittings will NOT take place at Registration Night this year; they will be handled during Band Camp instead.
- Treasurer table will be positioned near the lobby windows (better Square/cell reception; forces families to pass the table before exiting).
- Band camp meal payments will be separated from dues payments to simplify reconciliation.
- Top Golf payments (or equivalent fundraiser) will also be a separate station.
- Mr. Schaefer will handle instrument repairs, rentals, and locker assignments in the band room.
- Continuity (equipment distribution) may be added to a station – likely near the orchestra room.

Three layout options presented:

- Option 1: Lobby → Auditorium (PowerPoint) → Theater Black Box (band camp meals) → Band Room (instruments/lockers) → Hallway treasurer table at windows.

- Option 2: Lobby entry from the left side; go up ramp directly into hallway; band room; treasurer table. Band camp meals and fundraising tables in lobby alcove area.
- Option 3: Similar to Option 2 but uses existing lobby desk; shifts fundraising to lobby, band camp meals/treasurer near windows.

General preference leaned toward Option 1 with spirit wear and continuity potentially added to the lobby. Final layout decision deferred to the Band Camp planning meeting.

Wednesday Preview Night: Leadership and Color Guard will go through registration on the Wednesday evening before the main Thursday/Friday nights (guard ends at 5 PM, leadership arrives at 6 PM). This serves as a test run and takes traffic pressure off the main nights.

Student volunteers: Band Captain Echo (J-Lani) is being briefed; 10–20 student volunteers needed for Thursday and Friday nights.

Next steps: A dedicated Band Camp/Registration planning meeting is scheduled for July 14th at 6:30 PM.

Operations

- Football game schedule is posted; there are at least 2–3 Thursday night games – board members should review.
- Senior Night falls unusually early this year – in September, likely after only 1 game.
- Spruce Creek game: the band cannot attend (no accommodations available).
- Mainland (Daytona Municipal Stadium) game: band is expected to attend.
- Out-of-county games will require charter buses (estimated \$1,800+ each vs. ~\$400 for county buses). Budget impact to be assessed.
- John will take over bus booking responsibilities (previously handled by Wes/Ray).
- Truck for equipment: already booked.

Media / Communications

- iContact (current mass email platform): \$410/year at current plan. Contract renewal approaching end of July.
- Christian has researched alternatives including Bravo, Mailchimp, and Google Workspace.
- Recommendation: defer final decision to the Communications Meeting with Mr. Schaefer; Christian will circulate comparison documents.
- Key concern: Google Workspace mass emailing can freeze accounts and may not meet organizational needs.

Google Workspace email transition:

- A transition to Google Workspace organizational emails is planned but must not occur during Ray's and Christian's travel (June 21 – July 8).
- Proposed transition date: July 10th or later (before band camp).
- Important: there may be a 24-hour gap in email delivery during the DNS/forwarding transition. Finance and chaperone emails are the most critical.

- Current email forwards are operational. A full transition plan is needed before any changes are made. Tabled for Communications Meeting.

7. FUNDRAISING REPORT – Nicole (by phone)

Top Golf / Band Camp Night

- Top Golf booked for Tuesday, July 28th during band camp week, approximately 6:30–8:30 PM.
- Purpose: community building + fundraising during band camp.
- The bowling venue has also expressed interest in having the band return.

Roller Skating Night – Sunland Skateway

- Format: the band books the event; the public is also admitted at a fundraising rate. The band receives a cut from all admissions.
- Cost: \$8/person for 2 hours including rentals; public recommended to be charged \$10–12.
- Minimum guarantee: \$700 (requires approximately 30+ paid attendees to break even).
- October 11th (Columbus Day weekend) was proposed but concerns raised about families traveling for the long weekend.
- Alternative dates requested: Nicole will check for mid-November availability (November 14th or 15th preferred – after football season, as a celebration night).

Buffalo Wild Wings Spirit Night

- Buffalo Wild Wings has offered an ongoing Spirit Night: any day the band selects, 10% of sales from customers who show a Seminole High School Band flyer/phone notification is donated to the band.
- This can recur as often as desired at that location.
- Band directors will receive a \$10 weekly dining credit as a perk.
- Buffalo Wild Wings is also exploring the possibility of catering the banquet if it is held at a different venue.

Other Fundraising Ideas Discussed

- Goat Yoga fundraiser: proposed previously; noted that Lake Mary's band is now doing this. Follow-up with instructor contact (Heather Pepper's connection).
- Escape room or haunted trail at the 9th grade center: has been discussed before; Mr. Malcolm to confirm history.
- Live streaming concerts for donations: Cam offered to live stream halftime shows and concerts. Requires approval from Mr. Pfeiffer and district guidance. Tabled for Communications Meeting.
- A dedicated Fundraising Planning Meeting is needed to formalize the calendar and assign leads.

Website Advertising

- Proposal to list Jeremiah's Ice Cream (monthly spirit night partner) on the band website.
Action: confirm permission from Jeremiah's management before posting.
- Buffalo Wild Wings confirmed they welcome advertising.

8. NEW BUSINESS

Events Committee Chair

- Haley nominated and elected as Events Committee Chair.
- Janine and Jamie expressed interest in serving on the Events Committee.
- MOTION approved; seconded.

Senior Photos During Band Camp

- Melissa requested that senior photos be taken during band camp to allow banners and recognition materials to be prepared earlier in the season.
- Logistics to be discussed at the July 14th Band Camp planning meeting.

Checks at Registration Night

- Families should be encouraged to bring multiple checks (one per payment station) to avoid the 3% Square processing fee being charged multiple times across different tables.
- This will be communicated clearly in pre-registration materials.

9. ACTION ITEMS

1. Dorianne – Draft updated bylaw language to extend the 'no family members in control of finances' clause to explicitly include Treasurer positions. Bring to July meeting for vote.
2. Dorianne – Compile all passed bylaw amendments into a single clean document with changes highlighted; include new Treasurer clause language for final vote.
3. Kim / Mr. Malcolm – Proceed with up to \$20,000 in instrument purchases; prioritize drumline equipment and marching baritones; confirm lead times with vendors.
4. Finance Committee – Develop a carry-over funds policy (percentage-based, not just dollar amount) and ensure the event budget more accurately reflects actual costs.
5. Christian – Distribute iContact vs. Bravo/Mailchimp/Google Workspace comparison documents to the board ahead of the Communications Meeting.
6. Christian / Mandy / Mr. Schaefer – Schedule a Communications Meeting in June (before Christian and Ray travel June 21st) to address: email platform decision, Google Workspace transition plan, and website updates.
7. Nicole – Check Sunland Skateway availability for November 14th or 15th as fundraiser date.
8. Nicole / Kim – Confirm Buffalo Wild Wings catering inquiry for banquet; evaluate alternate banquet venues if needed.
9. Mandy / Events – Confirm permission with Jeremiah's management to list them as a sponsor

on the band website.

10. Mandy – Finalize Registration Night layout option and prepare volunteer station map for July 14th meeting.

11. Mr. Malcolm – Confirm history of escape room / haunted trail at 9th grade center for future fundraising consideration.

12. John – Take over bus booking responsibilities; confirm charter vs. county bus policy for out-of-county games.

13. Haley (Events Chair) – Connect with Janine and Jamie to form Events Committee; begin planning Registration Night event logistics.

14. All Board Members – Review football game schedule for Thursday night games and early Senior Night date.

NEXT MEETING

July 14th at 6:30 PM – Band Room

Primary focus: Band Camp & Registration Night planning

Minutes recorded from meeting audio transcript. Pending approval at the next regular board meeting.