

SEMINOLE HIGH SCHOOL BAND PARENTS ASSOCIATION

Board Meeting Minutes

April 14, 2025 | Seminole High School

Status:	Approval
Location:	Seminole High School Band Room
Called to Order:	Meeting called to order by the President
Minutes Recorded By:	Secretary (Dorianne)

1. Approval of Prior Meeting Minutes

Not formally addressed at this meeting. Minutes from this meeting are pending approval at a future meeting.

2. Band Directors Report

Calendar Overview

Meeting held April 14. Approximately one and a half months remain in the school year, with a full calendar ahead. Key dates discussed:

- Percussion auditions underway; 2nd audition date: May 11
- Color Guard audition process beginning
- Leadership interviews beginning within 2–3 weeks
- Showcase Concert: Friday and Saturday (fundraising concert; specific dates TBD)
- Sweet Seminole Jazz Concert: DATE CHANGED — moved from May 8 to Saturday, May 9 at 6:00 p.m. (Mother's Day weekend)
- Potential Incoming Parent Meeting: May 11 (to be decided by the board)
- Guard and Percussion Showcase: May 12
- BPA Meeting Conflict on May 12: Options discussed — move meeting to May 5, or hold at 6:00 p.m. in the orchestra room on May 12
- Banquet: May 14 at Four Rivers
- Spring Camp: May 15–16. Friday evening: indoor music rehearsal 6–8 p.m. Saturday morning: outdoor camp. Purpose — finalize roster numbers before drill is written
- Early release days begin the week of May 19

Program Updates

- Color Guard: Competitive season concluded. JV competed at St. Cloud High School; Varsity competed at UCF (Double-A classification). Director noted Varsity's final show was their best of the year. JV is in its first year and performed competitively. Guard will participate in the Guard/Percussion Showcase and Showcase Concert.

- Percussion: Active schedule ahead including Showcase Concert, standalone concert, auditions, and a possible performance at a local elementary school (Iowa Elementary — email pending confirmation with administration).
- Jazz Band: Performing at the Lakeside Jazz Festival in Port Orange this Friday. Performance at 11:40 a.m.; clinic at 12:00 p.m. Students are welcome to stay for the clinic. Jazz Band will also perform at the Showcase Concert and Sweet Seminole Jazz Concert.

3. Treasurer Report

- General account balance: approximately \$4,500 above normal
- Top Golf fundraiser proceeds credited to individual student accounts
- MPA (ensemble): concessions and hospitality combined netted approximately \$3 profit after expenses
- Outstanding dues: approximately \$40,000 owed; approximately \$5,000 collected since last meeting
- Approximately 70 email follow-ups sent on outstanding accounts; response rate remains low
- New students with outstanding balances transferred from prior schools will be welcomed; their accounts addressed upon enrollment
- Band internal account balance: approximately \$185,000, with approximately \$127,000 committed to the Spain trip
- Dues paid through the school bookkeeper are deposited into the school's internal account, not the BPA account. Ms. Williams notifies the treasurer upon payment; treasurer then updates the outstanding balance accordingly.

Recognition: Appreciation expressed to Kim and the finance team for diligent follow-up on outstanding dues.

4. Color Guard Update

- JV season concluded with a competition at St. Cloud High School; Varsity season concluded at UCF.
- Both teams will continue participating in the Guard/Percussion Showcase and Showcase Concert.
- Guard auditions for next year to begin soon.

5. Events Report

Banquet — May 14, Four Rivers

- Estimated total cost: approximately \$12,200
- Senior ticket discount: 50%. Payment serves as the student's RSVP.
- General students: submit payment in a labeled envelope as RSVP. A Google Form may be created for senior registration.
- RSVP/payment deadline: Wednesday, May 7 (all class periods meet that day; Wednesday preferred for collection)
- No door sales. Payment by cash or a link to be determined.
- Senior photo slideshow: Board agreed to discontinue printing individual senior photos. A digital slideshow will be produced (Kenny Harget to prepare as in prior years) and a QR code or shareable link will be provided so students can print their own photos. This saves significant time and cost.

Sweet Seminole Jazz Concert — Saturday, May 9 at 6:00 p.m.

- Venue: Westview Baptist church
- Capacity: approximately 300 (20+ tables, approximately 8 per table); capacity has never been reached
- Ticket pricing: \$10 presale per person; \$15 at the door (same as last year)
- Each student receives 10 tickets to sell; proceeds credited to student accounts
- Tickets sold at the door credited to the general fund
- Coordinator (Gina) manages the door and day-of logistics
- Sign Up Genius needed for volunteers and food. Haley and Nicole to reuse prior year's form.
- Church ladies typically provide water for the event.
- Kim to update ticket files to reflect the new date (May 9) and confirm who will print.
- Prior year photographer (provided a discount) to be contacted again.

6. Fundraising Report

Red Robin Spirit Night — Wednesday, April 16

- All-day spirit night (open to close). Families may dine in or order online/DoorDash via the Red Robin website or app.
- Customers select the fundraiser/school option at checkout; proceeds credited automatically.
- Instructions included on the flyer; to be emailed to all families and admin contacts.

Jeremiah's Ice Cream — Recurring Spirit Nights

- Jeremiah's in Lake Mary proposed as a recurring monthly spirit night.
- Must be scheduled Monday–Thursday for recurring events; individual bookings also possible on weekends with advance coordination.
- Thursday nights identified as best fit due to two Thursday home football games in September and October.

Market Fundraiser Concept

- Concept under development: student-run market where participants sell individually and all proceeds flow through a centralized payment link or cash collection process.
- Inspired in part by the Top Golf experience where group assignment and payment logistics were challenging; market format aims for simpler tracking.

Rubber Wristbands

- Brief mention: inexpensive custom-printed rubber wristbands proposed as a low-cost fundraiser. All proceeds to benefit the band. Item tabled for future discussion.

7. Registration and Dues Collection

- Current 6–8 p.m. single-night registration window is insufficient; families are being turned away without completing dues payment.
- Proposal: expand to two nights (Thursday and Friday) with a possible earlier start time. Friday at 4:00 p.m. noted as potentially too early for working families.
- Relocation of the registration area also discussed (current J2 area may be inadequate for volume).

8. New Business: Elections

For the first time in at least four years, multiple candidates are running for several positions. Paper ballots were distributed and collected anonymously during a brief recess.

Proposed slate for 2026–2027 (pending ratification at the first Showcase Concert):

Position	Nominee
President	TBD (incumbent stepping down after 2 years)
VP of Finance	Kim
VP of Operations	Joel
Secretary	Dorian
Treasurer, Accounts Receivable	Jamie Walker
Treasurer, Accounts Payable	Diana
Equipment	West
Fundraising	TBD
Concessions	Christian
Continuity and Spirit Wear	Melissa
Chaperones / Volunteers	John Padnati
Media Services	Melissa
Snow Cones	Jamie
Guard Rep	Jessica
Events	TBD — position open, incumbent stepping down
Alumni Rep	TBD — write-in: Zoe Walker (eligibility under review)

Events and Alumni Rep positions remain open. These are described as large responsibilities; a team approach for Events was suggested. Ratification to occur at the first Showcase Concert.

Alumni Rep note: The bylaws exempt this position from the active-family-member requirement. Zoe Walker's eligibility requires confirmation.

9. New Business: Bylaws Amendments

Secretary Dorian presented 20 proposed amendments to the SHS BPA Bylaws (last amended April 2023; review due February 2026). Amendments were developed from board feedback and a review for completeness against standard nonprofit best practices.

Amendments discussed:

- Amendment 1 — Quorum Clarification: Defined quorum for routine meetings (10 members) vs. high-stakes voting (50% + 1 of full voting membership). Minutes posting timeline clarified.
- Amendment 2 — Contested Election Voting: In the event of contested positions, the full general membership votes rather than only the board. Applies to future election cycles.
- Amendment 3 — Board Roles and Committee Structure: Clarified distinction between Executive Committee and Committee Chairs. Proposed renaming Chaperone Coordinator to Volunteer Coordinator. MOTION to increase Committee Chairs from 6 to 7 (separating Concessions and Uniforms into distinct positions): seconded and approved.
- Amendment 4 — Electronic Meetings and Voting: Authorizes electronic board meetings and votes. Hybrid format (in-person and virtual) supported. Media Chair and Secretary to co-monitor virtual attendees.
- Amendment 5 — Media Chair Title: Position to remain titled "Media Chair" with social media listed as a function, not the primary title.
- Amendment 6 — Large Purchase Policy: Non-line-item purchases over \$1,000 require a minimum of 3 vendor quotes. The "trips" language to be reviewed; some trips have only a single available vendor, or must use SCPS-approved vendors.
- Amendment 7 — Nominating Committee: Start date moved from November to October. Non-board members may serve on the committee. Odd number of members (minimum 3) required to prevent tie votes.
- Amendment 8 — Removal Process: Adds written notice requirement, 50% + 1 vote threshold, and due process protections. Missing 3 meetings remains a trigger but requires a formal motion to initiate. Additional procedural detail to be placed in the Board Handbook.
- Amendment 9 — Meeting Frequency: Minimum of 8 meetings per academic year replaces the current monthly requirement, providing scheduling flexibility.
- Amendment 10 — Executive Committee Defined: Executive Committee formally defined as President, VPs, and Secretary. Treasurers are Board members but not part of the Executive Committee (reflects current practice).
- Amendment 11 — Student Account Policy: Balances are non-refundable upon departure; may transfer to a sibling. Senior year balances roll to general fund unless transferred.
- Amendment 12 — Committee Chair Absence: The Executive Board member to whom the chair reports determines coverage; the chair may not unilaterally appoint a replacement.
- Amendment 13 — Board Handbook Reference: Formalizes the Board Handbook as the operational supplement to the Bylaws, updated annually by vote.
- Amendment 14 — Nonprofit Language: Updates language to clearly reflect SHSBPA's nonprofit status.
- Amendment 15 — Conflict of Interest: Board members must disclose any financial interest in vendors or contracts with the BPA. Use of disclosed vendors is permissible; undisclosed benefit is not.
- Amendment 16 — Records Retention: Defines retention periods for financial and organizational records. Google Workspace being set up as centralized document storage going forward.
- Amendment 17 — Code of Conduct: Adds member conduct expectations including social media behavior. Violations reported in writing to the President; Executive Team may take action including membership suspension.
- Amendment 18 — Amendment Process: Requires 14 days' written notice to board members before a vote; 50% + 1 vote required; ratification by general membership.
- Amendment 19 — Dissolution Clause: Adds required dissolution language for nonprofits. Discussion: VP Malcolm requested that remaining funds flow to the SHS Band internal account rather than another 501(c)(3). Legal implications to be reviewed; item flagged for further research before finalizing.

- Amendment 20 — Active Family Member Requirement: Board position holders must have an active band or guard student. Alumni Rep is explicitly exempt. Board may vote to allow a member to complete their term if their student exits mid-year. Language to be refined offline by a subgroup (Mandy and West).

MOTION: To distribute updated bylaws electronically for a 7-day review period, then open for an electronic vote, with final adoption at the next board meeting. Seconded and approved.

Board Handbook: Members are asked to submit operational notes, contacts, and procedures (informal format acceptable) to Dorian for compilation. The handbook will be voted on and updated annually. Members may forward existing emails, notes, or documentation.

10. Old Business

Spain Trip — Status Update

- A communication from a Seminole County district-level administrator (circulated by a parent) indicated that no overnight out-of-county trips would be approved for the coming school year beginning with the summer.
- This information spread widely on social media beginning Friday, April 11. A school board meeting was held the evening of April 14.
- By Monday morning, the district had begun publicly walking back the communication, stating it did not reflect official policy, despite the written record.
- Stated rationale from the district: budgetary concerns. Board noted the district provides zero funding toward the Spain trip.
- Director stated personal concern about whether international travel is appropriate given the current climate, separate from the district policy question.
- Mr. Pfeiffer will draft the communication to families once the board meeting outcome is known.
- Financial exposure: No student or family funds are at risk of loss. All funds can be fully refunded except non-recoverable credit card processing fees. If families elect to hold funds in their student accounts, the credit card fee issue is moot.

11. Communications

- Recurring concern: parents report difficulty tracking schedule changes and event information despite multiple communication channels (email, GroupMe, website, social media).
- Proposed: a communications sub-committee comprising media, social media, and website leads to assess current channel effectiveness and identify gaps.
- Parent survey to be prepared and deployed at the Showcase Concert via a projected QR code for real-time responses.
- Survey currently in draft document form; to be converted to a Google Form. Board members with survey or communications experience are invited to contribute.

12. Memorial Contribution

The board acknowledged a recent loss in the band family.

- Consensus: A check to be issued directly to the family by the VP of Finance rather than donating through GoFundMe, so that the full amount reaches the family without platform fees.
- Amount to be determined by the board.
- Multiple band students have already made individual contributions.

13. Action Items

Action Item	Owner	Due
Update Sweet Seminole Jazz ticket file to reflect new date (May 9); confirm print contact	Kim / Events	ASAP
Set up Sign Up Genius for Sweet Seminole Jazz volunteers and food	Haley / Nicole	ASAP
Establish Banquet RSVP/payment process; communicate deadline of May 7 to students and families	Events Chair	Before May 7
Produce digital senior slideshow; share QR code/link at Banquet	Kenny Harget	By May 14
Revise bylaws to incorporate all decisions from this meeting; circulate for 7-day electronic review	Secretary (Dorian)	Within 7 days
Refine Amendment 20 language (active family member requirement) offline	Mandy & West	Before next mtg
Research legal implications of Amendment 19 dissolution language (funds to internal vs. 501(c)(3))	Executive Team	Before next mtg
Distribute Board Handbook template; request section contributions from all committee chairs	Secretary (Dorian)	Before next mtg
Draft and send family communication regarding Spain trip status once school board decision is confirmed	Mr. Pfeiffer / Director	Upon decision
Form communications sub-committee; schedule meeting; prepare parent survey for Showcase Concert	Director / Secretary	Before Showcase
Issue memorial contribution check to family	VP of Finance (Kim)	ASAP
Determine May BPA meeting date and location (May 5 vs. May 12 in orchestra room)	President / Board	Before next mtg

14. Adjournment

Motion to adjourn: made and seconded. Meeting adjourned.
