

SEMINOLE HIGH SCHOOL BAND PARENTS ASSOCIATION

Board Meeting Minutes

March 2026 | Seminole High School

Status:	Approval
Location:	Seminole High School Band Room
Called to Order:	Meeting called to order by the President
Absent:	Mr. Malcolm, Mr. Schafer (Mr. Schafer joined briefly by phone toward end of meeting)
Minutes Recorded By:	Recording/Correspondence Secretary

1. Approval of Prior Meeting Minutes

The minutes from the previous two board meetings were distributed. No corrections or objections were raised.

Motion to approve: Carried. Minutes approved.

2. Band Directors Report

Recent Results

- Concert MPA: Wind Ensemble received straight superiors in performance and excellent in sight reading. Prime Band received overall excellent in performance and superior in sight reading.
- Color Guard: JV placed 2nd at a recent competition; Varsity placed 6th at the most recent competition.

State Solo and Ensemble (Hosted by SHS)

- Dates: Wednesday and Thursday during spring break week.
- Setup: Friday before spring break, beginning at 9:00 a.m. Expected to finish by 11:30 a.m.–12:00 p.m.
- Volunteers needed Friday morning for setup. One parent signed up via Sign Up Genius. Additional help welcome.
- Event hours: 8:30 a.m. to approximately 6:00 p.m. each day.
- Scale: Approximately 16–17 jazz band groups attending (roughly half of a standard solo ensemble event).
- Ninth Grade Center not needed; all activity will remain on the main campus.
- Color guard auxiliary areas: Two areas will be set up with speakers and sound system. A volunteer is needed to monitor equipment on Thursday (director will not be present that day).
- Meals: Continental breakfast and a light lunch provided. Judges will be on their own for dinner. No dinner service planned.
- Staffing: Mr. Malcolm and Mr. Target on both days; Ms. LaFerry will also be present to assist. Mr. Schaefer will not be present Thursday.

Upcoming Concerts

- Little Jazz: Tentatively May 8.
- Showcase Concert: May 1 and May 2 (returning to two-night format).

Calendar Notes

- Incoming Parent Night: April 7 at 7:00 p.m. The date was listed incorrectly in At a Glance as May; the Google Calendar reflects the correct April date. A correction to At a Glance is pending.
 - Discussion of calendar communication gaps: Parents have missed after-school rehearsals and performances due to calendar discrepancies between the band website, At a Glance, and Google Calendar. Band directors are the primary maintainers of At a Glance; Secretary maintains the website calendar. When changes occur without notification, updates cannot be made. Board agreed to improve communication when schedule changes occur.
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3. Treasurer Report

- Total expenses since last meeting: approximately \$4,000.
- Fundraiser T-shirts: just over \$1,000 (approximately half offset by dues payments).
- MPA: just over \$400 in spirit wear.
- Jazz MPA meals: \$791.33.
- Current balance: approximately \$21,000 remaining after expenses; approximately \$155,000 total with roughly \$150,000 representing Spain trip funds.
- Outstanding dues: approximately \$55,000 owed; approximately 55 students with outstanding balances, including 5 years of arrears on some accounts. Statements sent to primary and secondary parent contacts. Follow-up calls made on accounts over \$500. Accounts will be submitted to the SHS bookkeeper.
- Spain trip payments: Reminder emails and voicemails sent. Costumes for 7 (including chaperones) ordered; confirmation emails received.
- Online payments are fine with credit card fee passed to payer. Cash payments: must be made as a double payment by July, or checks may be post-dated to June. Post-dated checks will be held and deposited on the noted date. Returned check fee (\$16) is the responsibility of the account holder.
- Special acknowledgment: Board expressed appreciation to the many parents who donated food, beverages, gift cards, and time. Special thanks noted for a parent who consistently goes above and beyond.

Storage Concern

- Food items (chips, bakery items) have gone missing from storage. The board is considering purchasing lockable storage boxes to secure concession and hospitality inventory between events.
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4. Color Guard Update

- JV Championship: March 28.
 - Varsity Championship: April 3.
 - Guard audition dates for next year: To be confirmed with Coach J. Secretary will assist with updating the incoming parent materials once dates are finalized.
 - JV withdrawal fee: A \$200+ fee was incurred when JV withdrew from a competition. The full JV color guard team will hold a mandatory fundraiser (car wash) to recoup that amount. Number of sessions (2–3) to be determined based on funds raised.
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5. Equipment Report

- Golf cart keys: Both keys (orange lanyard and black lanyard) have been located and are confirmed in the band room. Air tags recommended for all keys going forward.
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6. Volunteer Coordinator Report

- Sign Up Genius posted for State Solo and Ensemble volunteers. One parent signed up for Wednesday 8:00 a.m.–12:00 p.m. An additional parent intends to volunteer but could not register due to lack of child care.
 - Board members and available volunteers asked to attend Friday setup and State Solo and Ensemble days as schedules permit.
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7. Events Report

State Solo and Ensemble Hospitality and Concessions

- Rooms: Warrior Room (hospitality) and Renegade Room (judges), same configuration as dress rehearsal/previous events.
- Discussion of donation sign-up logistics: Board discussed streamlining future donation requests to distinguish between items for hospitality (sodas, chips) vs. concessions (items sold at events). Recommendation to consolidate into a single sign-up genius per event cycle and route surplus items appropriately across hospitality, concessions, and band camp needs.
- Spirit Night (9 to 5 Stay Alive): Board discussed pursuing a spirit night at a local restaurant during the event. Contact with the manager recommended to arrange a walk-in spirit night. Jason's Deli also noted as a spirit night option (March 19, 5–9 p.m.).

Sweet Seminole Jazz

- Date to be confirmed with venue contact (Gina). Mr. Malcolm's church is the venue.
- Tickets: Students sell at approximately \$2 each; buyers receive free dessert and coffee. Approximately 10 tickets per student initially, with additional tickets available upon sell-out. Door sales also available.
- Ticket PDFs are ready; Secretary to send file to the appropriate person for printing.

Upcoming Event Dates (Confirmed/Tentative)

- Jason's Deli Spirit Night: March 19, 5–9 p.m.
 - Cars and Coffee (Henry's Depot): April 2 or 3 (free booth space provided).
 - Little Jazz: Tentatively May 8.
 - Showcase Concert: May 1 and May 2.
 - Banquet: May 21 (confirmed; previously listed as May 24 in some communications).
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8. Fundraising Report

Project Sanford Partnership

- The Fundraising Chair met with Marilyn from Project Sanford, the organization that previously connected SHSBPA with quarter day opportunities in Sanford.
- Boiled Peanut Sales: Project Sanford proposes a collaborative arrangement. SHSBPA would purchase a 30-gallon bucket of boiled peanuts for \$10 (yielding approximately 47 portions), sell them at \$7 each (gross approximately \$329 per bucket), and staff a booth at the Osten Market on Friday nights. Booth space is provided at no cost. Students would staff the booth and could play music; a donation bucket would also be set out.

- Note: Vendors selling peanuts at the same market must be consulted to avoid competing with paid vendors.
- Peanut allergy disclosure: Participants and attendees must be made aware that peanuts are being sold; participation is at individual risk.
- Social Media Campaign: Project Sanford, which has approximately 30,000 followers, proposes a campaign soliciting \$1 donations per follower on behalf of SHS Band. Target goal: \$30,000. Campaign would feature anonymized student stories to highlight financial need.
 - Board discussed designating funds raised as a scholarship/assistance fund for students with demonstrated financial need (application process to be developed). Possible uses include instrument repair/replacement and dues assistance.
 - A budget line item would need to be created for this fund.

Board consensus: Move forward with the boiled peanut sales opportunity. Social media campaign details to be further developed.

Airport Lanes Bowling Fundraiser

- Cost: \$11 per person (includes 2 hours with shoes). Proposed ticket price: \$20. Students sell individually; proceeds credited to student accounts and/or designated uses.
- Venue is heavily booked. Proposed date is post-State (approximately May 9); August and September also filling up quickly. Booking in advance recommended.

Top Golf

- Similar individual ticket sales model under development.

Car Wash

- 7-Eleven at Reinard confirmed as a viable location (no charge; straightforward scheduling process). Racetrack and other locations to be explored.
- Proposed to plan car wash events starting after spring break (warm season). Equipment available: buckets, sponges, hose.
- Pre-sold tickets recommended to drive traffic.

Online Popcorn Fundraiser

- Proposed: Online popcorn fundraiser with approximately 50% return. Orders ship directly to buyers.
- Requires setup with the Treasurer and a Google Form for information collection. Must be approved by Mr. Malcolm (Band Director) before launch.

Papa John's Partnership (Next Year)

- Discussions in progress for a Papa John's fundraiser to begin the first week of school next year. Proposed to have Papa John's deliver cards directly rather than mailing to homes (to avoid prior issues with mailing).

Quarter Days

- Quarter day activity has been limited this year. Parents have expressed increased interest, particularly due to Spain trip fundraising needs. Board acknowledged increased demand and discussed expanding opportunities.

9. Media Services / Secretary Report

- No website updates pending at this time. Items can be submitted to the Secretary for scheduling via document (preferred over text messages). ParentSquare messages are scheduled through August.

- Senior Banners: Banners are returning to the building the following day for all band students to sign (yearbook style). Approximately 10 regular Sharpie markers (bullet tip, not chisel or fine point) needed. Board members to bring from home; no purchase required.
 - Volunteer sign-up sheet for spirit wear table at Incoming Parent Night: To be circulated after spring break. Secretary to send email once details are confirmed.
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10. Old Business

No items reported.

11. New Business

Bylaws Review

- It is time to initiate the bylaws review and amendment process. The Secretary will distribute a link to the current bylaws by email along with a summary of proposed updates from the Executive Team.
- Process: Board members will have 7 days to review proposed amendments and submit feedback. Discussion at the next board meeting; vote at the next general membership meeting.

Board Handbook

- A Board Handbook template will be distributed by email. Board members are asked to contribute to their respective sections. Full sentences not required; the goal is to capture institutional knowledge.
- The Handbook is intended to supplement (not replace) the Bylaws, capturing operational details that can be updated annually without a membership vote.

Incoming Parent Night (April 7)

- A spirit wear table will be set up. A volunteer sign-up will be circulated after spring break.
- An incoming parent packet is being developed to include: key dates, band fees summary, registration night expectations, and band camp overview. Goal is to reduce fee-related surprises and improve onboarding communication.
- Board discussed translation needs for families with limited English proficiency; emails are currently sent in Spanish as well.

Registration Process

- A redesigned registration process is under development. Goal: use a single registration form; separate table for instrument rentals; structured reconciliation process with a tracking matrix.
- Proposal to expand registration to multiple nights (4 to April, 6 to May) to reduce crowding and late-night closings.
- Checks may be post-dated; cash payments to be accompanied by registration form and reconciled together.

Drumline Auditions

- Dates posted by Ms. Miller: Concert auditions March 31–April 1; front line and battery auditions April 13 and May 11, 5:30–8:30 p.m. (not mandatory, but encouraged).
- Mr. Malcolm has not yet confirmed these dates. Board will follow up for confirmation before communicating dates publicly.
- Audition packet has been distributed but may not have reached all students. Copies to be printed for distribution.

12. Action Items

Action Item	Owner	Due
Send bylaws link and proposed amendments to board for 7-day review	Secretary	Before next mtg
Distribute Board Handbook template to all board members	Secretary	Before next mtg
Send Sweet Seminole Jazz ticket PDF to printing contact	Secretary / Events	ASAP
Update At a Glance and incoming parent materials with corrected dates (Incoming Parent Night: Apr 7)	Secretary	ASAP
Coordinate calendar access for Mr. Schaefer to update Google Calendar directly	Secretary	ASAP
Confirm Sweet Seminole Jazz date with Gina	Events Chair	After spring break
Circulate volunteer sign-up for Incoming Parent Night spirit wear table	Volunteer Coordinator	After spring break
Develop incoming parent packet (dates, fees, registration, band camp overview)	2nd VP / Secretary	Before Apr 7
Follow up with Mr. Malcolm to confirm drumline audition dates; distribute audition packets	Secretary / Board	After spring break
Contact 7-Eleven (Reinard) and other locations to schedule JV car wash fundraiser	Fundraising / Volunteer Coord.	After spring break
Attend Osten Market (Friday) to evaluate boiled peanut booth opportunity	Fundraising Chair	This Friday
Obtain approval from Mr. Malcolm for online popcorn fundraiser; set up with Treasurer	Fundraising Chair	TBD
Confirm guard audition dates with Coach J; update incoming parent materials	Secretary / Guard Liaison	TBD
Book Airport Lanes for bowling fundraiser (fill before dates sell out)	Fundraising Chair	TBD
Evaluate lockable storage boxes for concession/hospitality inventory	Equipment / 2nd VP	TBD

13. Adjournment

Motion to adjourn: Made and seconded. Meeting adjourned.

Date: _____

Recording/Correspondence Secretary