

East Paulding High School Band Booster, Inc.
Minutes for Board Meeting on Monday, May 11th, 2020

This meeting took place online via Webex. Start time 4:30pm.

The purpose of this meeting was to connect the outgoing board officers with the new officers.

In attendance: President, Julie Irish/ Ineka Hudson; Treasurer, Jenna Curtis/Jennifer Danz; VP Finance, Susan Jones/Amy Kobylarz; VP Operations, Brian Foster/ David Jarrell (chair); Secretary, Heather Austin/Alisha Jackson

President- Julie Irish

- The new executive board officers have been appointed by the outgoing executive board officers. This is in accordance with the booster bylaws. There was no conflict of interest in positions.
- New committee chair and co-chair positions will be: Uniforms, Beth Irby, Mitzzy Burge & Valerie Hall; Concessions, John Gandy & Ashley Gibbs; Chaperones, Angie Barton; Hospitality, Paige Carter, Michelle Campbell & Sarah Willis; Paulding Meadows, Sarah Willis & Rebecca Fraire; Spiritwear, Lesa Brown; Fundraising, Sharon Weaver. We will need at least one more co-chair for fundraising. Also, a chair for Guard would be helpful. It was suggested that Callyn Pruitt's mother might be interested.
- Julie is working on a newsletter that will go out to band families. This newsletter will announce the new board and chairs as well as pertinent information relating to sign-up for marching band.
- Mr. Thomas and Mr. Robichaux will set up a meeting for the new board to begin working on next season's plans.

Roles & Responsibilities of the Executive Board Officers (detailed descriptions are in the handbook)

- President: Oversee the booster operations by holding meetings, delegating responsibilities, and communicating between the different committees. The primary function of the Booster is to support our band directors. Taking notes during the meetings helps the President keep track of contacts that need to be made and next steps to keep the marching band operating. Julie will remain available as the parliamentary president next season.
- Treasurer: Establishing a budget for the season with the band directors; collecting and depositing all money; bookkeeping and reporting. It will be important this season to keep tabs on spending. The Booster exceeded budgeted line items last year and also incurred expenses that were not in the budget.
- VP Finance: Work closely with the Treasurer to account for student dues and fees; contact families that have outstanding balances; work with individuals who may need an alternate payment schedule.
- VP Operations: Work closely with the band directors to develop a plan for sets and props; form a committee of volunteers to build sets as needed and also get equipment on/off the field for performances. Work with the Treasurer for registration tags of trailers and the budget/expenses for props.
- Secretary: Take minutes during each band booster board meeting and general meeting. Type up the minute reports and send to the directors and booster president.
- All executive officers will have access to Charms accounts. The level of access depends on the role of the officer. The President has access to all Charms records. Charms is a powerful tool and is especially helpful when sending out communication. Officers should get familiar with this platform and its many functions. Keep in mind that sensitive/personal information found on Charms is private.

Committee Notes

- Spiritwear: Lesa Brown has developed a design for a raglan t-shirt that will be offered for purchase through pre-orders. For our show shirts, she will work with our guard director, Yair, who creates our design graphics.
- Hospitality: As a result of the pandemic, many restaurants that offered us free/reduced meals for our band may no longer be able to donate. Students may be asked to bring their own lunches/dinners or sign-up to bring a shared food item.
- Fundraising: Susan Jones has offered to host our March-a-Thon fundraiser during band camp. Other fundraising efforts will have to be creative and look for alternative solutions considering the uncertainty of the pandemic regulations/restrictions.

Treasurer- Jenna Curtis

- Current balance in checking account: \$2,939. Current balance in savings account: \$1,449. Total balance is \$4,388.
- We made a profit of \$96 on the band room snack station and received a \$30 donation from Kay Nails.
- Guard staff was paid a combined total of \$2,320. They were not paid for the months of March and April due to the early cancellation.
- We have received 10 marching band deposits that have not yet been added to our account totals.
- There is approximately \$8,100 in outstanding dues.
- Our booster exceeded our estimated budget last season by approximately \$32,000. The restrictions against 50/50 fundraising for student personal accounts, the closure of the schools, and other unanticipated expenditures have resulted in an unbalanced budget. It will be very important for the new board to keep careful tabs on this season's spending.

Other Business

- Band Deposits: Students are required to pay a \$50 non-refundable deposit when they register for marching band. If parents do not want to pay this fee via PayPal they can contact Jenna to pay with Zell or the Square for credit/debit cards. Julie will add this information to her newsletter.
- Band Dues: Jenna is working with Mr. Thomas to create a budget and set band dues amounts. Due to the uncertainty of the impact of the pandemic on marching season, it will be important for parents to understand that all payments are non-refundable. As a booster organization we can credit student accounts but we cannot provide refunds of any kind. The appearance of misappropriated funds would result in a loss of the booster program. If the new board decides to offer a discount for full tuition payments at the start of the season, it is crucial that parents (especially senior parents) understand that there will be no refunds of any kind. For this reason, the board may

wish to suspend this discount and instead encourage parents to adhere to the payment schedule. The first payment of dues covers the cost of band camp operations and staff. A \$50 discount will be provided for families with siblings in the marching band.

- Outstanding Account Balances: The new board needs to decide how they are going to handle the registration of students for the next season who still have outstanding dues from last season. Amy Kobylarz offered to make direct phone calls to these families. Julie will add Jennifer and Amy to Charms so they can look at these accounts. Signed band contracts can be mailed out as proof of commitments to pay. Although the board agreed that these students should not be able to sign up without settling their accounts, this can be a difficult situation for the directors who are counting on students who are integral to their program.
- Volunteers: Traditionally, parents sign up for volunteer duties on marching band sign-up night; because we will not be able to hold this event, we need to develop another means of procuring volunteers. A sign-up genius might be a possible solution for veteran parents who may already have an interest in particular volunteer duties. For new marching band parents, it was suggested that we put volunteer information on the band website as well as a link to the band Facebook group. Ineka proposed the idea of hosting an exclusive new band parent night during the first week of band camp to answer questions and get volunteers.
- Trip Refund: The band boosters and the Board of Education cannot intercede on behalf of parents concerning the refunds given for the cancelled trip to Washington D.C. Parents signed personal contracts directly with the tour group and as such all refund disputes should be pursued by individuals.
- New School Principal: Brad Thomason will be the new principal of EPHS next year. He is a known supporter of the band.
- Band Awards: Mr. Thomas and Mr. Robichaux will be hosting a Facebook Live event Friday May 15th at 6:30pm. End of the year awards and announcements will take place at this time. Julie is working on a video that may be ready to share also.

The meeting was adjourned at 5:57pm.

Submitted by Heather Austin, Secretary.