GPHS Band Boosters Meeting Minutes

October 11, 2022

In person Meeting

* **Call to order: 7:00 pm**
  1. In Attendance, add Morris, Kimberly Skrinde, Mike Graves, Darci Halverson, Kayla Shreve, Michell & Jason Grant, Kate & Dale Kenny, and Cindy Benavente
* **President’s Report: No President- Items that would normally be under this category**
  1. **Cheer Gear Football Games**

Tadd noticed that the Football Boosters are selling items that are in direct competition with the band. To our knowledge a new fundraising form was not submitted by either group for this activity (**Action:** Mike to submit a NEW Fundraising Form to the school for this year. We need to make a note to submit one for next year prior to the start of the year to guarantee that we have exclusive items.) Mike has spoken to Mr. Peters about how best to address this issue with the Football Boosters and a new fundraising form has been submitted.

* 1. **Housekeeping Items:** 
     + Jennifer Clements may still have he PO Box Key- We need to get it back from her (**Action:** Mike to reach out to her to retrieve key.) An email has been sent an he is waiting for a reply
* **Band Directors Report: Tadd Morris**
  1. **Jazz Festival Needs to move to new dates**:
     + The dates for the GP Jazz Festival will overlap with Central WA Universities this year. We will need to move ours to accommodate other groups, including our own, that will want to attend both. (**Action:** Tadd to work with Taylor Whipple to schedule a new date. Side note: We should try to not have it overlap with Prom.) New Date May 20, 2023
  2. **We need to find a parent (s) who will chair this event:** 
     + We should start recruiting for this in December (**Action:** Kimberly to draft volunteer email to all parents specifically highlighting jazz band parents for Jazz festival and percussion parents for drumline festival.)
  3. **Budgeting for Jerry:** 
     + We did not pay Jerry the full amount for this year as budgeted. Tadd would like to know if we can cover the balance. Per Mike, we can cover the balance for this year, but he needs an invoice for booster club records. (**Action:** Tadd to create invoice and send it to Mike.)
  4. **Payment for Clinicians:** 
     + Tadd has had a clinician twice for Jazz Bands 1 & 2. He has paid them himself and would like to be reimbursed if we have it budgeted. (**Action:** Tadd to create invoice and send it to Mike.)
* **Treasurers Report: Mike Graves**
  1. General Review of roles and requirements
  2. The Band Boosters are a 501C3 non-profit corporation. A legal entity that has state and federal reporting requirements.
  3. We also answer to the School District and Parent Organization and must follow their requirements. We have by-laws that dictate how we operate. Everything we do is open for public review.
  4. Board meetings are required to be public and open to all. There is generally one closed meeting in December… meeting
  5. minutes are supposed to be posted.
  6. Decisions that have a substantive impact on support of band programs or change in established practices need to be
  7. discussed and approved by the board.
  8. All new fundraising activities must be reviewed and approved by the board. Per District Policy, fundraising forms must
  9. be submitted to the district prior to committing to the fundraiser
  10. Any active member who attends at least two meetings each year is considered a voting member -except band director.
  11. **August & September Budget Approval:** 
      + Status updates do not need to be approved.
  12. **Clothing Sales (Concert dress, Percussion Polo, Spirit Wear):**
      + The representative that we get the Percussion Polo Shirts and Spirit wear from is looking into how he can offer an online order link that orders can be done and paid for directly through him. We get a % on each sale so it must be set up in a way that we can still get this kick-back. (**Action:** Mike to follow up with him and continue to look for options for us to collect money for Spirit Wear and percussion Polo orders via online.)
      +  Because last year’s dress order from was circulated some of the cost of the dresses will need to be absorbed by the Boosters.
  13. **Storage Closet:**
      + We all need to know where it is and the code so that we are sure to put things away after they are used.
* **Secretary’s Report: Kimberly Skrinde**
  1. **August Board Meeting Minutes Approval**-
     + Approved with corrections that Mike requested.
  2. **Parent Meeting Recap (what worked/what didn’t**)
     + Everyone seemed to be happy with how it went. The flow and slides helped and not having Nancy talk for half of it was much better. Parents seemed to be much more engaged. (**Action:**  Kimberly to keep/archive slides for use next year.)
  3. **Communication (what is working and what is not)**
     + How do we all think that the communication is going? To much, not enough, what should we change.

Feedback:

* + - We need to remove the section at the top of the Monday Band Happenings that is repetitive each week. After the first couple of weeks people get the idea and if we leave it then they tend to not continue to the new and important things.
    - Parents don’t like last minute items. (Which we know and don’t normally do) We discussed sending out two or three weeks at a time of volunteer activities so parents can sign up and mark their calendars. Most people make plans further out and cannot volunteer last minute.
  1. **Mattress Fundraiser Recap:**
     + The numbers were not good, and Nancy was not happy. This will be our last mattress fundraiser for the foreseeable future. It seems that we have exhausted our market for now.
* **Fundraising Report: Darci Halverson**
  1. **Premium coffee, Gourmet Chocolate, Mason Jar & Gift Wrap Fundraiser Recap:**
     + This was a lot of work for very little reward. We had only about 15 students participate in the sale. Not sure we should work with this company again as they are not very organized.
  2. **Online Fundraiser Update:**
     + This one is quite a bit easier However, we still have very little participation and there have been issues with the website and direct donation link. We have about $1,600 in sales so far which we get a 35% cut of to split up to the participants. (**Action:** Darci to create a spreadsheet once she has the totals for Dzana/Mike to input into Charms. Done
  3. **Wreath Fundraiser Details:** 
     + Sale runs through October 27. All orders need to be turned in to Darci no later than that date. She will attend practice that night if we have one. Otherwise, she will make other arrangements to collect orders.
     + Student will receive 50% of the NET Profit. I originally stated 40%, this was not correct.
  4. **Upcoming Restaurant Fundraisers:** 
     + Mod Pizza fundraiser is set for December 11, 2022.
     + Applebee’s Pancake Breakfast is set for January 29, 2023

**(Action:** Mike to submit fundraising forms for these fundraisers.) Done

* 1. **Other fundraising Opportunities:**
     + Check into La Palmera & Emory’s for simple fundraising opportunity.
* **New and Unfinished Business:**
  1. **Disney Trip Update: Cindy Benavente**
* We are waiting for approval from the school board so the last day to make the non-refundable deposit has been extended to October 31, 2022**.**
* Last Day to request a flight deviation for your student is the 15th. This must be done through the travel agent. (**Action:** Cindy to send email reminder needs to parents. Done
  + - Cindy is still waiting for transportation costs from Tadd for the trip to/from the airport.
    - Cost is at about $1,500 but is still fluid as we wait for those costs.
    - Boosters are hoping that we make enough at one of our restaurant fundraisers to be able to provide breakfast items from Costco for the students during their hotel stay.
  1. **Section Photos**
     + Section Photo make up day Thursday October 20, before the Jackson game.
  2. **Update website and social media presence to improve communication: Jason & Michelle Grant**
     + Jason is revamping the website- he will provide samples of some different looks. He will also be checking into how to link vendors, fundraising opportunities, etc.
  3. **Swing Dance:**
     + Swing Dance is **Saturday, January 21, 2023.** (Our agenda stated Sunday)
     + We need to find someone to head the planning committee and we need to start looking now for that person or persons.

Action:

* + - Mike to submit fundraising form and facilities form if not already done
    - Darci to plan for students to sell tickets to the Applebee’s breakfast at the dance
    - Kimberly to draft volunteer email to all parents to get a committee together for planning event
    - Mike reached out to past board member for information and will update us when he has a reply