

HHS Band Boosters
 General Board Meeting Minutes
 October 2, 2017

In attendance: Angie Smith, Dorean White, Libby Peterson, Kris Dolezal, Rebecca Riddell, Marla Arnold (late), Mrs. Bock, Mr. Bennett, Gary Parsell, Judy Martinez, Joe Zollner, Chris Page, Carla Duff, Wendy Plummer, Evan Van Wagenen, Alma Carranza

Action Items from the meeting:

Name	Action Item
Dorean White	Put information about Jeep fundraiser on Facebook again
Angie Smith	Check spam folder for status of disney tickets
Dorean White	Forward the Panda Express restaurant night flyer to Evan
Evan Van Wagenen	Put Panda Express fundraiser on social media
Angie Smith	Follow up with Heather Mulhearn regarding Butterbraids.
Dorean White	Put volunteer needs on Charms for Tuesday night rehearsal
Chris Page and Mr. Bennett	Set up a meeting to talk Jazz Fest
Dorean White	Update Charms regarding change in rehearsal schedule for 10/6, 10/30 and 10/31

- 1.0 Meeting called to order by Angie Smith at 7:00 pm.
 Approval of previous meeting's minutes. Executive board to approve via email.

- 2.0 Thank you to all the staff and volunteers for help with events of the past month

- 3.0 Past Business Reporting and Current Action Items
 - 3.1 Finances
 - 3.1.1 Procedures - submission of payments, donations and sponsorships. Making requests for purchases and reimbursements. Handling of funds. PO Box and Paypal - *Kris Dolezal*
 Donations for sponsorships can go directly to the PO Box of

Paypal. They shouldn't go directly to individuals (if possible). Check with a member of the executive board before requesting reimbursement. Reimbursed receipts can only have band items on them. The students should ALWAYS put any money they need to submit in the band box.

- 3.1.2 Plan for the handling of money for fundraisers such as Scrips - *Carla Duff/Kris Dolezal* and other needed volunteers
Carla has looked into the gift card program (escript) and we are able to pull reports by family so this can be an individual fundraiser. They do not take credit cards. Carla gave a copy of the start up flyer to Dorean. The set up process is a bit cumbersome, but it's easy to order after that. Some cards are only physical cards - for those, we would need to collect \$ and then have the Boosters write a check to the company for the cards. Idea was to do this once a month.
2 people should be handling/counting all money during fundraising events.

3.2 Fundraising

- 3.2.1 School-wide Jeep Fundraiser - *Dorean White/Marla Arnold*
Dorean will put on Facebook again.
- 3.2.2 Disney tickets - *Heather Kennedy*
Angie will check spam folder for disney ticket status
- 3.2.3 Restaurant nights - *HongRu Steidl/Marla Arnold*
HongRu brought in Panda Express flyers. Dorean will forward to Evan to put on social media.
- 3.2.4 Butterbraids - *Heather Mulhearn*
Angie will follow up with Heather.

3.3 Sponsorship/Grants

- 3.3.1 Trailer update (process schedule, student council sponsors, Haul of Fame) - *Renne and Stuart Foster*
Student council funds - paid in full. Ended up funding ½ of the trailer wraps. We can add more to the Haul of Fame once the raffle is over.
- 3.3.2 Grant search, SRP report - *Megan Clarkson/Susan Woodruff/Kris Dolezal*
SRP grant was denied. WE do have all the materials from the SRP grant that we can use to cut and paste for other grants.

- 3.4 Publicity
 - 3.4.1 Publicizing restaurant nights and performances (posters, sandwich boards) - *Evan Van Wagenen*
 - 3.4.2 Spirit posters - *Evan Van Wagenen*
See Evan if you want any special ones made
 - 3.4.3 Jazz Fest publicity - print, radio, TV - *Evan Van Wagenen, Angie Smith*
Talked about doing some teaser advertising. Angie to work on press release (long and short).
 - 3.4.4 Marquis Cooper Football game - Tshirts for parents - *Angie Smith*
Channel 12 will probably cover this.
 - 3.4.5 Any website updates - *Chris Page*
Chris is currently working on jazz fest website.

- 3.5 Photography/Historian - Joe Zollner/Charlene Kutella
Tomorrow night will be a rehearsal of the main video shoot. HHS students will be helping with the main video shoot.

- 3.6 Volunteers
 - 3.6.1 Charms, chaperones, field volunteers, food volunteers - *Rebecca Riddell, Dorean White*
Still have lots of positions open. Panels are here. Dorean will put on Charms for rehearsal tomorrow night. Need field volunteers there by 8 (tuesday night rehearsal)

- 3.7 Jazz Festival
 - 3.7.1 Sponsorship followups - *Angie Smith/Kris Dolezal*
Angie sent thank you email to those current sponsors along with our band concert/performance schedules
 - 3.7.2 Jazz fest information, planning, sponsorship packets or brochure - *Chris Page/Mr. Bennett*
Chris and Mr. Bennett need to set up a meeting to talk.

- 3.8 Uniforms - update on band uniforms - Judy Martinez
Trying something different with gauntlets this weekend.

- 3.9 Equipment
 - 3.9.1 Repairs on the trailer and other equipment breakdowns

(bottom lock on ice maker and wheels on hand drum cart), wheels or carts for props - *Jack Helfrich* and possibly other volunteers as needed

Jack is working on equipment fixes. The pull string on the generator on the wind trailer needs to be replaced. We need to have the shelves carpeted (snags on uniforms)

4.0 Board reports from attending members on any actions not already covered

5.0 Director Reports

5.1 Mrs. Bock

5.2 Mr. Bennett

For Friday, 10/6 - rehearsal from 12-2:30. Kids need to bring a lunch. For the week of Halloween, Oct. 30 from 6-9m, Oct 31 from 2:45 - 4:30.

Dorean will update Charms.

6.0 Important Dates

Jazz Band Concert (7:00 pm)	10/5/17
Fall break	10/6/17 (½ day) - 10/17/17
ABODA Gilbert marching band comp.	10/7/17
Home football game (pep band) - white out	10/13/17
HHS football game @ Gilbert (marching band)	10/20/17
AzMBA competition @ Williamsfield	10/21/17
ABODA competition @ Sierra Linda	10/24/17
PeiWei fundraiser	10/25/17
Home football game - senior night	10/27/17
ABODA competition @ Mountain View	10/28/17
ABODA state festival @ Dobson	11/4/17
Veteran's Day - no school - Mini camp	11/10/17
AzMBA championships	11/11/17
Next general band board meeting	11/13/17
ABODA championships	11/18/17

7.0 Adjournment - Angie makes a motion to adjourn at 8:07 pm with Libby following. Vote unanimous.