

## **MHS Band Boosters Board Meeting Minutes July 16, 2019**

Meeting called to order 6:02 PM

### **Next Meeting: Tuesday, August 6, 2019 in the MHS Band Room**

Members Present: Phil Perez, Tammy Eldred, William Campbell, Bonnie Stepleton, Todd Herring, David Shepherd, Zach Shepherd, James Strickland, Danny Dunlavy, Esperanza Dorsey, Tracy Crawford, Katy Lawrence

**Secretary's report - Danny:** Motion to approve by David, second by James.  
Approved by consensus.

**Treasurer's report - Bonnie:** Motion to approve by Todd, second by James.  
Approved by consensus.

General fund ending balance (6/30/19) \$13,082.69  
Legacy fund \$12,744.43  
Total assets \$ 25,827.12

### **Spring Trip - Tammy:**

- Contract updates
  - Contract with Springhill Suites, 15 rooms
  - Bus contract in place, Paradise Hills, \$6500-7000
    - 1 bus, 2 drivers (switch half way through)
    - Does not include hotel room for driver
  - Disney contract not yet in place, no prices given yet
    - Workshop scheduled for Tuesday morning
    - Budget includes 10% increase from last trip
- Tammy shared drafts of the following documents (copies provided to Board)
  - info/registration sheet to share with kids/parents
  - itinerary
  - budget
    - costs based on 30, 40, or 50 students
    - includes cost for lottery winner, but board will be supporting this through the Booster budget
- Questions
  - Are we going to include the orchestra?
    - Should bring this up in next meeting
  - Are their eligibility requirements for students to attend
    - Any marching band or colorguard/winterguard
- Action items for Tammy/Board
  - Disney tickets
  - Scheduling food

- Tammy will put together flyer for parent meeting, which takes place on 7/30/2019
  - Tammy may need to hand to David, as she will not be available on 7/30/2019
- Need to know the final numbers before January 31, 2020

**Uniform Updates – Katy:**

- Scheduling of fittings to start this week
  - Start on Thursday
  - Need help with ironing, 2 people per day
- Katie may bring her sewing machine to Band Room
  - Can the band room be open on a Saturday, maybe during band camp?
    - Phil: Yes
- Katie can fit kids/sew after 2:15 on weekdays
- Supplies needed for uniforms
  - Shoe polish
- What should be done with old uniforms
  - Will look through and decide about donating these to charity in the Fall; needs to be scheduled with Phil

**Director's Report – Phil:**

- Band Camp is coming up
- Phil is updating handbook, should be ready soon
- Donations needed, get lettering points
  - Balloons, 12" round
  - Copy paper
  - Tissues
- Expecting ~110 students for marching band
- Trying to find volunteers to help with water/food

**New Business:**

**Band Camp - Tracy**

- Snacks
  - Costco will be providing snacks on Fridays, Mondays, Tuesdays, Saturdays
  - Bonnie will help Tracy picking up

**Paperwork - Danny**

- Send signed bylaws and club authorization form to D-Anna Martinez

**Shirts - David**

- Show shirts ordered, should be in by parent meeting
- IWTB shirts ordered with many different sizes

### **Scaffolding Quote - David**

- For director during band camp and outdoor rehearsal
- Will be purchasing
- Will help improve safety for director and staff

### **Disney Trip Drawing - David**

- If fees are paid by certain date, student will be entered into drawing
- Suggested due date: October 26
  - Will send out dates for vote by Board - Danny

### **2019-2020 Budget Update - Bonnie**

- There may be student fee surplus – Bonnie will check with Manzano Office
- Budget meeting, 7/11, results presented
  - Funds needed: \$44,542
  - Estimated income from fundraising: \$8,117
  - Estimated students: 110
  - Estimated band fees: \$300
  - Estimate class fee: \$50 (may change if there is surplus, Phil will check)
- Motion to set fees at \$300, Bonnie; second, William. Approved by consensus.

### **Props – David**

- 3 platforms needed, needs to be mobile, but can be set
  - Support 500-600 pounds
  - Needs to connect
  - Needs to be durable
- David has a steel welder that he has contacted about providing a quote
  - David will get quote by Friday, July 19, or we will go with plan for single platform, plus 2 frames
- When are the props needed
  - Phil: could be without props during band camp, but needed by start of school year
- Quote for platforms purchased online provided by William
  - Funds for props are allocated in new 2019-2020 budget

### **Web Page and Communication - Danny**

- We need better, more streamlined and better documented communication
- Planning to use new web page: manzanohsmusic.org
  - Goal is to have this in place before the Parent Meeting on 7/30/19
  - Once web site is in place, send thank you to Bonnie's brother, who has helped set this up
- Volunteering - Espy
  - Email set up to communicate with volunteers
  - Will use again this year
  - Sign up sheets at parent meeting, single sheet with column for type of help signing up for

- Emails intended for Mr. Perez sent to Boosters account: [mhsroyalguard@gmail.com](mailto:mhsroyalguard@gmail.com)
  - Phil does not currently have access
  - Danny will forward messages to Phil when received

### **Fundraising - David**

- Shawn Littleford will be in charge of this

### **Upcoming Email Announcements - Danny**

- Phil will send full schedule of Band Camp to Danny to include this week

### **Marchathon - Zach**

- Suggestion is to have section leads organizing this year's event
- Date, location need to be decided
  - Near MHS has been tapped out over the past years
  - Some time in September
    - Ideally before State Fair Parade (suggestion: August 17)

### **Donations - Tracy**

- McDonalds: \$5.00 for ice
- Shamrock Foods
  - Store on Montano: provided concessions for Winterguard last year
  - Warehouse (past Community Stadium) does not provide donations, but every 6-8 weeks they provide "dump items" that cannot be resold
    - Don't want letter of donation
    - July 5, Tracy picked up box
    - Board looked at items and discussed whether the band should accept these dump items to give to students
    - Motion to pass on this opportunity, Danny; seconded by William. Approved by consensus
- Costco will provide snacks for band camp and football games
  - Tracy will create a schedule for Band Camp donation pickups and send any gaps to Booster Board by email
  - Donated picnic tables can only go on North side of Band Room

### **Post Office Box - Bonnie**

- Bonnie gave key to Danny for Booster post office box

### **Bank Account - Bonnie**

- Booster Executive Board Members need to be placed on account at Nusenda
  - Danny, Todd, James

Move to adjourn, William; seconded by James. Approved by consensus.

Adjourn: 7:38 PM