

# Manzano Royal Guard Marching Band

PO Box 51824, Albuquerque, NM 87181

E-Mail: [mhsroyalguard@gmail.com](mailto:mhsroyalguard@gmail.com)

Web: <http://ManzanoHSMusic.org>



## MHS Band Boosters Board Meeting Minutes September 12, 2019

**Next Meeting: Thursday, October 3, 2019 in the MHS Band Room**

### 1. Call to Order

- A. Meeting called to order: 6:00 pm
- B. Members present: Phil Perez, Bonnie Stepleton, Todd Herring, David Shepherd, Danny Dunlavy, Katy Lawrence, Sarah Feery, Zane Miller, Kailei Radtke, Andrea Flores, Ryan McGuire, Jenn Castro, Beth Luke, Terrell Dorsey, Espy Dorsey, Jen Herring, Beth Krawczyk, Emmalyn Miller

### 2. Reports

- A. Secretary's Report
  - i. July meeting minutes: moved to accept minutes by Bonnie, seconded by David, approved by consensus
  - ii. Email vote to approve Katy Lawrence's search for new cleaners for uniforms; motioned by Danny; seconded by David, approved by consensus
  - iii. Nusenda account changeover for 2019-2020 Executive Board members: Bonnie and Danny went to bank and brought minutes of newly voted board members, but this was not enough; Nusenda provided guidance, and Danny put together a letter, David signed it; Bonnie and Danny will try again on Monday, September 16, 2019
  - iv. Changed password for band boosters email; ask Danny for password if needed
- B. Treasurer's Report
  - i. General Fund: \$8,441.36
  - ii. LegacyFund: \$12,747.67
  - iii. Recent deposit will bring General Fund to \$16,353.86
  - iv. Several payments still out and need to be resolved in the ledger
  - v. Receipts still to be processed
    - 1. Silks were paid for by Andrea; need reimbursement
    - 2. Beth Luke has receipts for reimbursements
- C. Student Accounts
  - i. Rachel DeBuck working on student accounts
  - ii. Reminder emails were sent out to all families (whether or not they owed anything)
  - iii. In the future, only reminders for outstanding balances will be sent
- D. Director's Report
  - i. Two applications for scholarships
    - 1. Motion to approve accepting all scholarship applications if there are fewer than 4 by September 16, 2019 and vote by email if there are more than 4 by that date; motion made by Danny, seconded by Beth, approved by consensus
  - ii. Music checkoffs: 9/27; 10/4; 10/11
    - 1. These are for a grade in Marching Band
    - 2. Mr. Perez has tablet for students to use to record the checkoffs if needed.
  - iii. Times for competitions
    - 1. Valencia: 6:10 warm up, 7:00 pm performance, 9:00 pm awards
      - a. We have busses (Beth)
    - 2. Zia: 12:05 warm up; 1:15 pm performance; 5:00 pm awards
      - a. Busses will be through Albert Sanchez
    - 3. Pageant of Bands (POB): 3:15 pm warm up, 4:00 pm performance; 5:30 pm awards
      - a. Busses will be through Beale

- iv. Balloon donations needed: 12 in round balloons, 5 100-piece bags needed
  - v. Question: are there any eligibility issues for the band members this year?
    - 1. No, eligibility is based based on last semester and any issues were addressed before the start of the year
  - vi. Schedule for using prop in rehearsals
    - 1. Tuesday evening rehearsals, Friday zero-hour rehearsals, Saturday rehearsals
  - vii. Homecoming Game, 9/19
    - 1. Rehearsal in stadium, 3-4:30, with props
    - 2. Water coolers needed during rehearsal
  - viii. Cancel zero hour, 9/20
  - ix. Marimba is broken, needs to be fixed
    - 1. Anything else needed for repair
      - a. Need carts for 2 big speakers
      - b. Phil will make complete list and email to Danny
- E. Color Guard Report
- i. Uniforms are figured out; measurements
    - 1. Will arrive Saturday before Valencia
    - 2. Cost: \$89/uniform
  - ii. Silks will be delivered tomorrow, 9/13
  - iii. Need to order poles
    - 1. Need to buy bolts for poles, different sizes
    - 2. Bonnie and Andrea will work on this via email
  - iv. Electrical tape, white and black, 5-7 rolls of each
  - v. Gloves, only for weapons guard
  - vi. Props – Bonnie will purchase, will need help assembling
    - 1. Bags for silks, one for each platform
      - a. Plus Velcro straps
    - 2. Velcro straps for flags, 2 per platform
    - 3. Tape on legs to keep props from moving
  - vii. Painting tops of platforms on Saturday, 9/14, afternoon
    - 1. Need help – Kailie and Ryan, William and Bonnie, 6 volunteers
  - viii. Fixing broken tables
    - 1. Zane will work on this on Friday, 9/14
  - ix. Suggestions regarding prop setup
    - 1. Line up at 4 pm, roll call
    - 2. Assign 1 student per table
    - 3. Assign groups (tables 1&2, tables 3&4, etc.)
    - 4. Need to make sure that students know how to set up and take down
    - 5. Zane suggested that he will build a cart for color guard props

### 3. Old Business

- A. Props
  - i. Covered in Director's and Color Guard Reports above
- B. Staff polos
  - i. Ordered by David

### 4. New Business

- A. Valencia Competition: 6 pm performance
  - i. Food
    - 1. Buns are being donated, Tracy Crawford has been in contact with the business who will be donating these
    - 2. Estimate 10 vegetarians
  - ii. Drinks
    - 1. Espy suggests that water bottles work best
    - 2. Board agreed
  - iii. Volunteers needed: food servers, will reach out to volunteers the week of the performance
- B. Staff contracts
  - i. Danny and Phil to work on this in the next week
  - ii. Danny to provide contracts to Phil to use based on last year's contracts

- C. Color Guard
  - i. Communication
    - 1. Color Guard leadership communicates using the Band App; some board members will subscribe to this
    - 2. Weekly Announcements sent from board; Color Guard leaders will be added to this list
  - ii. Responsibilities of the Band Boosters in assisting the Color Guard
    - 1. How is the band fee broken down for Color Guard?
      - a. Budget line item for Color Guard
      - b. Budgets are put together in July each year
      - c. Color Guard leadership agreed to assist in developing a budget at this time each year
    - 2. Reducing cost: we can reuse many items for Winterguard
    - 3. Color Guard parents will be asked to step forward for Winterguard leadership
      - a. Zane Miller, Nancy Dolan, and Tracy Crawford were identified as a potential Color Guard parent leader
- D. Zia: buttons, pinning, sashes
  - i. James will work on buttons; he needs a template
    - 1. David and Bonnie will work on template
  - ii. We need 2-3 people to volunteers to help do this
    - 1. Need to start this process before 10/19
      - a. Zero hour of 10/18 is when the pinning will take place
      - b. 2 weeks before; we need to make buttons
      - c. Tuesday night before (or 2 Tuesdays before), we will have a sash party
        - i. Either 10/8 or 10/15
  - iii. Senior parents; come to the sash party to make a sash for your band student
    - 1. Need to communicate with parents who cannot attend sash party and/or pinning party
  - iv. Some volunteers already have signed up to help with sashes
  - v. Supply purchases
    - 1. David will look at current supplies and assess what is needed
    - 2. David will make purchases as needed for this year's sash party
- E. Pictures
  - i. James Strickland is taking pictures; completed most Seniors to date
    - 1. James will also take pictures for POB advertisement (full band and Senior group pictures)
  - ii. Katy: Do we want to use the photographer from last year?
    - 1. Since James is donating time and media, we will pass on this opportunity for now
- F. Disney (Spring Break Trip, 3/30 - 4/2)
  - i. \$650/student if 50 students go; more if fewer students go
  - ii. Need to send out flyers soon
  - iii. Lottery will be at the November Band Boosters Meeting, date TBD at the October 3, 2019 Band Boosters Meeting
  - iv. Parent chaperones will need to pay same amount as kids
    - 1. At least 4 (maybe 3) volunteers are needed; need both male and female
  - v. Mr. Perez will start list of kids who are interested
    - 1. Will target October 31 as the date that students need to communicate interest to Mr. Perez
  - vi. Staff costs
    - 1. Boosters pay for 2 instructors
    - 2. Other staff can go but they need to pay their own way
  - vii. Color guard may be interested
    - 1. Color Guard leadership will discuss this with the Color Guard students and parents
  - viii. Other music programs at MHS are interested in going; Mr. Perez will work with those teachers to make a plan
- G. 8<sup>th</sup> Grade Night, 10/4
  - i. How many students to expect?
    - 1. Mr. Perez will be visiting schools next week
    - 2. Need this info by 10/1 to order food
  - ii. Ordering food - Beth
    - 1. Pizza, carrots
    - 2. Water bottles that have already been donated
- H. Should we try selling things other than shirts?
  - i. Blankets, hand warmers, etc.

- ii. We should look into this at a future meeting if we sell all of the t-shirts/hoodies that we have
- I. Shelving in Boosters Office
  - i. Motion to buy shelf (~\$60) for use in the Boosters Office made by David; seconded by Todd; approved by consensus

## 5. Committee Reports

- A. POB Committee
  - i. Presale tickets (\$8), patches (\$5), pins (\$5) are ready
    - 1. 10 at door
    - 2. Need to fill out forms when purchasing items
    - 3. Suggest to buy early, always run out of patches
  - ii. Information will be sent out soon; Jenn will send information to Danny to include in weekly announcements
  - iii. Pictures
    - 1. 9/19, call time 5:45, pictures (full group/stadium, senior pictures)
    - 2. \$150 for ad
      - a. Bonnie will write check after meeting
  - iv. Will need 30 parents to work at POB
  - v. Section leaders need to arrive at 6 AM on POB Day, 10/26
  - vi. Volunteers complained about parking last year
    - 1. Will address this in email to students/parents that we need to arrive early or drop off at other places
- B. Uniform Committee
  - i. Will find new cleaners
  - ii. Are there more berets? There are only a few left, but they do not fit the current band members who need them
    - 1. Are there more in the uniform room somewhere?
  - iii. Katy will call and ask about replacement pricing
    - 1. Board will decide later how many need to purchase after pricing comes in
- C. Fund Raisers
  - i. Car show
    - 1. Planned for 10/12
    - 2. Looked into using Wilson parking lot; they want a lot of money
    - 3. Looked into using Manzano parking lot; they want a lot of money
    - 4. Shawn Littleford is looking into alternates; will provide info to Board when a spot has been found
  - ii. Goodwill
    - 1. Beth's church's rummage sale leftovers will provide some extra donations
    - 2. Bonnie will coordinate this
  - iii. World's Finest Chocolate; parent reached out to company about fundraising
    - 1. APS policy: cannot sell on campus
    - 2. Board suggests that parents/students can do this on an individual basis if desired
    - 3. We will not do this as a fundraiser for the entire band
  - iv. Corporate Matching: Jen Herring, \$2000
    - 1. Volunteer and education programs
    - 2. Set to come around mid-October
    - 3. Thanks Jen!!!
  - v. Car Donations
    - 1. Several more coming in
    - 2. Are boats eligible for donation? Yes, we think so
  - vi. We should consider more fundraisers for individuals
    - 1. Beth suggested fruit and chili sales
    - 2. Disney will be a lot and we want to make it possible for everyone
    - 3. We need a parent to be in charge of this in order for it to be a benefit to the band
    - 4. We will ask for ideas for individual email fundraising opportunities in the weekly announcements

## 6. Upcoming Important Dates

- A. Next Band Boosters Meeting: Thursday, 10/3

## 7. Adjournment: 7:32 PM