

# 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 November 14, 2019

**Next Meeting: Thursday, December 12, 2019, 6:00-7:30 PM, in the MHS Band Room**

### 1. Call to Order: 6:04 PM

- A. Members: Phil Perez, David Shepherd, James Strickland, Ophelia Strickland, Tracy Crawford, Sarah Feery, Rachel DeBuck, Zane Miller, Danny Dunlavy, Bonnie Stepleton, Todd Herring, Jen Herring, Beth Luke, Shawn Littleford, Andrea Flores, Kailei Radtke, Ryan McGuire; Students: Zach Shepherd, Ashley Elkins, Marissa Littleford

### 2. Reports

#### A. President

- i. Thanks to everyone's help during Marching Band season this year, it was a great success
- ii. Thanks especially to all of the work by Tracy Crawford, Nancy Dolan, and Sarah Feery in securing food donations this year; it has been such a great benefit to provide to the students

#### B. Secretary

- i. Minutes from October 3, 2019 sent in announcements and posted on band website
- ii. Items that were discussed and voted on by Executive Board via email since last meeting
  1. Zia: Paying for volunteer passes
  2. Band uniform cleaning
- iii. Motion to approve minutes from last meeting and report updates by Beth Luke, seconded by Todd Herring, approved by consensus

#### C. Treasurer

- i. Status of funds as of 11/13/2019
  1. General Fund: \$18,234.53
  2. Legacy Fund: \$12,750.86
  3. Total: \$29,785.39
- ii. Outstanding costs
  1. Spring Trip deposit
  2. Shoes/erasers
- iii. Reports for September 2019 and October 2019 sent via email to Board Members for review
- iv. Motion to approve both reports by Shawn Littleford, seconded by Todd Herring, approved by consensus

#### D. Student Accounts

- i. Outstanding: <\$8,000
- ii. 73 students have paid in full and are eligible for the drawing for the free Spring Trip

#### E. Band Director

- i. Thanks for everyone's help this season to be so successful!
- ii. Mill Levy bond passed (!!!!)
  1. APS is working on details for how much money each school will be getting
- iii. Zia graphics have created finalist patches for purchase, Phil will provide information to be put on web site
- iv. District Honor Band: 8 students participating, 11/22-11/24
- v. Question from Board: how do we address unpaid fees?
  1. This has been a challenge for a long time
  2. We don't want to hold students back if families cannot pay
  3. Requiring class fees help to some degree
    - a. \$50 helps compensate for unpaid fees; this should remain the same in the future
  4. Scholarships have increased this year, which indicates that families in need are being served to some degree
  5. Fundraising: some donors may help pay student fees; Shawn Littleford will focus on providing information to potential donors

6. Payment plans are helpful; perhaps we can provide a more structured approach to this
  - a. Charms is a software tool that can help bands manage their accounts; Danny Dunlavy has looked into this and will provide a report at the next Board meeting
7. Deposits and payment plans with smaller amounts would be helpful
  - a. Other schools use payment plans spread over 6 months

**F. Color Guard/Winter Guard**

- i. Projected Fees for Winter Guard: \$117-\$162 (all inclusive), assume 20 members
  1. 3 local competition fees
  2. 1 trip to Lubbock, TX, February 28-29
    - a. Estimate for fees, hotel, and bus (shared with other schools): \$95 plus food
    - b. Fees including in total costs
    - c. May be able to reduce costs by accepting offer to be housed in HS gym in TX
  3. New performance floor; considering purchasing used floor from La Cueva for \$900
    - a. Other estimates range from \$1000-\$5000 for new floors
    - b. Current floor was purchased in 1986 and is falling apart
  4. Silks, props and uniforms will be re-used this year
  5. Fee structure will be communicated from Andrea Flores to Danny Dunlavy to post payment options on Band web site

**3. Old Business**

**A. Assistant Treasurer Position**

- i. Bonnie Stepleton wants to start training her replacement as Treasurer as soon as possible
  1. Board will still be contracting Laura Flynn
- ii. Motion to approved Rachel DeBuck as the Assistant Treasurer on the Board by Beth Luke, seconded by James Strickland, approved by consensus
- iii. Motion to approve adding Rachel DeBuck to the Manzano Band Boosters accounts starting November 15, 2019 at Nusenda by Danny Dunlavy, seconded by David Shepherd, approved by consensus
- iv. Laura and Bonnie will train Rachel in December and transition to Rachel by the end of 2019
- v. Motion to promote Rachel DeBuck to Treasurer by December 31, 2019 by Danny Dunlavy, seconded by Todd Herring, approved by consensus

**B. Goodwill Drive**

- i. We often make earn about \$1200 for 2 drives per year (max of \$900 per run, 18 bins)
- ii. Next Drive: November 23, 2019
  1. At least 4 adult volunteers are needed, 10 AM-2 PM
  2. Including student volunteers would also be helpful
  3. Bonnie Stepleton will call Goodwill to determine if they can do it this day
  4. Danny Dunlavy will put out call to volunteers once it is scheduled

**C. Equipment Repairs**

- i. Thanks to everyone, especially James Strickland, for repairing so much of the equipment this year
- ii. Chimes need repair, Phil will make a plan to get these fixed

**D. Staff contracts**

- i. Staff contracts have been paid
- ii. We need to have contracts in place earlier next year; we should target the beginning of the Summer Band Camp to have the contracts signed with dates specifying when payments will be made

**E. Disney Spring Trip**

- i. We currently have only 1 chaperone who is signed up to go
  1. We need 3 more chaperones
    - a. Danny Dunlavy will send out another request for chaperones
    - b. We can ask Mr. Warren to chaperone
- ii. Spring Trip Deposit will be paid by Bonnie Stepleton
- iii. Deposits by participants need to be paid by last day of Fall Semester, December 20, 2019

**4. New Business**

**A. Spring Trip Drawing**

- i. Winner: Anya Sokoloff
- ii. Rachel DeBuck will notify the Anya and her parents
- iii. Motion to approve the Board paying for Anya's Spring Trip (\$650) by David Shepherd, seconded by Todd Herring, approved by consensus

## **B. Band Truck Status**

- i. Currently used as storage for Goodwill donations, props, and miscellaneous items
- ii. When it no longer can be used, we plan to donate it to Community Auto, which provides the Manzano Band Boosters will a percentage of vehicle donations
- iii. The Band can have a truck that is maintained in the APS fleet
  1. We would need to purchase the truck
  2. Shawn Littleford will be looking into options

## **C. Cleaning/Organizing Booster Office**

- i. Old medical supplies
  1. We need to remove anything that is expired
- ii. Old student records
  1. These should be shredded; Mr. Perez says we may be able to use the shredder in the office
- iii. Danny Dunlavy will organize cleaning sessions with volunteers
- iv. Mr. Perez says that his student aide will start organizing the music and band items in the office

## **D. Medical Log/Tracking Injuries**

- i. We should be tracking medication dispensing and injuries, informing parents on the same day
- ii. Chaperones should be trained
- iii. Need to make sure we have all volunteer forms

## **E. Equipment Purchases**

- i. Extension Cords/Reels for Pit: Danny Dunlavy has a list of items needed by the pit
- ii. We should ask for donations on the list before purchasing
- iii. Mr. Perez has looked into this issue
  1. Other schools use camping batteries, which are easy to move and can be recharged
  2. We will look into purchasing 3-4 batteries
  3. We will reach out for donations of these batteries

## **F. Parent Volunteers**

- i. We need to have better plans for what volunteers
- ii. Put list of activities together before and during band camp, once the show has been determined
- iii. Parents will be more responsive if they know exactly what they are responsible for

## **G. Upcoming Events**

- i. Winter Jazz Concert, 12/4: Call time at 6:30; Performance at 7
- ii. Winter Band Concert, 12/6: Call time at 5:30; Performance at 7
  1. Program will be put together by Danny Dunlavy
  2. Ads are due on 11/22/2019; Danny Dunlavy will send out the reminder in announcements
  3. Program printing will be coordinated by Bonnie Stepleton and Danny Dunlavy
- iii. Winter Percussion Recital, 12/11, Call time at 6:30, Performance at 7
- iv. All State, 1/8-1/11
  1. Checks needed once Phil is notified who made it
- v. Jazz All State, 1/24-1/26
  1. Checks needed once Phil is notified who made it

## **5. Committee Reports**

### **A. POB Committee**

- i. All Manzano volunteers participated; thanks so much to everyone who stayed all day!
- ii. Should get check for volunteers work from POB in Spring
- iii. Jenn Castro and Shawn Littleford will not be here next year
  1. Need someone to help Jen Herring co-lead
    - a. We want to have this person identified by February 2020, as committee meetings and activities for next year will start taking place after that

### **B. Uniform Committee**

- i. Marching Band Uniforms
  1. Jackets are at cleaners
  2. Can spot clean pants
  3. \$518.40 check needed; Bonnie Stepleton will provide this
- ii. Concert Uniforms
  1. Jacket list is now complete
  2. Katy Lawrence will provide estimate for cleaning

- 3. Some uniforms beyond Katy's repair
  - a. Katy will assess these to see if they can be sent out for repair
- iii. Honor Band: students can look at uniforms and assess
  - 1. Zach Shepherd will make notes and provide cleaning info to Katy
- iv. Color Guard members in band need to get fitted for concert uniforms
  - 1. 12/4/19: Katy will be available at lunch, about 30 minutes needed

**C. Fundraising Committee**

- i. Popcorn Fundraiser - Sarah
  - 1. Parents needed 12/14 to sort orders: will know on 12/8 how many parents needed
  - 2. Students get about half toward their fees
- ii. Car Show - Shawn
  - 1. Got pushed off due to space unavailability
  - 2. Lots of people lined up to participate
  - 3. Need a place to hold it
- iii. Golf Tournament, April 25 - Shawn
  - 1. Want 18 teams at \$400/team = \$7200 – fees to club
  - 2. Need help finding the people to participate
  - 3. Already getting raffle donations
- iv. Sponsor a student - Shawn
- v. Restaurant events – Beth and Shawn
- vi. Christmas trees - Beth
- vii. Donations received
  - 1. Community Auto: ~\$100
  - 2. Jen Herring via employer match: \$1000
- viii. Donations
  - 1. Danny Dunlavy has been in contact with representative from General Mills about receiving donations of 1-2 pallets of granola bars when their local plant rotates to a new product run, but has not been available to receive the donations
    - a. Danny will contact Athletic Director, Matt Espinosa and & Activities Director, Jessica Carr about accepting these donations for the school

**6. Next Band Booster Meeting:** December 12, 2019

- 7. Adjournment:** Motion to adjourn by Danny Dunlavy, seconded by David Shepherd, approved by consensus
  - A. Adjourned at 8:11 PM