

Manzano Band Boosters

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Manzano Band Boosters Board Meeting Minutes December 12, 2019

Next Meeting: Wednesday, January 15, 2020, 6:00-7:30 PM, in the MHS Band Room

1. Call to Order: 6:02 PM

- A. Members: Phil Perez, David Shepherd, Ophelia Strickland, Tracy Crawford, Sarah Feery, Zane Miller, Danny Dunlavy, Andrea Flores, Kailei Radtke, Todd Herring; Students: Marissa Littleford, Shawn Littleford

2. Reports

A. Secretary (Danny Dunlavy)

- i. The Meeting Minutes from the November 2019 Manzano Band Boosters Board Meeting were posted online and emailed to parents and students.
- ii. There was one vote that was conducted online since the November 2019 Manzano Band Boosters Board. Motion to approve \$2500 for Winter Guard expenses by David Shepherd, seconded by James Strickland, approved by consensus.
- iii. Motion to approve Secretary's Report by Sarah Feery, seconded by Zane Miller, approved by consensus.

B. Treasurer (Bonnie Stepleton)

- i. Bonnie was not able to work on November accounts and Treasurer's Report due to family medical emergency this week. Bonnie will provide the report for December 2019 and January 2020 before the January 2020 Manzano Band Boosters Board Meeting.
- ii. We received \$1000 from Thornburg Investment Management on behalf of Jen Herring for volunteer hours. Thanks to Jen and Thornburg!

C. Student Accounts (Rachel DeBuck)

- i. Rachel was unable to attend the meeting. She provided an update to the Manzano Band Boosters via email on the status of the Spring Break Trip deposits and student accounts. She will be emailing parents with updated account information in the upcoming week.

D. Band Director (Phil Perez)

- i. Winter performances and recitals went really well in December.
- ii. Mr. Perez is working on the basketball performance schedule; the band will play at several games in January/February.

E. Color Guard/Winter Guard (Andrea Flores)

- i. 20 students have joined the Winter Guard this year.
- ii. Fees were set at \$80. There were no concerns at parent meeting with the fee amount.
- iii. The competition floor was purchased from La Cueva.
- iv. Question: Is approval needed from Mr. Perez & Manzano Band Boosters for the Lubbock competition? No, this approval is not required, as the students will be paying for this trip directly. Also, the trip was approved at the Winter Guard parent meeting.
- v. Lubbock, Texas Competition Trip, February 28-29, 2020
 1. Cost is \$110 per student.
 2. Fee schedule: \$50-Jan 20th/\$60 Feb 17th
 3. Team will stay in hotel.
 4. Number of chaperones? APS requirement for 20 students is two or more chaperones? Chaperones will pay for their own trip costs.
 5. Trip Scholarships (similar to Disney trip): If the \$80 membership fee is paid before January 14, student's name will be put in for a drawing to have \$110 trip fees paid for. Winter Guard staff raised \$249 in Walker Popcorn Fundraiser to pay for the scholarship.

- vi. Manzano will not host a competition on March 21, 2020, as was discussed, since Los Lunas will be hosting a competition on that date. A tentative plan is to hold an exhibition on February 22 (or 15, if needed). This event will require no fees from participants.
 - 1. Shawn Littleford suggested selling concessions for fundraising, and has agreed to help organize the concessions.
- vii. Suggestion for Manzano Band Boosters made at Winter Guard Parent Meeting: add donation option to band website. This would be for those who choose to sponsor other students or want to donate to the program. This helps to alleviate fundraising.
 - 1. David Shepherd suggested using PayPal Me. Danny Dunlavy will work with David to try to set this up on the band web site in the next month. We will consider whether this will be for general donations or specific donations (for example, Winter Guard, one of the band sections, student fees, etc.)
- viii. Fundraising ideas
 - 1. Valentines day sale (similar to what other Manzano HS clubs and organizations do for fundraising.
 - 2. Silent auction/raffle (for example at the exhibition); Shawn Littleford volunteered to help with this.
 - 3. Ford test drive, like the Manzano HS Boys Basketball Team did this past fall.
- ix. New equipment needed
 - 1. New silks, \$235; listed in the Winter Guard budget and provided by Winter Guard fees
 - 2. New wheels for cart; these will be provided by the Manzano Band Boosters, as is done with all other equipment repairs for the band programs.
- x. Percussion added to Winter Guard this year
 - 1. Perhaps this could lead to having a drumline competition during exhibition in February.

3. Old Business

- A. Walker Popcorn Fundraiser
 - i. Sold \$4428; \$2269.35 earned by students
 - ii. 31 students participated
 - iii. Popcorn will arrive on 12/13; volunteers will be here to help
- B. Spring Trip Updates
 - i. \$60 deposit due 12/20
 - ii. Finding a replacement for Tammy Eldred: We should look for someone to take the lead of the planning over from Tammy, as she no longer has a child in the band at Manzano. An announcement will be made to request a volunteer for this position.
 - iii. Chaperone update: There is currently only a single chaperone signed up to go on the trip. We need at least 4 volunteers. Mr. Perez will ask Mr. Warren if he is going on the trip and will be able to serve as a chaperone.
 - iv. Minimum number of students required is 50 at the current cost of \$650 per participant.
 - 1. Motion to cancel the trip if we do not have 50 students who have paid the deposit before 3:00 PM on Friday, December 20, 2019 by Danny Dunlavy, seconded by Todd Herring, approved by consensus.
 - 2. There are currently 27 students that are signed up to go on the trip, including 5 orchestra students.
- C. Goodwill Drive, 12/15
 - i. Student will receive lettering points for this activity.
 - ii. Phil can open the gate of the parking lot for this event.
- D. Cleaning/Organizing Booster Office
 - i. We need to schedule a date and volunteers to help. Danny Dunlavy will organize this in January or February.
- E. Equipment Purchase: Batteries for Pit
 - 1. Phil to share info received about batteries used by Cibola
 - 2. Question: can we use class fees for this? David Shepherd and Phil Perez will look into this.
 - 3. We should identify someone to lead the effort of identifying what is needed and what the cost of purchasing the required batteries would be (maybe James Strickland?)

4. New Business

- A. Transition of Treasurer
 - i. Motion to extend transition of Rachel DeBuck from Assistant Treasurer to Treasurer to the end of January 2020 by David Shepherd, seconded by Todd Herring, approved by consensus.
- B. Creation of Banquet Committee
 - i. David Shepherd and Todd Herring have looked into working with Canyon Club for this year's banquet.
 - ii. Motion to create Banquet Committee and have it led by David Shepherd by Danny Dunlavy, seconded by Zane Miller, approved by consensus.
 - 1. Zane, Tracy volunteered

- iii. Motion to have banquet at Canyon Club by David Shepherd, seconded by Zane Miller, approved by consensus.
- C. Lettering Worksheet
 - i. The goal is to have this available for students before Spring Break of 2020.
- D. Upcoming Events
 - i. All State, 1/8-1/11
 - ii. Jazz All State, 1/24-1/26
 - iii. Basketball Games, performance dates TBD
- E. Costco donations
 - i. We need to update the Costco donation requests for Winter Guard. Danny Dunlavy will update this and provide letter to Tracy Crawford to deliver to Costco management.
 - ii. Winter Guard would like to ask for donations for Saturdays in January, February and March 2020.
- F. Charms Band Management Software (Danny Dunlavy)
 - i. Danny presented the following capabilities of Charms for helping manage bands and booster activities:
 1. Financial Management ((current: Excel sheets)
 - a. Budgeting
 - b. Student Accounts
 - c. Fundraisers
 - d. Payment schedules
 - e. Tax info (1099, 990)
 2. Communication (Current: Google group/email, individual calls/texts)
 - a. email, text, phone calls
 3. Form collection (current: manual)
 4. Volunteer coordination (current: email, some Sign Up Genius)
 - a. Sign up on calendar/app
 5. Student Chat boards
 6. Calendar (current: Google Calendar)
 - a. Attendance
 - b. Auto reminders
 7. Trip planning
 8. Recording/check-in interface
 9. Purchases
 - a. Shirts
 - b. Ear plugs
 - c. Shoes
 10. Can link to PayPal for payments
 11. Directors can delegate admin responsibilities to various helpers (Boosters)
 12. Create groups for communication (i.e., sections), assignments, etc.
 13. Inventory
 - a. Uniforms
 - b. Instruments
 14. Lettering Points
 15. Parent Interest groups
 - ii. We will plan a demo in either January or February 2020. This will let us see the software in action using demonstration data.
 - iii. We will plan a 60-day trial starting in June 2020. This will let us use the software for 2 months with our data. We can then make a decision to use it afterwards if we want to continue.
 - iv. The cost is \$395 per year.

5. Committee Reports

- A. POB Committee (Danny Dunlavy for Jen Herring)**
 - i. Tanya Yearout has agreed to join POB Committee for next year.
- B. Uniform Committee (David Shepherd for Katy Lawrence)**
 - i. Fittings are available if needed; Mr. Perez will announce this to students
- C. Fundraising Committee (Shawn Littleford)**
 - i. Golf Tournament
 1. Set for April 25
 2. Shawn will email flyer to Danny Dunlavy to send out to parents and students

- ii. Car Show
 - 1. No location yet, still looking.
- iii. Spring Car Wash
 - 1. We should plan for this in June 2020.
- iv. Mister Car Wash Tickets
 - 1. Shawn will talk to Bonnie Stepleton, who has run this in past years, about running this fundraiser in 2020.
- v. Restaurant Fundraisers
 - 1. Rotilio's – New Mexican may be an option. David Shepherd can help with contacting the restaurant to coordinate a fundraiser.
- vi. Amazon Smile
 - 1. Danny Dunlavy determined that we need to contact the IRS to have our status as reported by GuideStar changed so that we can participate in the Amazon Smile fundraising program. Danny will contact the IRS about this.

6. Next Band Booster Meeting: Wednesday, January 15, 2020

7. Adjournment: Motion to adjourn by Danny Dunlavy, seconded by David Shepherd, approved by consensus.

A. Adjourned at 7:26 PM