

Manzano Band Boosters

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Manzano Band Boosters Board Meeting Minutes January 15, 2019

Next Meeting: Wednesday, February 13, 2020, 6:00-7:30 PM, in the MHS Band Room

1. Call to Order: 6:02 PM

- A. Members: Phil Perez, David Shepherd, Tracy Crawford, Zane Miller, Danny Dunlavy, Ryan, Bonnie Stepleton, Rita Rivera, James Strickland, Beth Luke
- B. Visitors: Tammy Eldred

2. Reports

A. Secretary (Danny Dunlavy)

- i. The Meeting Minutes from the December 2019 Manzano Band Boosters Board Meeting were posted online and emailed to parents and students.
- ii. Motion to approve Secretary's Report by Beth Luke, seconded by James Strickland, approved by consensus.

B. Treasurer (Bonnie Stepleton)

- i. November 2019
 - 1. General Fund
 - a. Beginning balance: \$8,239.36
 - b. Deposits: +\$11,847.75
 - c. Payments: -\$3,326.78
 - d. Ending balance: \$16,760.33
 - 2. Legacy Fund
 - a. Beginning balance: \$12,750.86
 - b. Deposits: +\$1.48 (interest)
 - c. Payments: -\$1200.00 (scholarships)
 - d. Ending balance: \$11,552.34
- ii. December 2019
 - 1. General Fund
 - a. Beginning balance: \$16,760.33
 - b. Deposits: +\$10,594.79
 - c. Payments: -\$8297.72
 - d. Ending balance: \$19,057.40
 - 2. Legacy Fund
 - a. Beginning balance: \$11,552.34
 - b. Deposits: +\$1.47 (interest)
 - c. Payments: \$0.00
 - d. Ending balance: \$11,553.81
- iii. Rachel DeBuck is now serving as the new Treasurer.
 - 1. Rachel now has access to Nusenda account. Bonnie Stepleton has been removed from the Nusenda account.
 - 2. Rachel worked with Laura Flynn to produce financial reports for November 2019 and December 2019.
- iv. Motion to approve Treasurer's Reports by James Strickland, seconded by Zane Miller, approved by consensus.

C. Student Accounts (Rachel DeBuck)

- i. ~\$6000 still outstanding in Band Fees. This is an improvement over previous years. We will continue to collect fees and contact members who have outstanding balances.

D. Band Director (Phil Perez)

- i. Basketball game on 1/16

1. Schedule of other basketball game performances posted on band calendar and sent via weekly announcements.
- ii. Solo and Ensemble, 2/1, schedule posted our Mr. Perez's office in the Band Room.
- iii. School's Band Account
 1. List of students still owing class fees is posted outside of the Boosters Office in the Band Room.
 2. ~\$1400 in school account
 3. Still need to pay MPA bus fees
- iv. MPA (District Festival)
 1. 3/24, 6 PM, Concert Band Performance
 2. 3/25, 5:30 PM Wind Ensemble Performance, 7 PM Symphonic Band Performance
 3. Mr. Perez will put together call times and provide to Beth for the bus schedules.

E. Color Guard/Winter Guard (Andrea Flores)

- i. Lubbock Competition
 1. Leaving Friday, need excused absence, will work with Mr. Perez for this
 2. Bus has been reserved
 3. Hotel/housing site determined by group of ABQ high schools
 4. Need APS permission slips
 5. Zane Miller has put together the travel binder with medical forms
- ii. March Competitions
 1. Schedules will be posted ~2 weeks before competition dates
- iii. Manzano Exhibition, 2/22
 1. Mr. Perez has confirmed this date with the school
- iv. Saturday lunches covered for the next three weeks, still looking for a few more
- v. Equipment needed
 1. Materials needed for fixing some of the carts
 2. Zane Miller is tracking costs for next year's budget

3. Old Business

A. Spring Trip Updates (Tammy Eldred)

- i. Tammy Eldred worked with Mr. Perez on required forms for workshop, due 30 days before trip
- ii. APS: 1 chaperone needed per 15 students, only have 2 so far
 1. Disney needs 1 chaperone per 10 students
 2. We need more chaperones
 3. We will reach out to Orchestra
 4. We will try to all chaperones by February 13 and decide at the next meeting how to proceed
- iii. Tickets for Disney
 1. 2-day hopper pass, two theme park locations (Disneyland and California Adventure)
 2. 2-day hopper passes for others who are going on trip (i.e., family members who are not chaperones)
 - a. We need a sign-up sheet, need by 30 days out, February 28
 - b. Tammy will send final price to Danny Dunlavy to announce to parents
 3. Tammy will look into passes for Director and/or chaperones and report to Danny
- iv. Bus
 1. Bus holds 56 people, currently 64 Total plus chaperones
 2. Example workaround: Costco car rentals, ~\$620/week for a large van; other options available as well
 - a. Need to budget for gas and parking fees
 3. Danny will look into APS rules about driving kids to school events out of state; what are the rules and options
- v. Hotel
 1. 2 queens and a sofa sleeper, can hold six
 2. Rooming list provided to Mr. Perez to have kids sign up, will be posted outside of Mr. Perez's office
 3. Hotel needs rooming list by January 30
 4. Families going could get rooms, paid separately, we will advertise this in announcements
- vi. Itinerary draft provided by Tammy
 1. Final version will be provided before the parent meeting about the trip
 2. Itinerary will be distributed to parents by Rachel DeBuck in a Spring Break update email
- vii. Mandatory Parent Meeting
 1. Scheduled for March 10, 6 pm, Band Room

- viii. Permission slips
- B. Lettering Worksheet (David Shepherd)
 - i. Will be ready in the next two weeks
- C. Jazz Trip, 3/5 (Beth Luke)
 - i. Still working on budget
 - ii. Bus: \$1800
 - iii. Hotel: in progress
 - iv. Band Participation Fee: \$200
- D. Costco Donations (Tracy Crawford)
 - i. Bakery closed for several weeks, no donations for now
 - ii. Need to pick up Gift Card – David Shepherd will do this
- E. Charms Band Management Software (Danny Dunlavy)
 - i. Contacted company about starting demo; we just need a date to start
 - ii. We will try to do this in February/March
- 4. New Business**
 - A. Winter Guard Drawing
 - i. Students who paid fees can win a free trip to Lubbock, TX Competition
 - ii. Winners: Destiny Goodnight and Olivia Withrow
 - iii. Rachel DeBuck will send out notices to students and parents
- 5. Committee Reports**
 - A. POB Committee**
 - i. No updates
 - B. Uniform Committee**
 - i. No updates
 - C. Fundraising Committee (Bonnie Stepleton)**
 - i. Golf Tournament info sent in announcements
 - ii. Bonnie Stepleton will lead Car Wash Fundraiser
 - 1. Will reach out to Sarah Feery to assist and learn the process
- 6. Next Band Booster Meeting:** February 13, 2020
- 7. Adjournment:** 7:36 PM