

Transition Bandwagon Meeting

Date: 7/1/15, 6:00 pm

In Attendance: Chris Vail, Kristi Rose, Becky Beckman, Cheryl Goldsworthy, Paul Goldsworthy, Susan Nelson, Jeff Green, Don Cunningham (in for Aimee Cunningham), Dan Rich, Debi Rich, Mark Schaeffner, Cadi Davis, Fred Fischer.

Called to Order: Paul Goldsworthy

Second: Becky Beckman

Approve prior board meeting minutes: Debi approved, Kristi second.

1. **President report:** Kristi gave Paul thumb drive with marching band information and pictures dating back to Karen S. DCI invitational on thumb drive (contains information on how to run an invitational at SMHS).
 - a. New board members - any communication needs to include all board members and Mr. Vail, transparency is vital. Keep Vail in loop on everything.
 - b. Kristi stated we need to make a note when Fred leaves board to make sure that the next bandwagon knows the importance of filing the Tax Card for the type of organization we are 501C(3) and bandwagon tax return. It is worth the time and effort to keep it – we worked hard to get it in place – keep that standing in place!
 - c. Paul will send out invitation to the board members to access an on-line repository (OneDrive) for Band Wagon positions. Board members will keep notes and documents related to their activity for current use and will be passed on to future board members.
2. **Treasurer report:** No financial statement prepared, will send out at end of month since our fiscal year is now ending. Compliant with IRS Form 990-N postcard.
 - a. Fred will do budget for upcoming year.
 - b. Vail stated we are going to be purchasing equipment fairly soon so budget will be helpful. NAU is selling their equipment and we will most likely get some of that equipment.
3. **Secretary report:** Cadi has notebook, will get to Debi. Cadi did not do “Thank You” notes done by Paul (donations coordinator) due to the fact that he had all the information/details on who donated each item.
 - a. Debi to take over list serve – make sure all board members are BCC, not showing email addresses. Will need separate list for alumni and incoming freshmen. She will send out group email to alumni band for car washes and events we would like them to attend.
4. **Fundraising report:** Becky working on new ideas for fundraising: Lil Caesars and Hungry Howies. Rummage sale possibility. Also looking into a Savers fundraising drive in which we would get paid per pound for donations. Savers would send a truck to a designated location for donations drop pick up.
5. **Donations Coordinator:** Paul there are key items to stay on top of and make sure we request: 1) Gatorade request can be made twice a year that request is due now, July 1, need to make request ASAP; and 2) Grant applications for Walmart.
 - a. Paul to meet with Mark to discuss the Donations Coordinator position.
 - b. Other pertinent information: Paint for field; data base created by Paul of contacts to reach out to again as well as donations received; gift cards from various businesses; letters specific to getting donations; Ed Martin monumental to getting donations – Mark to meet with Ed, Mark will need to know whom Ed is contacting. Paul will send out an invitation to the board members to access an on-line repository (OneDrive.com) for Band Wagon positions. Board members will keep notes and documents related to their activity for current use and will be passed on to future board members.

6. **Volunteer Coordinator:** Susan in for Becky Booher. Upcoming events list for volunteers with sign-up sheet which will be electronic.
 - a. Stay on top of list to make sure the positions are covered.
 - b. Aimee to create account for each event with number of people needed for each event (this number comes from Vail), time and other specifics, etc.
 - c. At each event Aimee will hand out volunteer passes making sure to get the working positions in free at games and competitions. Entry into competitions is very limited.
 - d. Parents show up for competitions and expect to get in free but don't do the work. Susan offered to help Aimee transition into this position. Quite a bit of information needed to make sure we are covered for all positions at games. Attendance is important -- Make sure volunteers are aware that if they volunteer for a position, it is important they show up, the band is depending upon them.

GENERAL NOTES:

7. Debi to look into purchasing canopies for band camp. Need biggest canopies for best price. Paul took vote for purchasing canopies, all voted yes. Approved to spend \$375.00. Debi to look on Amazon, if possible use band website to purchase canopies.
8. Vail will ask that each band member drop off case of water on first day of band camp.
9. Paul announced all Board Assistants: Dan Rich, Cheryl Goldsworthy, Susan Nelson, Jeff Green, Cadi Davis and Don Cunningham. Only officers to be left on letterhead, so as not to make it too crowded.
10. Reach out to Dave Leake as back up driver for truck.
 - a. Kristi stated very important to secure committed driver for full semester. Someone back to U-Haul. Drop off after hours so it does not matter who drops the truck off at U-Haul.
11. Schedule banking signers change over: Signers to be added will be Mark and possibly Aimee.
 - a. Will be removing Becky Booher, Kristi Rose.
 - b. Will need statement drafted by Cadi with incoming and outgoing board transition information. That document has to be signed by new Secretary (Debi) and new President (Paul).
 - c. Bank is inside Fry's at 83rd Ave and Deer Valley. Per Kristi, Secretary cannot be added to bank account as a "signer" per the Articles.
 - d. Fred to draft letter to bank with information needed to transition to new members.
12. Concert Dress ordering information: Dress is "Sabrina" by Stage Accents (all information is on thumb drive given to Paul).
 - a. Allow for shipping and tax when giving parents reimbursement dollar figure. Dress looks great on all body shapes.
 - b. Remember when fitting dresses the bust size is the only important measurement for average height girl. Female board member measures bust by standing at girls' back, having girls place tape measure at center of bust. This keeps everyone safe, no issues with accidental touching of a band student.
13. Board meetings schedule: Kristi stated that the Board Member meetings could be combined with the Parent meeting to make sure transparency is kept in place.
 - a. Paul would like about 15 minutes as Board to meet to set up agenda or and list any other items added to meeting.

- b. Board will meet at 5:45pm, then Parent meeting to follow at 6:00pm ending by 7:00pm. Hopefully more parents will attend.
14. Band Camp prep: Water; Gatorade; 5 gallon water coolers needed; Field paint and Ending party.
- a. Mark – Paint: need bright colors, need depends upon rain 12 to 24 cans used fairly quickly. Ending party: Paul/Cadi – find out what Vail wants and times - party marks the end of band camp.
 - b. May need 1 or 2 people to set up and rest taken care of by section leaders. Party is paid for by bandwagon.
 - c. Different ideas: cake, ice cream, swimming, fire hydrant spray down (cannot use hydrants unless owned by City of Peoria, hydrants currently owned by New River Utility. FYI the City of Peoria to purchase New River Utility. Not sure when this will be completed.
15. Need total of 12, 5 gallon water coolers on hand this year. Red water cooler is marked for Color Guard.
- a. Don will get count on Tuesday, to see how many more we need to purchase and condition of what we have. Don will stop by SMHS when Terri is there; Terri at school at 6:30am on Tuesdays with color guard.
 - b. Jeff Green said he checked coolers already they are in good condition, not sure of how count.
16. Email to all band member parents the August 11th “mandatory” meeting. Following Vail’s presentation Board members to meet and discuss band. Vail to add QR in his presentation so parents can scan it. Vail will prepare notice to parents and students on tax credit, texting numbers and website.
17. Board meeting on August 11th, 5:30 in choir room.
18. Per Kristi, Board members please wear purple shirts to identify yourselves. Sell bandwagon shirts at August 11th meeting. Anyone with extra shirts bring them to show different sizes to parents, will help boost sales of shirts. In email to parents announcing the parent meeting on 8/11 we need to make it clear to parents that this is their one chance to get an official band shirt/sweatshirt/etc. Makes great Christmas gift.
- a. Paul asked if we can accept credit cards. Vail needs to just get approval from AD and sent email. Vail stated that AD might require an additional accounting report if we accept credit cards. Can tie “Square” to Fred’s phone, will need user name and password. Be careful with who has password and user name because money can be removed from the account.
19. Shirt orders: Susan stated you have to piggyback your parent bandwagon shirts with kids’ “Forever” shirt order to meet minimum shirt order requirement. If you accept credit cards remember to upcharge to allow for any taxes and cost associated with placing the shirt orders. August 11th you will need Antigua sizing chart print-out. Forever shirt – there is a “girl cut” but it is a hassle because it is an additional item to be added to the order. Try to steer away from it if you can.
20. Vail has Student Teacher this fall, Laura Freeman. Wife of last years’ Student Teacher.
21. Subscribe to calendar – Paul did re-send message to subscribe to calendar. There are different calendars for board members and Parents. URL in presentation on August 11th
- a. Vail will create new group text one for new band members and one for parents. Each new event gets new text number.

Paul Goldsworthy: adjourn transition meeting
Becky Beckman: seconds.