

BRHS BBA Executive Board Meeting Agenda and Minutes

October 4, 2016

7:00 pm

Invitees: BBA Executive Board (Carolyn Renshaw, Laura White, Tammie Willenbrock, Kory Fierstine, Kelly McNeil, Jeanine Gallagher, Donna Vanik, Ryan Dempsey), Andy Schlaff, and BBA members

Purpose:

- 1) **Officer reports**
- 2) **Band program updates**
- 3) **Upcoming events**
- 4) **Questions, comments, concerns**

Meeting Norms

1. We meet promptly on scheduled days between 7:00 pm – 8:30 pm.
2. We come to meetings prepared and ready to actively participate.
3. The agenda is communicated via email 24 hours in advance.
4. Minutes are recorded and communicated via email within 10 days post meeting.
5. We value all opinions with positive, open-minded attitudes and take turns sharing.
6. We reach decisions by consensus. When necessary, we use Roberts Rules of Order when motions and voting occur.
7. We will attend to business on the official agenda first. There will be a question and answer session after all agenda items have been addressed.
8. We agree to curb unrelated discussions to the parking lot.

Facilitator: Carolyn Renshaw

Timekeeper: Kelly Cieslak

Recorder: Kelly Cieslak

| MAX TIME | POINT PERSON | TOPIC | NOTES/DECISIONS |
|------------|--------------------------------|---|---|
| 15 minutes | BBA President- Carolyn Renshaw | <ul style="list-style-type: none"> • Opening remarks • Other updates | <ul style="list-style-type: none"> • Meeting was called to order at 7:02 pm. |
| 10 minutes | Treasurer- Kory Fierstine | <ul style="list-style-type: none"> • Budget report • Tax status updates, if any | <ul style="list-style-type: none"> • Kory reviewed deposits and expenses. • The majority of deposits were from fundraising. • Expenses were mostly for marching music and drill. Other larger expenses were for color guard flags and pillar wraps. • U-Haul rental will likely exceed what was budgeted. • We are under spending by a lot right now, but we still have large expenses to come (staff payment, buses). • Nothing spent on IDL and WG yet. • \$1225 spent for financial aid. Funds also spent for tax submissions and state/federal forms. • IRS application was received. • VA Dept. of Ag and Commerce was received. • We moved funds from band equipment to prop budget. We should keep this in mind for next year. • Laura wants to ask Donna if we have tapped out volunteers with the extra work everyone has been doing. Kory said he didn't think so. • There was no money in the budget for clinics. The one at Millbrook cost \$200. Next year we should be aware of clinic costs. |
| 5 minutes | VP Fundraising – Laura White | <ul style="list-style-type: none"> • Fundraising updates | <ul style="list-style-type: none"> • Wreath effort will start on 10/10. Sarah Newlin and Ann Cates will spearhead this effort. • 10/26: Dining for Dollars at the Buffalo Wing Factory. Save the date has been set. We can sit at a table by the door and collect receipts. Laura has been working with students and leadership to get them to go. It happens during Mr. Dempsey's birthday week! |

| | | | |
|-----------|--|--|---|
| | | | <ul style="list-style-type: none"> • November: Possible Tag Day for IDL and WG. No instruments. Cooler in car with snacks for kids. Kids are in uniform. Knock on doors, ask for funds. Other models have a host family in a neighborhood. Kids can go back and forth to a house in the neighborhood. Feedback from students: They don't like all the instructions. They want it to feel looser. Laura would like feedback on one of these other models. Carolyn thinks it is a good idea. Kids may be able to wear marching band uniforms. First Saturday of November is a four day weekend, so that may not be a good weekend. • Also in November: Possibly another open mic night at Potbelly. Students like the idea, and they like the idea of presenting "paper plate awards." • December is TBD, depending on whether we can raise money for buses through an e-campaign. • End-of-Season shirt: Students are looking forward to it. We need to discuss as we get closer. • Online store: Items can be ordered for Xmas. But likely not a show shirt unless it can be designed in time. • Kory talked about the differences between communicating about marching band and communicating about IDL and WG. • Tammie said they are working on a handbook. She will work with them on a commitment form. The commitment meeting for IDL and WG will be on the same night. • There was discussion about trying to find people to help with an IDL and WG committee, and whether that will help. • Janice H. provided Kory and Laura with details about an art auction. Laura is trying to get more information about logistics. It is a ticketed event. Some money raised comes from ticket sales, and some comes from art sales. It does take a lot of upfront effort. Possible place would be the Red Barn in One Loudoun. • Santa shopping: Concern is that this is already done at a lot of elementary schools. There are other organizations in BRHS that do a similar type of fundraiser. • Red Barn could also be a place to do a wind ensemble concert. |
| 5 minutes | VP Communications -Tammie Willenbrock | <ul style="list-style-type: none"> • Communications updates | <ul style="list-style-type: none"> • Band photos scheduled for 10/18. • Publicity crew is going well. Kim G. was distributing photos to kids today. • Going to try to organize a wind ensemble performance at Ashby Ponds. There is an auditorium in the facility. This would help with community outreach and also give the students some more playing exposure. • Will reach out to One Loudoun to have the Jazz Ensemble at the tree lighting. Usually happens in the beginning of December. • Almost time for another newsletter to go out. If anyone has anything to include, sent the |

| | | | |
|------------|---|--|--|
| | | | information to Tammie. Ideally the newsletter will go out on 10/11. |
| 5 minutes | VP Volunteers – Donna Vanik | <ul style="list-style-type: none"> No report | <ul style="list-style-type: none"> |
| 5 minutes | VP Student Services – Jeanine Gallagher | <ul style="list-style-type: none"> Homecoming schedule (parade, dinner) Game vs. Stonebridge - dinner | <ul style="list-style-type: none"> Jeanine sent an email to Ryan. Waiting for a response. We are going assume that the parade will start at 5. Assuming that students will not march in uniform, but in spirit wear. We think they left school at 4:15. We think that the students will not have a lot of time to eat. Max time will be 30 minutes. Will probably go with pizza because it is fast. Stonebridge will be joining us for dinner when we play them. Jeanine needs a head count of players and parents and chaperones. |
| 5 minutes | Secretary- Kelly McNeil | <ul style="list-style-type: none"> Prep for IDL and Winterguard: Commitment forms, costs, logistics (collecting payments and forms), dates Transition plan | <ul style="list-style-type: none"> Tammie will work on commitment forms for IDL and WG. Announce vacancy for Secretary at next meeting and Tammie will send an email. See if anyone is interested. Discuss specific transition plan once someone has been elected to the position. We need to create a Dropbox using board@brhsbba.org needs to be set up. Use regular password. Kelly needs to back everything up on a thumb drive before moving all the files. |
| 10 minutes | Band Director- Ryan Dempsey | <ul style="list-style-type: none"> General updates | <ul style="list-style-type: none"> |
| 10 minutes | All | <ul style="list-style-type: none"> Q & A Address Parking Lot Issues Miscellaneous | <ul style="list-style-type: none"> Guard rehearsal ending at 7:15 pm on meeting nights is having an impact on Board meeting attendance. We need to keep this in mind for next year. And also for IDL and WG. We asked Ashley about it, and she said it would not be a problem to extend practice on the second Tuesdays of the month. Right now Ashley has requested practice time for 6:30 – 8:30 pm for WG. Times are dependent on space and locations. Ashley and Ryan will be meeting on Thursday to discuss all the details. We will not be providing meals for students at JMU. This year they will need to bring two meals and/or money for concessions. We will let parents know there is no D Hall, and there really is not a place big enough for all of us. Motion to adjourn the meeting was made by Tammie. Laura seconded the motion. All were in favor. The meeting was adjourned at 7:59 pm. |

Parking Lot: Riverside meeting about London. Sam and Laura are going. Kelly and Matt are going. Jenny is going. Pauline Burkette is going. We will talk about keeping funds completely separate. Managing expectations (not a vacation). Kory suggested providing anecdotes. Kory said collect money UP FRONT. If full payment is not made, then people don't go. Same thing for the extra tickets for things like the London Eye and Hard Rock Café. When the Treasurer fronts money, it becomes impossible to collect it all after everything is said and done.

Action Items:

Other Notes: