

BRHS BBA Member Meeting Agenda and Minutes

January 17, 2017

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

Attendees: Ryan Dempsey, Megan Constantinides, Dylan Mercer, Carolyn Renshaw, Laura White, Tammie Willenbrock, Jeanine Gallagher, Karen Petyak, Cheryl Riner, Gail Ogle, Guy Gawrych, Michelle Loyd, Donyell Wilson, Jenny Runyon, Irene Lovewell, Joe Nunley, Crissy Nunley, Karen Young, Patricia Pacheco

Max Time	Point Person	Topic	Notes/Decisions
5 min	Carolyn Renshaw - President	Opening remarks	<ul style="list-style-type: none"> *Meeting called to order at 7:08pm *Carolyn welcomed everyone and reminded parents to sign in *There were no November meeting minutes to approve. Carolyn said we would do that at our next meeting. *It was announced that there would be no meeting in February, so the next membership meeting will be in March. Then we will meet again in May, for our end of year meeting. *Carolyn referenced the calendar and reminded attendees that it is online.
10 min	Kory Fierstine – Treasurer	Budget updates Tax status updates	<ul style="list-style-type: none"> *Kory was not in attendance so Carolyn gave everyone the report that financially we are doing well. It was announced that we have received our 591c3! Laura said according to Kory we just need 2 more documents from the state of VA to allow us to solicit donations. People can now donate and get the tax write off but we are unable to solicit until the VA paperwork comes through. *Gail asked if a “Donate Now” feature would be added to the website. Tammie said we will have that as soon as all the paperwork is approved. It will allow people to donate through the website whenever they would like.
10 min	Laura White – VP Fundraising	Spartan Spectacular	<ul style="list-style-type: none"> *Laura talked about Spartan Spec and gave a basic description of the event. It will be an AIA Winter Guard event held at Broad Run 3/18. It is an all day and set up the day before, all hands on deck event that will be a very large fundraiser for us. *Laura said it will utilize over 100 volunteers. Once AIA gives her the full itinerary, we will have a more complete timeline. There are 21 teams signed up so far. *There will be no IDL competition that weekend, but the IDL will do an exhibition performance at our event. *Laura announced that Orit Sager will co-chair the event with her and there will be 8 teams, each with a team lead. She said a Sign Up Genius will go out 2-3 weeks prior to solicit volunteers. All band students and parents available are needed. *Laura said there are still 3 team leads needed for 1.programs 2.concessions 3.award ceremony. She said the concessions will be easier this year than in the past, because we will be getting food to re-sell rather than having homemade food. Mr Dempsey said he will take care of the awards ceremony and he will get students to assist him with

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			that. Laura said Mr Dempsey's primary function the day of the event is to "put out fires" and deal with issues that may arise. *Laura announced that after the meeting adjourned the various teams would break in to small groups to discuss things further.
10 min	Tammie Willenbrock – VP Communications	Communications updates	*Tammie talked about the media team she will lead for Spartan Spec. and for IDL and WG. She is looking for multiple people to assist with video and photography. *Mr Dempsey said there will be no videoing allowed at Spartan Spec due to copyright issues.
5 min	Donna Vanik – VP Volunteers	Volunteer needs	*Donna was not in attendance so Carolyn read over her notes and expressed the need for Pit Crew for both IDL and WG. *She also said a huge Sign Up Genius for both students and parents will go out for Spartan Spec. *Mr Dempsey said he will be announcing to the students that they are expected to help. *It was asked if IDL and WG would have many shared comps and if they would be able to move equipment together and share Pit Crew helpers. The answer was no, there will be separate Uhauls and teams for each program, since they are often not traveling at the same day or time.
5 min	Jeanine Gallagher – VP Student Services	Medical forms	*Jeanine told the group we are finalizing all the student and medical forms for the IDL and WG students, so they are ready to take on the competition trips in a few weeks. We have just about all of them. Parents will be contacted for any documents that are missing.
5 min	Janice Hummel – Secretary	No report	
10 min	Ryan Dempsey – Band Director	Band program updates	*Mr Dempsey told us an updated events calendar with dates from now through the end of the school year will be coming out soon. He mentioned that all the programs are progressing well. The Wind program is progressing further than he thought possible and is working on pieces that are the hardest level possible. *Mr Dempsey told us he is making plans for Jazz to attend the Chantilly Jazz Festival March 24-25. They will probably be performing in the Friday night slot on March 24 th , to avoid any conflicts with IDL on Saturday. *Mr Dempsey said arrangements are coming in to place for the Cluster Concert at the end of March as well. He gave the group a "sneak peek" that the groups will be doing "ABC" by the Jackson 5 as a combined piece! *All District band is in 2 weeks. Mr Dempsey said they would like to get student interest up for kids to audition in the future. *Jazz on the Lake will be the 3 rd week in May and is being set up now as well.
15 min	Items parked until end of meeting	Items deferred until after main agenda items are discussed	*There were no "parking lot" issues to discuss.
1 min	BBA Board Member	Motion to close meeting	*The meeting closed by Carolyn Renshaw at 7:37pm.
	Laura White – VP Fundraising	OPTIONAL SPARTAN SPECTACULAR INFO SESSION	*Laura went over additional info about Spartan Spec for those interested. She stated that there are 5 goals for the event: 1.that we are proud of the event 2.that we exceed AIA's expectations (so we are considered for hosting opportunities in the future) 3.that EVERYONE feels welcome and knows where to go/what to do

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			<p>4.use the path that has already been paved by volunteers in the past</p> <p>5.share our knowledge</p> <p>*Laura went over that the program lead would make the decision if we go simple for the program or something bigger, if we give it or charge for it etc This lead would also oversee the selling of ads in the program. The idea was brought up that we should offer ads for free or discount to those vendors who donate food for the event.</p> <p>*Laura said the leads will be given support and volunteer names of those who can assist them.</p> <p>*It was mentioned that alumni parents and students often come back to help with the event.</p> <p>*Team descriptions were given. Laura asked that new volunteers see her and returning volunteers would get their job description for what they helped with in the past.</p> <p>*People then broke into groups with their respective teams.</p>