



John Champe High School (JCHS) Band Boosters Association

Meeting Agenda and Minutes

January 16, 2019 (7:30pm-9:00pm) at The DeVol Residence

Meeting Purpose: First meeting of 2019 JCHS Band Boosters Executive Committee

#	Agenda Item	Lead
1	MEETING CALL TO ORDER	
1a	Meeting called to order at 7:00pm <ul style="list-style-type: none"> • <u>Present:</u> Mark DeVol, Kathy Bradshaw, Steve Carroll, Tiffany Johnson, Peter Mitchener, Aimee Norwood, and Jonathan Philip 	Mark DeVol
2	REPORTS	
2a	President's Report <ul style="list-style-type: none"> • <u>Winter Banquet:</u> Received a few emails from Guard parents after the Banquet indicating would like more recognition for Guard during future Banquets. Discussed that despite references to the "band" is inclusive of the Guard, will endeavor to identify means for additional inclusivity. • <u>Volunteers:</u> Want to encourage more volunteerism. Considering multiple options including taking photos of how the trailer looks packed, a training event to educate parents what each role entails and how to perform the roles, hosting information tables at future banquets and events, asking parents to recruit a friend each time they volunteer, encouraging parents to come to Booster meetings to learn more about what's going on, among others. Prefer not to implement required points for volunteering as many other large groups do to motivate volunteers. Also need to update volunteer sign-ups for Unloading (post event). • <u>Spring Banquet.</u> Banquets are opportunities for voting on amendments, bylaws, elections. • <u>Bylaws</u> – Will send out the proposed changes to the current bylaws. Want to provide to the membership by January meeting with 30 days to review/comment so that we can vote on them the following meeting. Changes to bylaws are voted on by Executive Committee quorum of those attending. • <u>Handbook:</u> Need to create/update; at minimum, needs to include roles, duties, and time commitment required for Executive Committee and Standing Committees roles. • <u>Executive Committee and Membership Meetings:</u> Next Executive Committee meeting will be January 30 at 6:30pm; followed by membership meeting at 7:00pm. Starting March 6, future meetings will be the 1st Wednesday of each month, also at 6:30pm and 7:00pm. • <u>Family Picnic:</u> Would like to schedule the family picnic for late August. 	Mark DeVol
2b	Secretary's Report None this meeting.	Aimee Norwood
2c	Treasurer's Report <ul style="list-style-type: none"> • <u>Insurance:</u> Intend to purchase insurance policy for \$386; covers liability, theft, bond, auto accident during sponsored events, and Directors and Officers. • <u>State Tax Exempt:</u> Will confirm whether we have a State Tax ID for tax free purchasing or if we still need to apply to State of Virginia. • <u>Assets:</u> The Boosters' only asset is a bank account. Discussed other assets such as the trailer, which is property owned by the school. • <u>Fuel Debit Card:</u> Will look in to getting a debit card to pay for fuel for band trips. • <u>Data Entry:</u> May need a parent volunteer for data entry. • <u>Fundraising:</u> We can write a check to JCHS for funds raised to apply to individual student accounts and to scholarship kids through the 501c3. 	Kathy Bradshaw

2d	Vice President of Operations' Report <ul style="list-style-type: none"> • <u>Scripts</u>: Would like to pre-order gift cards for known purchases for the year. Will have scheduled order timelines (e.g., monthly on the 10th) to maximize the number of cards ordered to offset the \$8.50 flat fee each time we order cards. Some stores, like Walmart, offer electronic gift cards. • <u>Spring Banquet</u>: Consider hosting the Spring Banquet at an offsite location (e.g., Bull Run Park, Middleburg Community Center, Ticonderoga Farms); will ask Karen to research venues and make a recommendation. Potential date in early June, pending location availability. • <u>Standing Committees</u>: Need to ensure each Standing Committee aligns to an Executive Committee role for planning and reporting. • <u>Fundraising</u> – There is currently a standing committee for fundraising. Discussed possibility of adding a VP of Fundraising to the Executive Committee. Regardless, fundraising personnel need to work closely with Kathy to ensure the information is entered in to Charms. Will reach out to Meredith to confirm interest still in leading Corporate Sponsorship efforts. 	Tiffany Johnson
2e	Vice President of Logistics' Report <ul style="list-style-type: none"> • <u>Tag Day</u>: We collected data from Tag Day by zone to project financial impact for future Tag Days. When the new high school opens, it will impact the zones we cover. 	Steve Carroll
2f	Color Guard Representative's Report No report this meeting.	Peter Mitchener
2g	Band Director's Report <ul style="list-style-type: none"> • <u>National Concert Band Festival in Indianapolis</u>: Would like to apply; will know if we have been accepted by June (approximately 20-24 bands participate). If accepted, Concert Band 3 will play on the Invited Stage and Concert Band 4 would likely play on the Featured Stage. Will require fundraising as cost likely to be \$750 – \$850 /per child .. • <u>All District Band</u>: Kathy and Jonathan will pick-up snacks at Costco on January 30 for All District Band event on February 1 and 2. • <u>Upcoming Concerts</u>: Consider having concessions and spirit wear sales at the upcoming concert events at JCHS. Please encourage parents to come to all the upcoming concerts for JCHS and Willard. With the addition of new electives in 8th grade next year, will be more competition for getting band members. • <u>New High School Band Start Up</u>: We may need to plan for gifting Light Ridge HS some start-up funds; opens in 2020-2021 school year with Juniors; with the first graduating class 2021-2022. Freedom gave JCHS \$1k. 	Jonathan Phillip
2h	Uniform Committee Report No report this meeting.	Cindy Rhodes
2i	Spirit Wear Committee Report No report this meeting.	Andrea Carroll
2j	Incoming Freshman and New Student Committee Report No report this meeting.	Tiffany Johnson
3	NEW BUSINESS	
3a	None this meeting.	All
4	UPCOMING EVENTS	
4a	Upcoming Concerts and Assessments <ul style="list-style-type: none"> • Friday, February 1 from 11:30am-6:00pm – All District Band • Saturday, February 2 from 9:30am-1:00pm – All District Band • Wednesday, February 13 at 7pm – 9th Grade Band and Concert Band 4 • Thursday, February 14 at 7pm – 8th Grade Band and Concert Band 3 • Wednesday, February 20 at 7pm – 7th Grade Concert Band 	All

	<ul style="list-style-type: none"> Thursday, February 21 at 7pm – Concert Band 2 (and snow date for all previous February concerts) Friday, March 1 and Saturday, March 2 – District Band Assessments Note: schedule is TBD; will need parent volunteers at Rock Ridge High School. Saturday, April 27 – Solo and Ensemble Festival Tuesday, May 21 at 7pm – 9th Grade Band and Concert Band 4 Spring Concert Wednesday, May 22 at 7pm – 8th Grade Band and Concert Band 3 Spring Concert Wednesday, May 29 at 7pm – Concert Bands 2, 3, and 4 Spring Concert 	
4b	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> Wednesday, January 30 at 6:30pm – Executive Committee meeting Wednesday, January 30 at 7:00pm – Boosters Membership meeting Wednesday, March 6 at 6:30pm – Executive Committee meeting Wednesday, March 6 at 7:00pm – Boosters Membership meeting Wednesday, April 3 at 6:30pm – Executive Committee meeting Wednesday, April 3 at 7:00pm – Boosters Membership meeting Wednesday, May 1 at 6:30pm – Executive Committee meeting Wednesday, May 1 at 7:00pm – Boosters Membership meeting Wednesday, June 5 at 6:30pm – Executive Committee meeting Wednesday, June 5 at 7:00pm – Boosters Membership meeting Note: Executive Committee and Membership meetings continue throughout the year on the 1st Wednesday of each month 	All
4c	<p>Upcoming Events</p> <ul style="list-style-type: none"> Early June – Spring Banquet; pending location availability Late August – Family Picnic 	All
5	MEETING ADJOURNMENT	
5a	Meeting adjourned at 9:15pm	Mark DeVol