

# **Fossil Ridge Band Boosters**

## **Board Meeting Minutes**

December 16, 2019

### **Opening**

The regular meeting of the Fossil Ridge Band Boosters was called to order at 5:30 pm on December 16, 2019 in the Fossil Ridge Performing Arts Center by Brent Sessions.

### **Present**

Brent Sessions, Kris Sessions, Kim Crawford, Hope Shurigar, Ned Puev, Misty Menard, Sheri Dvorak, Megan Dupont, Sherri Vantellingen, Sarah Parks, Janet Werst, Julie Grillo, Meghan Munoz, Sal Hernandez

### **Approval of Minutes**

The minutes for the November 2019 meeting were unanimously approved as presented (Motion: Brent Sessions, Second: Megan Dupont).

### **Treasurer Report**

The tax year 2018 IRS filing has been completed. The IRS filing is due December 15<sup>th</sup> each year.

Current account balance: \$18,589.31. The food budget is not over, but there is only a couple hundred dollars (approximately) left for the Scott Lang event in May. Meghan Munoz said that the cost of the meal can also be added to the student fee for this event.

We are going to need to 'sharpen our pencils' for what we've got coming up for the Spring semester as well as moving forward into the next school year.

### **CMEA Trip**

This is coming up on January 24-25, 2020. It is a Wind Symphony performance at the annual CMEA convention. Students are being asked to pay a \$150 participation fee. This cost covers the hotel and one meal.

The band directors are requesting that a dinner be provided by boosters on Friday (1/24) before the students depart to Colorado Springs. They would also like a breakfast

for the students on Saturday (1/25). The kids have to be up at 5 am and perform at 9 am, so a 'grab and go' type option is best. Head count is 55.

The band directors would like to have help with finding a lunch place for the students. We (boosters) need to know what the lunch budget (covered by student fee) is to select an appropriate venue for this lunch.

There is a need for 4-5 parent chaperones/helpers for this trip. They will not be staying in the hotel, just are needed for help in moving equipment, etc.

There is also a need for some equipment (tubas, bari sax, small percussion, etc.) to be transported down to the performance site. Julie Grillo has offered to transport in her vehicle.

*Action Item: CMEA group meeting on January 6, 2020 at 4 pm. Members attending this meeting: Meghan Munoz, Sal Hernandez, Julie Grillo, Megan Dupont, Kris Sessions.*

## **Fundraising**

### Santa Breakfast

A 'snapshot' capture will be compiled by Sarah Parks. This will help for planning/coordinating for future. Lessons learned will be captured separately but will also be included. Sarah and Sherri call a meeting for this?

Kim will get Sarah the information regarding the financials for the breakfast.

This will be compiled and presented back to the board.

### Flower Bouquets

What needs to be in place for next time?

For Mother's Day sale, there will be both an arrangement and bouquet option. There will need to be a space and timeline for delivery. We would like to see a clearer idea of the output before we go into it.

### Walmart Donation

There is a \$1,000 check that has been written cut and should be written out to Boosters. This check was incorrectly written out by Walmart to the Band program NOT the Boosters. Consequently, this \$1,000 was deposited into the band program account.

As of this meeting, we are not sure which EIN was used as this could cause an issue with tax reporting.

*Action Item: Sarah Parks will check with Sam's Club to confirm what EIN number was used and who the letter was written to so this can be adjusted as needed.*

#### Winter Guard/Color Guard

Two opportunities have been given to guard students to help earn monies to offset their ISA accounts: Barnes and Noble Gift Wrapping and Butter Braids.

Barnes and Noble gift wrapping is underway- 3 more dates left (12/20, 12/22, 12/23).

The Butter Braid sale brought in a total of \$1,200 for those students who chose to participate in the opportunity.

#### Quarter Auction

Discussion for this fundraiser will be tabled until next meeting. Janet has resent out the information again to board members.

#### Safeway Cards

The band program will be stopping this opportunity the end of 2019. They feel that the program is not yielding enough return to justify the time involved in tracking.

#### Possible Upcoming ISA fundraising opportunities:

- See's Candy
- Subway Cards/Domino's Pizza Cards
- Boon Supply
- Eileen's Cookie Dough
- Coffee Sales from Jackie's Java

#### **Spirit Wear**

The spirit wear is here and will be distributed at the December 17<sup>th</sup> concert in front of the PAC. We made \$350 on this particular sale.

In addition to distribution of purchased items, there will also be a few leftover spirit wear items available for sale at the concert.

## **End of Marching Season Dinner**

There are some lessons learned from this event:

Needs to be better communication to families about the date/time/etc.

Specific crews for set up and clean up need to be established so that this can run smoothly.

Needs (podium, microphone, projection screen, etc.) needs to be requested when the space is reserved so that the custodial staff is aware of what is needed and can plan accordingly.

Video and sound equipment needs to be set up and tested PRIOR to the event so that this runs smoothly.

*Action Item: If you have any additional lessons learned, please send them to Kris for compilation.*

## **Communications Update**

The weekly communications meetings continue and are helpful. Keep sending information to the team.

Shall Brent and Janet form a task force with the main objective to collect communications issues (perceived and actual) with parents as well as form suggestions/ideas how to solve/fix those issues?

- Motion: Ned Puev
- Second: Janet Werst
- Voting Results: Unanimous approval by those board members present

There will be a calendar of big events created for boosters to get things put on our radar and so adequate planning can take place.

There is a change management piece going on that needs improvement. Because of this, Brent will be meeting on a monthly basis with the band directors to help keep things more on track with what is going on, coming up, etc. in a big picture/program way. The goal is to see fixes and adjustments made to keep things moving forward smoothly.

## **Board Decisions for Budget Requests**

There was a line item in the Booster budget for Performance equipment totaling \$2,500. The actual came in \$265 over budget at the amount \$2,765. The band directors are requesting Boosters to cover the extra amount. (Breakdown: \$2,000 from last year's budget and \$765 which was not planned)

Shall the Boosters approve the overage in the line item of \$265 for miscellaneous performance equipment?

- Motion: Kris Sessions
- Second: Brent Sessions
- Voting Results: Unanimous approval by those board members present

The band directors are requesting Boosters to pay for the CBA concert band fees of \$700 (\$350 per ensemble).

Shall the Boosters pay for the CBA (Colorado Bandmasters Association) concert band fees totaling \$700 (\$350 per ensemble)?

- Motion: Brent Sessions
- Second: Janet Werst
- Voting Results: Unanimous approval by those board members present

Moving forward, the board would like to see the CBA Concert Band fees added as a line item for planning purposes.

Shall the \$1,000 over what was expected from flower sales be used to cover the overage on this year's budget for CBA Concert Band fees and the equipment overage?

- Motion: Brent Sessions
- Second: Janet Werst
- Voting Results: Unanimous approval by those board members present

## **Pit Update**

No report. Finished for the season.

## **Uniforms Update**

No report. Concert season attire is now out.

## **Props**

Misty is working on getting props from this season listed for sale. She is also continuing her research for costing on a storage option for Boosters.

## **New Business**

In order to help with communication and planning, Boosters will look at creating a document/handout for families with information about what to expect, extra costs (gloves, music fee, reeds, etc.) above and beyond the participation donation cost. Working title suggestion is: "Life as a Band Parent".

### Winter Guard Competition

The Fossil Ridge hosted competition will take place Saturday, February 8, 2020.

A team is being put together to coordinate the event.

Co Leads: Julie Grillo and Rebecca Creech

Helpers: Janet Werst, Kris Sessions

Consultants: Guard Staff and Band Directors

The profits from the February 8 Guard Competition will be split 50/50 between boosters and guard.

### Little Boy from Lopez Elementary

The Boosters is very sympathetic to the loss of the little boy from Lopez Elementary. However, we need to honor our charter/bylaws and funds must stay focused on our band program. The band directors are considering setting up a Go Fund Me page to commission a piece of music in his honor. Sherri V will also look into seeing if Fort Collins Nursery will perhaps donate a tree for us to plant in his honor.

**Next Booster Meeting: Monday, January 13, 2020 at 5:30 pm**

## **Adjournment**

The meeting was adjourned by Brent Sessions.