

Fossil Ridge Band Boosters

Board Meeting Minutes

April 1, 2019

Opening The regular meeting of the Fossil Ridge Band Boosters was called to order at 5:30 pm on April 1, 2019 in the Fossil Ridge Band Room by Brent Sessions.

Present Brent Sessions, Kris Sessions, Glenn Reynolds, Kim Crawford, Sheri Dvorak, Rebecca Creech, Meghan Munoz, Hope Shurigar, Sarah Parks, Sherri Vantelingen, Garrett Shryock, Joey Leclerc, Ned Puev, Misty Menard

Approval of Minutes The minutes of the previous meeting were unanimously approved as distributed.

IRS Tax-Exempt Status Update

The IRS has cashed the check submitted. This means the paperwork is in process by them and the review of our submittal is underway.

Updates to Registering as a Colorado Charity.

Brent has gone over the instructions carefully. There are 170+ questions to be filled out. Much is similar to the IRS paperwork, but it is asked in a different way, so it will take some time to get completed. Brent and Kim will meet in the next week or so to get working on this process for submittal and is a continuing action item for Brent.

Updates from previous (1/22/19) meeting

Winter Guard: Lessons learned meeting has taken place and there will be a binder/notebook put together for future use. This document will also be placed on the booster drive when completed.

Communications: Garrett Schryock, interim communications chairperson has resigned his official position on the board to avoid any confusion with requirements to hold a seat on the board. The governance committee will review this summer and make certain that the bylaws and polices are clear. In the meantime, Garrett has graciously agreed to continue to help the boosters between now and when a new communications chair is voted in at the annual meeting in May.

Treasurer Report

Current balance in our account is:
\$11,840.

Recent income from
events:

Popcorn Sales from WGI (Bonjour family):
\$301.83

Shoe Drive Check:
\$143.60

Jason's Deli:
\$140.24

The Budget for 2019-20 is due May 2019 (to be presented at the annual meeting).

Vote: Shall the board write a check for \$161.43 to reimburse for the supplies used in the Smiledon at the WGI event. Motion: Kim, Second: Ned

Unanimous
approval.

Executive Committee Briefing on Long-Term Strategy and Budget

The team has been working hard on fleshing out the 5-year strategy for the

program and has some preliminary working numbers. The group will be reconvening on April 8th to finish this process. The goal is to get hard budget numbers for annual meeting as well as a more detailed structure for the coming school year to be shared. The rest of this 5- year plan is in need of depth, but will have a basic structure with the large components (in draft only) in place.

Action item: Budget for 2019-2020 prepared for the annual meeting on May 6, 2019.

The board would like to begin looking at a potential long-term plan for being able to do BINGO once we are allowed to do so. This plan would be a timeline for when to get training, proper licensing, etc.

The team would like to be able to have solid targets for fundraising prepared so that the fundraising committee can have a plan to share out with parents.

The BOA trip will be funded through the band program not the boosters.

Band Program Request

The show for the 2019 competition season has been selected and will need to be purchased along with the licensing. The band directors are requesting reimbursement for the show and appropriate licensing.

Vote: The boosters will reimburse the band program not exceed \$3,000 for the purchase of the marching band show music and appropriate licensing. Motion: Sherri V, 2nd: Kris Unanimous approval.

Fundraising Report

The fundraising team is in the process of looking at potential ways for providing students to fundraise for the BOA trip. It is felt that the students should be fundraising for themselves rather than just things being exclusively done for them.

Flower Fundraiser

Lisa Marino came and talked to the board about the opportunity to do a flower bouquet fundraiser for the band/booster program. Her husband has a flower importing business and is willing to work with the band to help us get the product at cost to be able to sell as a fundraiser.

Some discussion
points:

Initially the target of Mother's Day was thought to be a good idea, but looking at the calendar, that does not really give enough time to properly advertise and make it a success.

Pre-sales are advised to be sure we are not sitting on unsold product that is perishable and cannot be returned.

The best way to make the event easiest for all would be to do pre-assembled bouquets.

There is no minimum amount of bouquets that must be sold, however an entire box must be purchased (number per box varies based on what bouquets are selected).

The board would like to explore doing a flower sale in the fall (with enough lead time to advertise properly and coordinate the effort) and also explore for 2020 Mother's Day as well.

Lisa will continue to work with fundraising team on this potential venture.

Creation of a FRBB Website

Brent has followed up on an action item regarding the FRBB website with Dr. Chaplain. There is no separate domain needed from the band website, we need to just have our own page and be sure it has a different look from the band page to provide distinction.

Vote: The boosters will implement a webpage/website for sharing of booster activities and information, etc. Motion: Brent, Second: Sheri D unanimous approval.

Draft Election Process

Ned prepared a possible structure for the election process for the annual meeting. The team went through the document and made a few suggestions within the discussion for adjustment to make the process work for the upcoming annual meeting.

Action Item: Brent will put the suggested changes into the elections document and send out to board members (via email) for 'ok' so they may be posted by the end of the week.

A formal announcement will be sent out separate from the Fanfare to let parents know the annual meeting and election is coming up on May 6th. The announcement will call for nominations (to be sent to the secretary via email) no later than one week prior to the election (April 29, 2019) for inclusion on the ballot. The announcement will also have a link to the board approved elections document on the website.

Action Item: Kris will prepare the announcement for Meghan Munoz to send out to band families advertising by the end of the week.

Action Item: Kris will prepare a printed ballot for the May 6, 2019 booster board elections.

Action Item: Meghan Munoz and Joey Leclerc will print and have ready for the May 6 election a student/parent list (with a line for signature) to track the ballot process at the election.

Action Item: Kris will send board members an email about returning to the board/being placed on the ballot.

BOA Discussion

A few board members have been hearing concerns about the cost of the trip, school absences and potentially not participating in the program due to the BOA trip. After a brief discussion, Meghan Munoz stated that all parents should be directed to contact her regarding these issues.

Social Gatherings/Outreach for Band Families Discussion

It was brought up that it would be wise to do something that is not tied to any type of fundraiser and is a social gathering for parents. There are 2 proposed upcoming dates that would be best to do something: May 29th during/after the Scott Lang Leadership training and also following the first band parent meeting. Kim, Sarah, Misty and Kris will meet to work on a plan for these activities.

Procedures and Policies

A governance committee will be set up to do a review the bylaws and policies and procedures by July/August of 2019. They will also be given the following items to address/adjust:

- What constitutes a member
- Difference between an officer and board member
- Qualification process for board members
- How to handle vacancy appointments for board members
- How spouses/family members on the board will be handled
- Clear definition of who may serve as a board member Additions can/may be made to this list for focus. The committee may also come up with other things they see needing to be adjusted/addressed.

Long-Term Strategies The following are long term strategies which will stay on

our agenda month-to month as needed:

- Recruitment,
Outreach
- Board Member
Transition
- Program Portfolio for
Fundraising

Adjournment Meeting was adjourned at 7:00 pm by Brent Sessions. The next meeting will be at 6:00 pm on May 6, 2019. (Note: this is the annual meeting/election)