

MCHS Band Boosters

Meeting Minutes
Monday, September 8th, 2008

The regular meeting of the MCHS Band Boosters was called to order at 6:00 p.m. on 9/8/2008 in the CMS Band Room by President Daneane Jones. The attendance from that meeting is attached to these minutes.

Introductions and Information

- Information was provided to new boosters.

Approval of Minutes

- The minutes of the previous meeting were unanimously approved as read.

Financial Report

- Kathi Hopkins reported that we have \$ 4,145.68 in checking and \$1,875.94 in savings.
- A motion was made to pass the financial report; the motion was seconded and passed.

Submission of Bills

Rodney submitted the following bill/payment requests:

- Jack Chambers – second installment of marching show \$2,000
- Slavens Bills in the amount of \$21.30, \$3.75, and \$33.51
- Rodney is still waiting on a bill for uniforms

Motion was made to approve payment of the bills, motion seconded and passed.

Rodney's Report

- If we continue to get more students, we'll need more instruments – just a heads-up for fundraising committee.
- Rodney needs female chaperones for the trips

Old Business

- Community Appreciation Concert – still waiting on a date for the concert
- Fall Raffle is looming! Need to get tickets sold. Can get tickets through Annette Jackson. All tickets and money must be returned to her BEFORE the raffle date!

New Business

- Becky O'Camb talked about fundraising efforts coming up, including a Christmas Concert cookie exchange, Butter Braids, Ink Cartridge Recycling. Bake sales, and others. She will continue to hold fundraising committee meetings monthly and everyone is encouraged to attend

- Debbie Conrads has taken over the advertising sales and we have already renewed several businesses She needs Rocky to email her the tax deductible form.
- Food Committee for travel – Sittons need help with food – a list is going around to sign up for the food committee.

Agenda for Next Meeting (July 8th)

- **ELECTION OF NEW OFFICERS** – This cannot be put off any longer – our organization already suffers from high turnover simply by the nature of our composition – we cycle out every four years!
If new officers are not elected at this meeting, we will be without officers next year – **the current officers in these pending vacancies will cease to fill these positions as of 1/31/2009. If we can get volunteers NOW, you'll at least have the benefit of some really good one-on-one time with your predecessor!**

We have quite a few positions to fill, and we have quite a few new booster members. These positions are vital to our organization and you don't have to have any special skills – just a willingness to learn and a dedication to the program. They can be time-consuming, but are oh-so-rewarding. Please consider volunteering, or nominate someone you think would be a good fit.

Positions available are:

- **Treasurer**
 - The treasurer is responsible for reporting on the financial status of the organization at each regular and special meeting. Must keep track of expenditures, income, and coordinate with our financial consultant (Messner & Forth – pending agreement) in preparing paperwork required by the IRS and Secretary of State. This paperwork is of the UTMOST importance and must be completed in a timely manner each year – basically, it's taxes and Secretary of State annual reports. A professional accountant will help – you just need to get them what they need to do their job.
- **Secretary**
 - The Secretary is pretty much like an administrative assistant to the other officers. You will take notes (minutes) at all meetings, communicate all upcoming dates and important information to the group via e-mail and memos sent home with students; you will keep track of member contact information, and work with the Web Site Administrator to keep information on our web site up to date. You will maintain the organization calendar and be the administrative liaison between the director and the officers, when necessary.
- **President in Waiting (must be parent of Junior or younger, will serve two years – one "in waiting" and one as active President)**
 - The President in Waiting "shadows" the current President to learn the ropes. You are the representative of the group and work with school administration and community leaders when necessary. More information is available in our handbook. In January of 2010, you become the President and are assigned a President in Waiting to assist you.

- **Other Positions Available**
 - **Web Site Administrator (training available)**
 - We are using a new application interface that is super-easy to use – basically, if you’ve ever setup a MySpace, you can do this job. You need to regularly attend meetings. You will post information from the Band Director and important information that comes out in meetings. Check out www.mchsbandboosters.com to get an idea of how the web site is setup. You will be trained.
 - **Concessions (Under Fundraising Chairperson) – training available**
 - You are responsible for ordering supplies, keeping inventory, and coordinating the football concessions (approx 5-6 games) per year. This involves a lot of planning and emailing. You need to get at least 10 volunteers for each game. You also work with the Coke rep in Durango for regular delivery of product. You manage – you can get other volunteers to help you with Sam’s Club pickups, Coke delivery, etc. You’ll probably end up working every football game. Fun position – short-term each year, and you are responsible for our biggest single money-maker (10K and upwards)
 - **Public Relations Officer**
 - Responsible for keeping the community apprised of band booster happenings (Bake Sales, Car Washes, Raffles, Community Appreciation Concerts) and attending school board meetings as a band booster rep.

Just a note: The Web Site Administrator, Concessions, and PR Officer are all currently being done by the Secretary (ME!) and I am worn out! So, please, help lighten my workload and take advantage of these awesome opportunities – learn a new skill, do something you haven’t done before, and help your band! ☺

- Regional’s in Grand Junction
- State Trip to Denver
- NAU Trip to Flagstaff
- Community Appreciation Concert
- Upcoming Fundraisers
- Raffle Status
- Vote on retaining a financial company for taxes/required corporation paperwork
- Vote on purchase of cappuccino machine
- Status of Band Camp Fees
- Status Update on Softball Concessions
- Upcoming Fundraisers
- Web Site/Trailer Advertising

Adjournment:

Meeting was adjourned at 7:00 p.m by Daneane Jones. The next meeting will be on Monday, October 6th in the High School Band Room. (*Modified: Date changed to 10/7 to accommodate rehearsal schedules*)

Minutes submitted by:

Rocky Moss, Secretary