

Minutes for WSHBBA Board Meeting – February 23, 2017 - 7 p.m.

Members in attendance were: Steve Kopp, Brian Pennington, Sheila Pennington, Kris Gfeller, Tanner Smith, Emily Reed, Linda Kopp, Paula Irvine, Karen Ross, Bev Drummond-Murray, Pam Zarfoss, Mit Scott, Jacob Gall, Ian Barker, Jeremy Derucki, Roger Robinson, Gretchen Hitchcock, Paula Irvine, John Pryor, Melinda Wemhoff, and Judy Furney.

- I. Call to Order – Brian Pennington called the meeting to order at 7:01 p.m.
- II. President comments – over past few weeks we've been getting feedback from parents and students that are problematic. Some examples include: kids telling each other that the band is in debt; the feeling that the “band” doesn't support the “guard:” issues with chaperones behaving badly etc. Comments are still floating around. If you are hearing these things, and you don't know the answer, call Brian. A lot of things happened quickly this at the expense of communication. Please be upfront and honest, have conversations with people. Find out what's going on, ask, reassure, etc. We need to be conscious of how we interact with each other and how we represent ourselves and the Board to the general population. The bylaws emphasize behavior. The stipulate how we should behave and represent ourselves. We need to embrace our volunteers, be aware of how we act amongst ourselves, etc. Be willing to ask for help, to provide help, etc. We need to do more to communicate and get in front of wrong information.
- III. Approval of Minutes – Judy Furney presented the minutes from the January 19, 2017, board meeting. Linda Kopp noted two changes in the treasurer's report (ending bank balance and outstanding expenses were incorrect). Corrections were noted and changes made to the minutes. With no additional discussion, Emily Reed moved that we accept the minutes as amended. Kris Gfeller seconded. The motion passed.
- IV. Treasurer's Report – Linda Kopp presented January's report as follows: For the month ending January 31, 2017, Quickbooks showed a starting balance of \$86,436.11. Total income was \$16,615.87. Total expenses during this time period came to \$19,149.99, for a total net income of -\$2,534.12. Total sales tax income for the month was \$2.89, with a total sales tax paid of \$314.62. The ending Quickbooks balance was \$83,587.37.

The ending bank balance as of 1/31/17 was \$86,310.51, with 4969.28 in outstanding deposits. Outstanding expenses were reported as -\$3,692.42. The bank balance with outstanding transactions came to \$83,587.37. Variance from Quickbooks balance - \$0.

Discussion regarding the large number of undeposited checks followed. These are listed on the Bank balance report. Linda said she would begin making contact with those still holding checks to see if any would be willing to donate the money back to the band.

Finally, Linda presented her expected End-of-Year totals vs Actuals report dated Feb. 21, 2017. If all goes as anticipated, we expect to end the year up \$3,480.01. These numbers do not include early registration figures.

With no additional discussion, Kris Gfeller moved that we approve the Treasurer's report as presented. Emily Reed seconded. The motion passed.

V. Old Business

A. NTCA Competition Update – Sheila Pennington

Sheila reported that we are still sorely lacking in volunteers. The perception is that it's just a guard thing, and "band" parents don't need to be involved. We didn't sell the program ads that we anticipated, so we are still looking at about \$9,000 in income, but we are short the \$4,000 that we thought we would get from ads. There will be a volunteer meeting at 6 pm Friday, Feb. 23. The first group of volunteers will arrive at Wakeland at 8 a.m. The Blue guard performs at 6:02 p.m., the Orange at 8:45 p.m. We hope to have everything finished up by 10 p.m. There is testing in the cafeteria in the morning, but the cafeteria available in the afternoon.

B. Spaghetti Dinner/Silent Auction Recap – Gretchen Hitchcock

Disappointing band family turnout. Gretchen felt the timing may be better at the Winter (Christmas) concert next year. This time around, the silent auction and bake sale raised \$958.12. The spaghetti dinner itself made about \$1,500. There was lots of extra food leftover, so it was donated to a local Frisco Fire station. The firefighters were very pleased to get it. Thanks to all who volunteered.

C. Band Banquet – Paula Irvine

a. Committee review/approval

Paula announced the names of those who volunteered to serve on the Banquet Committee –Garima Kamo, Teresa Mabrey, Betty Hamilton, Denise Cannefax, possibly her husband Alan Cannefax, Melissa Eigenmann, Bev Drummond-Murray, Pam Zarfoss, Ian Barker, Rob Schneider, Andy Costa, Gretchen Hitchcock, Ana Blanton, Candy Smith, Patricia Sartini and Kate Reynolds. All are members in good standing and eligible to participate. Sheila Pennington moved to approve the committee as presented. Mit Scott seconded the motion. The motion passed.

b. Banquet update – menu will include chicken parmesan or mushroom ravioli. Our 60-day deposit will be due to the Marriott next month.

D. Senior Wills date, planning – Paula Irvine, Mr. Smith

Mr. Smith is looking at two potential dates - May 5 or May 15. He is checking on the availability of Transportation West.

VI. New Business

A. New Member Liaison position – Brian Pennington

Candy Smith has decided to step down. Brian asked that we be sure to thank her for her years of service to the board. Melinda Wemhoff has volunteered to step into that role for the remainder of the year. Melinda is committed to working with the middle schools. She will need help at Hype Day since it is also prom. With no additional discussion, Paula Irvine moved that we approve Melinda as the New Member Liaison for the remainder of this year. Mit Scott seconded. The motion passed.

B. Bylaws and Job Descriptions discussion and approval – Brian Pennington

The Bylaws and Job Descriptions for next year were sent to all board members prior to the meeting for review. We will discuss any changes or issues with the Bylaws first, then will move on to the Job Descriptions.

Bylaws discussion - Sheila Pennington asked about the word “band” wondering if it could be misconstrued as exclusionary. Brian suggested terminology might need to change to “program.” Ian Barker said if people see the word “band” they take it literally. Steve Kopp pointed out capitalization issues. Brian to adjust. Job descriptions changing. Steve Kopp initiated a discussion that if a board member needs to be voted out that the vote needs to be from the full board. This was clarified in the bylaws.

Brian pointed out Executive Committee description and necessary closed meeting circumstances. This comes directly from the Texas Open Meetings act.

As the adjustments were presented and agreed-upon, Brian made the changes to the Bylaws document. Question raised about board members missing consecutive meetings.

Job descriptions discussion – Brian pointed out changes. We need to emphasize to incoming officers that the board member positions are full year positions. These positions are needed to move the band forward through ALL the seasons of the program. The VP role has been split into two: Vice President of Operations is responsible for our participation in the Frisco parade, plus taking charge of the broader role of events, specifically those that we host. VP Student Affairs – focuses on activities that are student-specific - including registration, financial aid, tracking, Band Banquet and Hype Day. The Assistant Treasurer is new as a chaired and voting position due to the exposure they have in handling money, financial information, etc. Guard liaison -Ways and Means to assist with Guard fundraiser. Webmaster has been eliminated – Mr. Smith wants to continue maintaining the .org website.

Kris Gfeller moved to accept the bylaws as revised. Sheila Pennington seconded. More discussion about the timing of the vote to remove a board member if necessary. Motion passed.

Kris Gfeller moved to accept the job descriptions as revised. Emily Reed seconded the motion. There was no discussion. The motion passed.

C. Nominating Committee presented/approval – Mit Scott, Brian Pennington

Mit Scott presented the names of those to serve on this year's Nominating Committee. They include: Gretchen Hitchcock, Melinda Wemhoff, Cindy Thomas and Mit Scott. Emily Reed moved to accept the committee as presented. Kris Gfeller seconded. The motion passed.

VII. Announcements - Next meeting is March 23. Start thinking about your positions, if you want to continue. We will be planning for early registration, Hype Day, Band Banquet, etc.

VIII. Band Director Comments/Notes

Mr. Smith said he hopes communication is clear with the new newsletter. He will check to make sure emails have all transferred over. He clarified the information in Solo and Ensemble email. Tier 2 definition exceeds competition level locally. Since we've taken an overnight trip already, we cannot do this. Mr. Smith will get clarification on high occupancy vans.

IX. Adjournment – 9:29 p.m.