

WSHBBA Board Meeting Minutes – July 28, 2016

Members present included: Sheila Pennington, Brian Pennington, Judy Furney, Janette Derucki, Rebekah Kiesling, Peter Lundsgaarde, Mit Scott, Gretchen Hitchcock, Karen Ross, Bev Drummond-Murray, Margaret Matlack, Tanner Smith, Jeremy Derucki, Steve Kopp, Kimberly Divris, Emily Reed, Sara Fortenberry, Linda Kopp, Paula Irvine, Chad Irvine, Aimee Karolczak, Carey Polson, Candy Smith, Ian Barker, Kenny Durand, and guest Doug Furney.

1. Call to Order – Brian Pennington called the meeting to order at 7:01 p.m.
2. Brian introduced Wakeland's new principal, Dr. Donna Edge, who shared a few thoughts, and also our new director of bands, Mr. Tanner Smith.
3. Team Building Activity – Brian conducted an activity focusing on “The Power of Yes.”
4. Presentation of Minutes – Judy Furney presented the minutes from the June 16, 2016, board meeting. Sheila Pennington moved to accept the minutes as presented. Janette Derucki seconded. The motion passed.
5. Treasurer's Report – Linda Kopp presented the current account information for the month ending June 30, 2016. Starting balance - \$59,875.03 Income - \$6,010.25 Expenses - \$17,128.82 Ending Balance \$48,756.46. Sheila Pennington moved to accept the report as presented, Steve Kopp seconded. Motion passed.
6. Budget/Planning Update – Linda Kopp/Bev Drummond-Murray – In preparing the budget for this meeting, a significant mistake was discovered in the expanded 2016-2017 budget. A line item expense for a proposed spring trip was pulled out of the budget, but its corresponding projected income was not. Mistakes were discovered – spring trip expense pulled out but income was not. In addition, \$16,000 in income for marching did not make the budget. Also not included was the spider prop sale, which brought in \$3000. This leaves us with a forecasted shortfall of just under \$40,000. We can't know what the deficit will ultimately be until registration is over. Linda suggested that we wait until after registration to determine the final deficit.

Janette Derucki suggested that we not use a chart of accounts to determine final budget. Linda explained that she used the line-by-line accounts to explain the deficit, but said there is no intention to hold committee chairs to these limited categories within their own budgets. Steve Kopp suggested that the general membership be informed of the error. Brian Pennington said December meeting will be a re-planning meeting addressing budget for Winterguard, concert, and percussion season, at which time we will look at any remaining shortfall.

Registration fees – BOA or Spring trip? Discussion regarding replacing the BOA San Antonio trip with a spring trip followed. Mr. Smith polled the Leadership Team and found the students evenly divided about which one to choose. He will meet with the full ensemble Monday and get their votes later next week. If going to BOA, it would be

mandatory and all students would pay the full \$975 currently due at Registration. If the students choose a spring trip, this would be optional and the additional \$300-\$500 per student would not be due until Spring. If the decision is delayed too long, it would significantly shorten the window for online registrations. Sheila Pennington moved to change registration fee in Ensemble Center to \$675 per student with the understanding that an additional trip fee would be charged at a later date. Margaret Matlack seconded.

Mr. Smith said he did not want to hold up registration longer than necessary and would poll the students and have an answer by tomorrow. Sheila Pennington withdrew her motion. Roger Robinson presented an amended motion stating: If BOA is cancelled in favor of a spring trip, we lower the registration price to \$675 and inform families there will be an optional spring trip fee. If the students vote to go to BOA, no changes to registration will be necessary. Pete Lundsgaarde seconded. Motion carried. Candy Smith requested we reinforce the need to communicate the additional spring fees for Winterguard, percussion, etc.

Old Business

1. Audit Committee update - Sam Benedict, Audit Committee chairman, was not present at the meeting. Janette Derucki announced that the audit should be complete by this Friday.
2. Revisions to 2016-2017 Meeting Schedule – Brian Pennington said the regularly scheduled Board meeting dates for the next three months will need to be changed due to the Friends and Family performance and two Thursday night football games. Meeting for these three months will move from the original 3rd Thursday to the 4th Thursday of the month.

New Business

1. Registration Day, August 6 – Pete Lundsgaarde introduced Doug Furney, who presented and Ensemble Center run-through.
 - a. Anticipated timeline for registration - 8 – 4 p.m. Pete and Doug reviewed check-in and check-out functions. Board members asked to assist with some basic set up the night before and volunteers are needed.
 - b. Doug ran through a PowerPoint presentation showing the steps for families to register online, go to the shopping cart and pay for registration. Candy Smith requested some kind of identifier in Ensemble to flag new Sophomores/Juniors/Seniors. Brian made the point that Ensemble Center will allow us to have truly updated data. Payment plan will include reminders. Board is requested to register online live first on the first night. As soon as email goes out enrollment is live. Proceeded with brief demo. Discussion about how to communicate to families that they must attend registration even though they register online.

- c. Laptops and other devices needed to facilitate registration – Mr. Smith is checking out 30 WHS Chromebooks for registration. Steve Kopp suggested that we hand the person a device and the device is returned and logged out before the next person uses it.
 - d. Tax-free day discussion – Aug 6 is tax-free day in Texas. We don't have to use one of our tax free days for the majority of items sold during registration because of this. Recommendation for our additional tax free day was for the Band Banquet. Linda Kopp said she would look into this idea further to make sure it will work within our sales tax parameters.
 - e. Pete said the make-up registration day will be either the Tues or Wed following regular registration.
2. Social/Hospitality – Paula Irvine
- a. It was suggested that instead of collecting donated popsicles, we have an “adopt a day” for families to bring already-frozen, ready to distribute popsicles each evening. One popsicle for each student and staff member totaling approximately 300.
 - b. Pool party – 7-10 p.m. On Friday, August 19. We only need a few volunteers as we are charged for each one. No extra parents needed for that reason. The party will again be at The Colony Aquatic Center. Volunteers should be set up on Sign Up Genius. Need grillers and servers.
3. Financial Aid Committee – Linda Kopp indicated we already have financial aid requests. Sheila Pennington and Janette Derucki volunteered to be on that committee with Pete Lundsgaarde.
4. Community Partnership Fundraising Program – Janette Derucki said the Ways and Means focus this year will be on outside resources not just band families. There is a Friends and Family sponsorship form available for band parents to use with incentives for each level. We will offer six levels of Corporate sponsorship. Ads, website exposure, etc. will be offered to varying degrees to our corporate sponsors. The annual fund is still going to be a big push and will be a focus close to tax time. We will continue the passive fundraising available through store programs and Amazon. A third source of income is reviving our spirit night events. This will provide more community visibility. The committee hopes to be able to do one spirit night a month. There was also discussion regarding instituting a major student-involved fundraiser. We want to choose something that would be a good use of our time. Possibly an event. One idea is hosting a guard camp in the summer. Mr. Durand brought up the need to research this before getting too far along. Other ideas included the Donut Bar, and a fun run.

Brian added local businesses are reaching out to him to find out how they can partner with us.

5. Ford Center at the Star Concession information – Steve Kopp attended the Ford Center’s required concessions training. For the first game, we have one concession stand. We don’t cook anything. Beef sandwiches, hot dogs and pretzels, nachos are on the menu. The Ford Center is recommending 20 volunteers (10 cashiers, 5 runners, 5 workers). Steve hopes to get more than that. Students aged 14 and older can volunteer there. We will meet in the parking lot and walk in together. The Ford Center will not allow school or Booster Club signage, and no Wakeland shirts or hats. The next 4-6 hour training session will be August 13th. On the 20th they will simulate service. We have 4 total games at the Star.
6. Water discussion – On evaluating our options, it was determined that even though Dr Pepper charges a little more, it is worth it because they offer delivery. We would need 17 cases of water every Friday. Karen Ross and Gretchen Hitchcock volunteered to handle water ordering from Dr Pepper.
7. Discussion regarding the financial impact of show change (costumes, show design) – Brian Pennington/Linda Kopp /Mr. Smith answered various concerns. Brian said the budget was somewhat affected by the change. We already paid a portion of the fees to the show designers, and costumes and flags for the guard had already been purchased. The plan is to use the guard materials we have already purchased in one of the Winterguard shows. We are cutting back on some areas, however, Brian reminded us that the budget is just a guideline to follow – we will need to revisit the budget at mid-year. If any band parents approach you with questions, please refer them to Brian or Linda.

Announcements

1. Next meeting Aug. 25.
2. Band Director Comments/Notes – First, Mr. Durand said tickets to the Opening games at the Star will possibly be available in a waiting list basis. Watch for an email.

Mr. Smith – thanked all for their warm welcome and positive comments. The show is going great and the kids are working hard.

Adjournment – 9:56 p.m.