

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

Board members in attendance were: Sheila Pennington, Brian Pennington, Kris Gfeller, Tanner Smith, Linda Kopp, Jeremy Derucki, Steve Kopp, Mit Scott, Karen Ross, Gretchen Hitchcock, Paula Irvine, Chad Irvine, Pam Zarfoss, Jacob Gall, Peter Lundsgaarde, Ian Barker and Judy Furney. **General members in attendance were:** Ann Abbott, David Abbott, Jill Chastain-Howley and Michelle Modesto.

- I. Brian Pennington called the meeting to order at 7:07 p.m.
- II. Approval of Minutes – Judy Furney presented the minutes from the February 2017 meeting. Sheila Pennington moved to accept the minutes as presented. Kris Gfeller seconded the motion. The motion passed.
- III. Treasurer's Report – Linda Kopp – Linda presented February's report as follows: For the month ending February 28, 2017, Quickbooks showed a starting balance of \$83,587.37. After adjustments to 3 lines – Marching Registration fee income, Winter Supply Expenses and Winter Techs and Clinicians expenses (see detailed descriptions on attached Treasurer's report), the revised starting Quickbooks balance as of 2/28/17 was \$83,173.02 Total income was \$22,097.02. Total expenses during this time period came to \$26,046.31, for a total net income of -\$3,949.29. Total sales tax income for the month was \$0. Ending Quickbooks balance was \$79,223.73.

The ending bank balance as of 2/28/17 was \$86,630.61, with \$194.28 in outstanding deposits. Outstanding expenses were reported as \$7,601.16. Bank balance with outstanding transactions came to \$79,223.73. Variance from Quickbooks balance - \$0.

Sheila Pennington moved to approve the Treasurer's report as presented. Kris Gfeller seconded. With no additional discussion, the motion passed.

- IV. Old Business
 - A. Band Banquet – Paula Irvine reported that the Band Banquet invitation went out via email this week. Ad information for the Memory Book has also gone out. Policy information regarding guests (younger siblings and non-band guests, plus dress code requirements) have been sent to all through Mr. Smith. The committee is gearing up - researching trophies, planning slide show, etc. The 60-day deposit is due to the Marriott soon. No additional help is needed at the moment.
 - B. Pool Party – Pam Zarfoss reported that the band pool party has been scheduled for August 12, Sat. 7:30 – 10:00 p.m. Since our money was refunded from the cancelled pool party last year, we will owe the entire \$1,001.25 cost to The Colony Aquatic Center for the event.

- C. Senior Wills - Mr. Smith said May 5 looks like the best date for Senior Wills, but he still needs to reserve Transportation West. The event would run from 6-8 p.m. Judy Furney volunteered to take care of reserving Trans West.
- D. Nominating Committee Update – Mit Scott, parliamentarian, said he has checked with current officers about their interest and is working on list. An email is scheduled to go out to the broader membership soon to find out who else might be interested in serving. The slate is to be voted on in April. The final vote will take place at the May concert.

V. New Business

- A. April meeting dates and Special General membership meeting – Brian Pennington explained we need to do two things in April before we get to May. We must have the bylaws (including revised job descriptions) and the proposed 2017-2018 budget approved by the general membership. In order to get this done in the necessary timeframe, we will need to call a special meeting in April to include the entire membership. This meeting will be held in the WHS auditorium. We have to lock in the budget before early the registration/Hype Day event. This meeting will be on April 20 at 7 p.m., prior to the regular board meeting. Due to work commitments, Brian may not be able to attend this meeting. In his absence, Pete Lundsgaarde could run this meeting if needed. Brian will send out a notice of the meeting to the membership no later than the first week of April.

May meeting – Board meeting will be on May 11 prior to Hype Day, May 13.

- B. Band Registration/Hype Day Logistics – Brian Pennington, Pete Lundsgaarde, Mr. Smith - May 13th is set for Hype Day. Registration will happen in the morning. Hype Day will start in the afternoon and continue into the evening. During the morning registration, families will have the ability to sign up for payment plans. There was discussion of offering the early registration opportunity with a prepayment (of possibly \$50). Uniform fittings and a more traditional registration would need to happen around the last week of July. We will outline the full fee schedule at the registration day event. In light of the early registration, a refund policy for those who decide not to participate after summer band needs to be established. Linda Kopp and Bev Drummond-Murray will figure that out and present at the next meeting. Linda also reminded everyone that July 29th is our tax free day, so that might be the best day for people to order additional supplies, spirit wear, etc.

There was some discussion about moving preregistration earlier in the day, since this is also WHS Prom. Mr. Smith will set up a schedule and we will adjust accordingly.

- C. Presentation/Discussion of Proposed Band fee structure for 2017-2018 – Linda Kopp, Mr. Smith

As a starting point for this discussion, Linda set up a Marching fee that would be paid by all students then broke out the additional costs for Guard and Percussion. Fees for all band students (not Guard or Percussion) would be \$1,010.00 each for marching season only. Guard costs per student for marching season would be \$1,240.00 and Percussion would be \$1,170.00. Winter season fees for band wind players would be \$165.00, Guard would be \$950.00 and Percussion would be \$123.00. The marching season fees include \$400 per student for BOA/State UIL trip for all students.

Details of all fees are included on Linda's draft document, WHSBBA Fees 2017-2018 (attached). A discussion of higher fees being cost-prohibitive ensued. Mr. Smith said these are hard costs. The only way to lower the cost per student is to raise more money. Fundraising this year did little to cut the costs for next year. Steve Kopp suggested that we decide what our cushion is in our carry-forward balance, then fund-raise to make up the difference.

Linda outlined each cost considered for the fees for Winter season. She commented that we wanted to show all these figures so the board can make an informed decision.

Estimated budget overview - This year Ways and Means looks like it raised about \$24,000. This is not sufficient to make a significant difference in the per-student cost.

Brian suggested that our next step should include the opportunity for all committee chairs to review their budget line items for next year to see what could possibly be cut. What are we willing to balance and what are we willing to bet? We need to understand what chairs want to spend. What can we pivot on? What's reasonable? Should we use \$25,000 from our carry-over funds, or gamble on Ways and Means income for next year?

What followed was a discussion over whether the fees for marching season should be the same across the band. Ian Barker reminded everyone of our previous discussions about unity across programs and seasons, and our commitment to the "One Band" concept. Even if the guard uniforms and percussion supplies are not used by the entire band, these are all necessary to create a cohesive marching show, thus necessary for all of the band to pay for. There was general agreement with this sentiment.

Linda said she will revise the proposed fees to be an across the board "One Band" fee for marching season only. Chairs will need to review their budgets. She will send out a survey monkey for approval of revisions.

- D. Presentation/Discussion of Proposed Budget for 2017-2018 – Linda Kopp, Mr. Smith

The 2017-2018 Draft Budget was next up for review. Linda presented the draft budget she prepared with the help of Mr. Smith, the other directors, committee chairs, and historical information. The proposed budget (attached), is broken out into a line-by-line presentation so chairs can evaluate each expense easily. Committee chairs responsible for any section of the budget should carefully review their section and provide feedback as soon as possible.

- VI. Announcements – there were no additional announcements.
- VII. Band Director Comments/Notes – None.
- VIII. The meeting was adjourned at 9:04 p.m.

Submitted by Judy Furney, Secretary WHSBBA
April 9, 2017