

Mission Hills High School
Instrumental Music
Board Meeting
Tuesday August 8, 2017
MHHS Band Room Office

Meeting called to order at 5:55 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Vice President of Fundraising Melissa Alvillar, Treasurer Leslie Wetherell, Color Guard Liaison Sarah Boscia, Secretary Sherry Schwab, Communications Directors Tina Ehrman (retiring) and Robin DuBroy (new)

- Budget information:
 - Correction: Ben and Damian should only appear in one account in the budget, either Marching Band or Color Guard, but not in both accounts
 - The items in red are covered by stipends
 - Additions:
 - \$1000 added for Marching Band props each year (supplies such as foam, vinyl, wood, etc.)
 - \$500 added each semester for operating expenses (printing services, postage, etc.) and hospitality (8th Grade Night, Booster Meetings x 4, Incoming Freshmen Night, de-pluming, etc.)
- Remove \$350 fee for NAFME and correct the \$288 amount to \$292 (\$146/director)
- Evaluate the budget at the end of December or beginning of January. At that time Mr. Tramm will be informed of approximately how long we can hold onto coaches so they can be given sufficient notice of employment termination, if necessary.
- The directors would like both Jazz Bands (A and B) to attend the Fullerton and San Elijo Jazz Festivals. They would also like to send an audition to the San Diego County Fair in order to perform there. Cost for these events needs to be calculated and how that cost would impact the budget.
- Treasurer's Report:
 - Bank Balance: \$6496
 - Invoices to be paid: \$2025 (includes \$900 fee from vans used for the San Francisco Jazz Band trip)
 - Family Contributions received: Unknown
 - Approx. revised balance: \$11,000
- Student Accounts:
 - Charms, are we ready to switch over to 2017/18?:

- We are waiting for Charms to reset before we rollover the returning students, move graduates to alumni, and enter incoming freshmen.
- The parent log-in is not ready; parents will need to use the student log-in information
- The Music Program is now using Mail Chimp for email communication, though Charms is equipped with an email feature.
- Roster of new and returning students:
 - There is not a complete roster of students yet; it is still being compiled and will continue to change until shortly after school starts.
 - Events - Fundraising
 - Upcoming events:
 - First Booster meeting scheduled for Wednesday 8/23/17
 - We would like to have tables out front to verify contact information
 - We would like to cover the various ways parents can get band information, such as:
 - Remind
 - Website (mhhsband.org)
 - Facebook
 - All Calls
 - ROI Card sales:
 - Need drivers for Saturday 8/12/17
 - Need 3-4 parents to check out the ROI cards to students and check cards back in
- President's Report:
 - General clean up/trash removal:
 - One last load of trash needs to be hauled away. Haul away is scheduled for Saturday 8/12/17 after students return from ROI card sales.
 - Old black partitions:
 - These will be discarded. Thomas Ridgaway would like to see how SMHS built their partitions. Lorrie Harvey will contact a member of the SMHS Booster club to arrange for Thomas to look at the screens/partitions.
 - Format for August 23 Booster meeting:
 - Introduce Board members (who should wear their red Band shirts)
 - Budget: there will be a slide to show parents how their contributions are used.
 - Calendar of events will include:
 - Football game dates

- Fall concert (in Redwood Hall; we would like to decorate; any theme?)
- Ways to get involved:
 - Sign-up Genius
 - Committees
- Opportunity drawings for Winter concert
- Volunteers needed: explain that if each parent /guardian volunteered once in the Fall and once in the Spring, our events would be covered.
- The Board is in need of a Co-VP of Special Events and a Co-VP of Fundraising
- Emphasize the importance of holding the students responsible for fundraising
- Director's Report: No further comments
- Roundtable: No further discussion

Meeting adjourned at 6:50 pm

Next Booster Board Meeting: Tues September 12, 2017, 5:00-6:00 pm in Band Room
(Reminder: Board members are expected to attend all Board meetings)

Next General Booster Meeting in November in Band Room

Minutes recorded by Secretary, Sherry Schwab