

Mission Hills High School  
Instrumental Music  
Board Meeting  
Tuesday May 1, 2018  
MHHS Band Room Office

Meeting called to order at 5:04 pm.

Attendance: Director Michael Tramm, Assistant Director Chris Coughlin, Booster Board President Lorrie Harvey, Booster Board VP Melissa Alvillar, Secretary Sherry Schwab, Communications Director Robin DuBroy, Treasurer Leslie Wetherell, Concessions Director Jacob Angelo, Jennifer Peterson

- Treasurer's Report:
  - Bank Balance: \$21,591.13
  - Outstanding: \$2159.96
  - Available Bal: \$19,431.17
    - Includes \$120 from credit cards
    - Disneyland: We paid \$3990, overpaid by \$266 which Disneyland will refund (overpayment due to chaperone tickets purchased)
    - Some funds are still expected to come in
- Fundraising & Events
  - Friends & Family Night will be held in the gym on Thurs May 3, 6-7 pm. Light Concessions will be available
  - Spring Pops Concert: Scheduled for Thursday. May 24. Venessa will be meeting with Mr. Tramm and Mr. Coughlin on Wed. May 2 to communicate the details of this event.
  - Band Banquet:
    - Scheduled for Sunday June 3
    - Ticket sales launch this week
    - Awards: Waiting for information from Mr. Tramm and Mr. Coughlin; Jacob will place the order
    - Melissa will create a Sign-Up Genius for volunteers needed
- President's Report:
  - 501c3:
    - Christine Swann is chairing this committee
    - By-laws are being updated
    - Need a selection of 3 names for the new organization to file. The name suggestions so far include (in order of preference)
      - CAPO (Cardinal Alliance Parent Organization)
      - CAMP (Cardinal Alliance Music Parents)
      - CABO (Cardinal Alliance Booster Organization)
      - Grizzly Music Boosters

- Open Board positions: VP of Fundraising, Drumline Liaison(s) (filled by Steve Soloff and Mike Boscia), Volunteer Coordinator
- General Band Parent meeting scheduled for May 9 in Redwood Hall. An agenda needs to be set. Jacob will handle snacks. The need for a Volunteer Coordinator will be announced.
- Handbook: Needs to be updated with the new Board members for May 9 meeting. Copies will need to be made if this is to be handed out at this meeting.
- Invitations have been made to incoming Freshmen students and parents for the May 9 meeting. The following schools have been personally contacted: Double Peak, San Marcos Middle School, and Woodland Park Middle School.
- Large Fundraisers: Jennifer Peterson and Jacob Angelo will work together organizing Cow Drop Bingo and Oktoberfest.
- Spring Trip: The boosters might need to cancel June coaching in order to balance the monies paid to cover costs of this trip
- Sign-Up Genius: There needs to be only certain people to request these to be created for events/shows (ie Booster President, VP of Events, etc.)
- Fiesta Bowl: We need a committee to help raise funds and coordinate activities. Volunteers will be solicited at the May 9 meeting.
- Marching Band uniform fitting: Venessa will lead this effort. Sign-Up Genius can be used to schedule fittings, at which time parents can also make payments and discuss/sign the Parent Handbook.
- Director's Report:
  - General Meeting for May 9:
    - Food will be made available
    - Translation devices will be made available
    - There will be an email blast with Spanish translation at the bottom of the message
    - MHHS band students will receive extra credit for attending
    - Agenda topics to include:
      - Program overview
      - New this year
      - Cost
      - Calendar
      - Show theme
      - Uniforms
      - Booster Organization
      - Uniform fitting: Sign-Up Genius with 15 minute appointments, mandatory for parents to attend the fitting, can make payments while there
      - Fair Share
      - Handbook
      - Fiesta Bowl
      - Open Board positions

- Volunteer positions
  - Spirit Gear Coordinator (ordering and inventory, Cassandra Best agreed to be this person)
  - Volunteer Coordinator
- Early Bird discounts
- Consider raising the Family Contribution.
  - Ideas include:
    - Raise to \$500
    - Deduct \$100 if paid in full by the end of Band Camp
    - Net contribution of \$400
  - Requesting \$500 for Fiesta Bowl (less \$100 if paid in full by Sept.)
  - Color Calendar for families at May 9 meeting. Cost is \$92, all present approved the expenditure.

Meeting adjourned at 7:04 pm

General Parent meeting Wed. May 9, 6:30-7:30. The fall Marching Band Show will be announced. This is for all incoming band parents and students.

Minutes recorded by Secretary, Sherry Schwab