



Minutes

Cardinal Alliance Parent Organization – Monthly Board Meeting
Wednesday 2/12/2025

1) Call to Order roll call, motion to adopt agenda

Cheryl-Ann calls to order at 5:01

Attendees: Dana Brown, Jennifer Barnett, Shannon Medina, Suzanne Ernst, Robin DuBroy, Cheryl-Ann Calica, Gabby Aguliera, Noelle Mendoza, Betty Chavez, Jennifer Moretti, Masayo Reed, Suzanne Bonsall, Jill Blackwell, Maria Clements, Kasey Chadwick, Sandra Losito, Amy Rhodes, Chris Coughlin

2) Approval of the January 21, 2025 meeting minutes

Noelle motions to approve, Robin seconds. All in favor, January minutes are approved.

3) Wellness Check (scale 1-5)

4) 2/15 West Coast Winter Guard Show (WCSG)

- a) Event schedule: 2-8pm, set up starts Friday, 2/14 from 1:30-5 and 10am Saturday morning. One of the directors will be at school on Friday and can unlock gates/rooms as necessary.
- b) # of schools: 29 including MHHS
- c) Tickets: A CAPO executive member has been assigned in all 3 shifts of the ticket sales. Alex is going to confirm whether the event is cashless. There are already tickets for sale online.
- d) Parking: Student Lot for the units and Back Staff Lot for spectators with an overflow spectator parking at the admin lot. A survey is out to the schools attending to determine number of vehicles and space that will be needed. Results should be in Friday and Alex will send them along. People working the parking lot will keep track of the number of vehicles per school. Max number of vehicles per school is 5 in the student lot. After that, cars will need to drop students off and park elsewhere. Potentially send out numbered passes next year to ensure no copying.
- e) Unit Check-in: Main entrance via the student lot. Robin will bring her canopy. WCSG should give us a checklist for unit check-in.
- f) Volunteer Check-in: Main entrance via the student lot. Kasey will be out of town so Betty will have the check-in for the adults and Gabby will have the check-in for the students (Josh will give her the printout the day of).
- g) Event Flow in the gym was discussed. All restrooms will be unlocked, but not the locker rooms.



- h) Hospitality: lunch from Chick-Fil-A will be picked up at 1pm and dinner from BJ's restaurant in Escondido will be picked up at 3:30pm. Noelle is our food runner.
- i) Hospitality room will be the dance room. If it is raining, we will use the ASB room.
- j) Judge runners: 1 student signed up and one of the floaters will be used if needed.
- k) Promotion/Outreach: new printouts of the signage were made. Shannon painted the wooden signs. Merch will be sold. This is our first time selling merch, what we're having this time is general color guard stuff to see how it goes. Bubble Tea will be selling as well from noon-8pm. 2 dozen donuts will be picked up by 9:45am.
- l) Warm-up areas are established.
- m) First Aid: we have 3 shifts.
- n) Concessions: they will be outside the gym.
- o) Awards: Alex will print certificates. Awards are scheduled for 7:25pm. Judges will meet with school directors to give feedback in the hospitality room before the awards. Need to make sure there are tables and chairs.
- p) Donations: Noelle will pick up coffee from Blue Mug before 1pm.

5) 3/15 WGASC Signature Show

- a) # of schools: 48 including MHHS. No schedule yet. Robin pointed out that we will need to send volunteer signups out immediately after this weekend's show.
- b) We will have a coffee truck until 1pm. They will stay longer if they are still selling enough. If they leave, they will leave us coffee to sell. We cannot sell coffee and hot chocolate at concessions while the truck is there.
- c) 4 dozen donuts will be picked up from Crispy's Donuts
- d) Bubble Tea will be there again
- e) Merch and possible patches will be sold
- f) Possible conflicting event again. Chris said that this event has conflicted for several years and that it really isn't an issue. It will be individual schools coming throughout the day to the upper parking lot.
- g) Alex will try to get the directors packet to distribute to the CAPO team.

6) Treasurer

- a) Current account balance: \$18,309
- b) Outstanding payments pending: ~5K
- c) Available cash funds: \$13,169

**7) VP of Events**

- a) No update

8) VP of Fundraising

- a) Discussed setting time frames / dates for Konane to execute fundraisers.
- i) Next week we will run the popcorn fundraiser (Chris to send out)
 - ii) March: do shoe drive. Coordinate a box for donations and start communicating to band families. We can collect through March.
 - iii) April: look at selling candy bars. There is an up front cost for the chocolate and we need to make sure that there aren't regulations about having kids sell door to door. We need to make sure the kids go out in teams and that there is an adult with each group.
 - iv) May: do move bundle fundraiser.
- b) Jennifer Barnett has created a tier structure for community sponsors. She sent a letter to 72 San Marcos businesses asking if they would sponsor. Responses will come to the school. She asked for other ideas of businesses to reach out to.
- c) Dine Outs:
- i) Bubble Tea: Event was Sunday, January 28 from noon – 9:00pm. The owner reported there were 39 orders that generated \$647.22 in sales. They were really happy with how it went and increased their donation percentage to us from 20% to 25%. Their donation to CAPO \$162.00. The owners shared that they “achieved our highest in-store sales in a single day since we began operating the store!” Donation was sent right away through Venmo.
 - ii) Remaining Dine Outs for Spring 2025:
 - **Rubio's:**
Sunday, February 16
10am-9pm
Code for online or take-out orders DONATE
 - Draft Republic:
Wednesday, February 26
4pm-9pm
 - Cane's:
Wednesday, March 12
5pm-10pm



Code for online or take-out orders: RCFUND96

- Tea Amo:
Sunday, March 23
10:30am-9:30pm
- Chipotle:
Sunday, April 13
4pm-8pm
- Pizza Nova:
Wednesday, May 14
5pm-9pm

9) Color guard Parent Liaison

- a) No update.

10) Uniforms:

- a) ½ of the compression shirts for indoor percussion are in. All will be available to distribute by Tuesday's rehearsal.
- b) Chris said that we likely won't use shakos next marching season, except possibly for the parade and pluming ceremony.

11) Communications

- a) Booster Hub has a new chat 2.0 feature rolling out on 3/1. It will be a major update and will include facial recognition.

12) Spirit Gear

- a) Patches have been delayed as there was a backorder on one of the threads. Robin should have the patches by Friday.
- b) Sandra is working on a winter sale with some new items!
- c) Booster Hub can now host our online store for some items. Robin showed a sample shirt they sent. Need to look into pricing and details.
- d) Cheryl-Ann asked Sandra to reach out to a new patch vendor, but Sandra didn't receive a response.

13) Volunteer Coordinator

- a) Upcoming Indoor Percussion Competitions – what will be needed for the upcoming shows? Josh discussed details with Kasey. She will put together and send a signup for each show.
- b) Any other upcoming volunteer sign up needs? Not at this time.

**14) Concessions**

- a) Winter Guard competition on Saturday 2/15
 - i) Friday (2/14) – we will transport a lot of things from visitor concessions to the gym and do as much set up as possible.
 - ii) Saturday (2/15) – we plan to begin setting up around 10am.
 - iii) Donation slots are not filling up (expecting bigger grocery bills).
 - iv) Matheson Gas filled up 3 propane tanks free of charge. Can we show their name as a sponsor on our website?
 - v) Gave volunteer incentive coupon template to Volunteer team to print out (per Chris, OK to use their printer). We will do \$5 of their purchase. We will not do free food this time.
 - vi) There is a 78 Honor Band concert at 2pm, which will affect the availability of volunteers.
 - vii) Masayo & Dana will be gone for a couple of hours as well.

15) President

- a) No update

16) Directors

- a) 78 Honor Band on Feb 13-15—participating students (and their parents) have info. Concert attire for the concert.
- b) SMUSD Band Festival on Feb 19-21—Chris will send out an email on Sunday with all of the band performance times. We have three bands performing each night. Concert attire.
- c) Schedule for Mar 3 – Disney Trip? We don't have a schedule yet as we haven't yet received our time slots. We will likely need to leave around 6am. We will be in California Adventure. We can have one adult per 10 students in the workshops. Adults include the directors. 2 band workshops, one color guard workshop.
- d) Wind Ensemble @ CSULB Mar 8—we don't have a schedule yet. Last year CAPO bought pizzas for the kids.
- e) Grizzly Showcase & 8th grade welcome Mar 12-13—The date for this is 3/12 and it will be in the gym. Jazz band will play and then we will host a reception with snacks. Students will be available to give tours to incoming students and their families.
- f) SD Winds Composer Festival Mar 14-15—the composer will be working with students at the school Friday. The concert will be Saturday—concert attire.
- g) SCSBOA All Bands Festival Mar 20—no schedule yet. We will need to see the schedule to know if we need to provide food for students. The school isn't allowed to sell concessions during school hours. All three concert bands will go.



- h) Budget meeting scheduled for 4/8 @ 5. The executive board is required, all others are welcome to attend.

17) Roses and Thorns

- a) Winter Guard Showcase (1/18):
- i) Roses:
 - They did great!—Cheryl Ann
 - ii) Thorns:
 - Wished it had more spectators.—Cheryl-Ann
- b) Winter Guard Evals @ RCC (1/25):
- i) Roses:
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 - ii) Thorns:
 - The stairs need to be re-painted as they're rusty plus water was found inside the railings. It needs a hold on the bottom so water has somewhere to go through.—Cheryl-Ann
(Dan has agreed to drill holes)
- c) Dine Out @ Bubble Tea (1/26):
- i) Roses:
 - Great turnout and thanks to Marisol for setting this up!—Cheryl Ann
 - Thank you to all the band students and families who participated in the Bubble Tea dine out.—Marisol
 - ii) Thorns:
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- d) Volunteer Celebration (2/1):
- i) Roses:
 - Thanks again to Noelle and Paul Mendoza for setting this up!—Cheryl-Ann
 - Volunteer celebration was a great success! The venue was perfect, the night was well attended, the food was great, and the games were super fun!—Robin
 - The party was a big success! Lots of food, fun games and a lot more people made it than last year.—Masayo



- Noelle and Paul's beautiful house was perfect for the party and worked out really well. Thank you for hosting!—Masayo

ii) Thorns:

- The announcement was a little short notice. I think we should announce it at least a month before – or even just plan it like other events and put it on the calendar at the beginning of the year.—Robin
- Many people didn't know about the party even after a few emails and messages on Booster Hub.—Masayo

e) Winter Guard Comp @ Indie (2/8):

i) Roses:

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ii) Thorns:

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18) Date/place of next meeting

3/10 @ 5 at MHHS band or choir room

19) Motion to Adjourn

Jennifer Barnette motions and Robin seconds. All in favor. Meeting is adjourned at 6:17.