



Minutes

Cardinal Alliance Parent Organization – Monthly Board Meeting
Thursday 9/5/2024

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

Jill called to order at 5:30, Robin seconded.

Attendees: Cheryl-Ann Calica, Dan Rhodes, Jen Moretti, Jennifer Barnett, Jill Blackwell, Kasey Chadwick, Konone Martinez, Kristal Baragan, Masayo Reed, Robin Dubroy. Sandra Losito, Shannon Medina, Suzanne Bonsall, Suzanne Ernst, Josh Hall, Ellyn King, Chris Coughlin, Edgar Torres

2) Approval of the August 2024 meeting minutes

Jill motioned to approve the minutes, Robin seconded. All in favor, August minutes are approved.

3) Wellness Check (scale 1-5)

4) Treasurer

- a) Current account balance is \$40,932
- b) Outstanding payments pending is \$23,932
- c) Available cash funds is \$17,004
- d) San Marcos Community Foundation: we received an award of \$1.15K towards Marching Health. A check will be sent soon.
- e) Details on CD. Shannon reached out to Wells Fargo. They won't discuss a penalty for early withdrawal. She is still waiting on additional details. The group is not comfortable investing without having a good understanding of upcoming expenses and potential penalties.

5) VP of Events

- a) North County Preview Show:
 - i) SMHS is going to have an Italian ice truck. Traditionally the hosting school gets funds from concessions and the visiting school brings in a dessert truck and gets those proceeds.
 - ii) We are not charging for admission to the event.
 - iii) Cheryl-Ann requested help roping off areas in the stands for the bands and for concessions volunteers.
 - iv) We need to create a flyer to send out. Mr. Coughlin to send out a list of the schools to Noelle so she can put it together. There are 8 schools this year.



- v) Mx. King requested a parent to help with logistics on the field.
- vi) Question: can we have a band on deck to help the program move more quickly?
- vii) The directors don't have a schedule yet. In general, there will be a rehearsal that day and then we will do the show. Show time will be 7-9 approximately. Bands will be arriving around 5.
- viii) Concessions were discussed. Taking orders from schools ahead of time was discussed, but in the end it was decided that that was too complicated. In the end it was decided to handle feeding our kids like it was a Saturday practice. They will fend for themselves, or parents are welcome to bring food. We will do concessions at about 6. We will close concessions when our school performs and make sure that announcement is made. We will need to have someone help close concessions for that time period, save spots for concessions volunteers, and have someone watch over the food. Shannon will take the money.
- ix) With 8 schools parking may be an issue. There are no other school functions that day. We will need to have signage on the street and people directing traffic. Mr. Coughlin to reach out to schools ahead of time to understand how many vehicles they will have so that we can rope off that area for the schools. The rest of the parking will be open. Jennifer will reach out to the church to see if we can use their parking lot for the event. It was suggested to do a trial run at Friday practice before the show.
- b) Friends and Family Night: this discussion was tabled until the next meeting, since we have time.
- c) Middle School Night (10/25):
 - i) There will be 3 schools.
 - ii) We discussed options for feeding all of the students. In the end it was decided to do Costco pizzas again because that is the least expensive option.
 - iii) We will need the entire section to fit all of our students and the visiting students that night, so no reserved parent section.
 - iv) The middle school students will stay through half time, then they will either need to leave or go to their parents if they are there (parents will be required to purchase a ticket to enter the game).



v) Last year we had an issue with there not being chaperones for the visiting band students. Mr. Coughlin will clarify the process with those teachers. We will give field passes to the chaperones.

vi) We will need volunteers to pick up and serve pizza.

6) VP of Fundraising

- a) Harrah's SoCal grant: we didn't get in the voting phase. We will try again next year.
- b) Grant application was submitted to Stater Bros. We are waiting to hear back.
- c) DEI statement: Konane read the proposed statement, which is as follows:
C.A.P.O. celebrates diversity as vital to musical excellence and the success of students. The organization is purposeful in integrating inclusive and equitable practices at all levels of the organization.
- d) Dine outs: Krystal requested that the directors ask student leaders to post dine outs in the chats. Mr. Hall will post in the percussion chat. Kristal is working on setting additional dine outs for later in the year.
- e) Fundraise Genius will be launched tomorrow. Mr. Coughlin said that we are currently at 68% of the goal for emails added. At this percent we will likely come to around \$20K. Our goal is \$30K. The fundraiser will run for 2 weeks. The section with the highest average donation gets a party. For every 10 emails entered the student will get an entry into a drawing for 1% of the total raised. Last year this was \$290.
- f) The mattress fundraiser is this Saturday. Student volunteers are already signed up.

7) Colorguard Parent Liaison

- a) Colorguard costumes are expected by the 20th and everything should be here by the preview show.

8) Uniforms:

- a) Plumes: new plume cases have arrived and been customized. (Thank you. Sandra!). We were short 3 plumes for the first football game. 6 more were ordered at a cost of \$257.03. They arrived in time for the last game. Mr. Coughlin will work with district funds to order 20 more in anticipation of growth next year.
- b) We are still struggling with kids needing items changed at the last minute. **Directors:** please reach out to leadership about having kids really look at their uniform item numbers and make sure they are not switching "on accident". Directors confirmed that they will do this.



- c) Three more jackets needed to be sequined this month (DONE). We have some hemming and repair work to do but will be ready in time for the next event.
- d) Currently 'on the rack' not assigned to current students: 16 sequined jackets and 30 that need to be sequined.
- e) Uniform to do: Add pink feathers to plumes once show gloves arrive.
- f) Action item/question: Mr. Coughlin: any update on the ETA for show gloves?—they are expected to come in at the same time as the guard uniforms. Sometime in the next two weeks. Shannon has sent in a check for the remainder of the amount due.

9) Communications

- a) Erika and Kristal are helping to ensure Spanish translations are accurate in emails.
- b) New Spanish chat is working well – thank you to everyone who is jumping in to help translate!
- c) Email purge will happen at the end of the month. Will note in the next email about the email purge that parents need to use the website to change their settings, not the app.
- d) REQUEST: if you need an email sent out, please try to give us at least 24 hours to draft the email and get the Spanish translation checked. Thank you.

10) Spirit Gear

- a) Regular spirit gear has been distributed and we have extras left over to sell in person. Sandra and Shannon to work out details of when offline.
- b) REQUEST: need to host another in-person sale. When should we host one? Maybe after Wednesday rehearsal on the 18th? During the North County Preview Night?
- c) Band and colorguard jackets and patches are currently on sale. Order window closes on 9/13.
- d) We did a second run of STEPS black shirts and hoodies and sold 59 items! Those should ship on the 18th and we will distribute when we get them.
- e) Original STEPS order window earned \$210.26 (pink/yellow) and \$997.92 (black/white). Robin has the checks for Shannon.
- f) Sandra is looking to get stickers/decals on order. Sandra and Mr. Coughlin to look at proposed designs offline.
- g) Sandra is shadowing Robin for Spirit Gear

11) Volunteer Coordinator



- a) Volunteer Clearance: Points of contact are Erie, MH Office Manager or Marion, SMUSD HR. Every time we have an event, we will need to send her (Erie) the list of our volunteers so that she can get them checked for approval. She said this can even be done on the day of an event for last minute sign ups. They are still figuring it out, though. Volunteers need to have their clearance by Oct. 3. Our volunteers will mainly need Level B clearance. It is possible they can do level C more than once but it shouldn't be the default. When asked what would happen if we have volunteers that are not cleared she didn't have an answer. We should call Mariam on status of forms. Oscar said that Scripps Health Express on Twin Oaks could sign the TB forms.
- b) Discovery Bowl: waiting on details of how ticket sales will be handled. It's possible that all tickets will be presale.

12) Concessions

- a) Update from last meeting: Concessions purchased a mobile hot spot and we now have good working Wifi. It is on a monthly prepaid plan, therefore we can use it when we need it and when Masayo leaves, Suzanne Bonsall can simply take over the device and activate the prepaid plan again next season.
- b) Update from last meeting: Concessions received a replacement chest freezer. With Kirk Ericson's help, we were able to dispose of the old freezer free of charge, pick up Konane's freezer and transport it to the concessions stand. The freezer has been working great.
- c) Concessions for the Preview Show: Last year's concessions resulted in some areas of improvement. Here are some ideas for this year:
- Open concessions during the entire event, except for during our band's performance. (Last year, we opened early and closed early).
In order to close concessions successfully for only 20-30 minutes or so, Masayo will need booster help navigating customers. This will involve stopping people from getting in line, making an announcement about concessions closure, instructing people to return after we re-open, etc.
We need to find a few alumni parents (or trusted adults) who can 'monitor' the concessions while we are away. They will not handle any order transaction. They will be there to keep their eyes on our supplies and cash register. (Money should be removed and carried by Shannon).



- Block off some seats for Concessions volunteers and the Boosters on duty. This allows those on duty to work right up to the performance time without having to worry about not having seats. (Last year, all seats got taken while we were handling the big line of customers and closing Concessions).
 - When posting volunteer sign-up on Boosterhub, we should notate what Concessions volunteers should expect – they will miss other school performances, but we will close during our band's performance, so volunteers get to watch it and they can sit in the reserved seating.
 - Motion?? And/or any additional input?
- ii) Monetary donation to purchase Concession items: Masayo had originally thought that monetary donations to purchase concessions items would be a good idea, because shopping expenses do add up. She also thought that people might find it an easier way to contribute than going to stores and buying specified items. However, as we looked into it, we learned that it would involve some accounting strategies, for example, by creating a petty cash account. Also, we have had two concessions so far, and there have not been shortages of donations. We have received almost everything that was requested on the donation sign-up. Masayo now feels that monetary donations could possibly replace or take away from item donations. Transporting items from the band room to the concession stand can be a bit of work, but this year Kasey has been helping with the task and it's been working great.
- Final thought: we can continue with the item donations and not make any change at this time. We can revisit the monetary donation idea at a later time, if a need arises.
- Motion?? (or suggestions/input)
- iii) Ants issue at Visitor Concessions: ants have been a bigger issue this season. They have been getting into packaged snacks, cardboard boxes, etc. The only safe place seems to be inside the refrigerator or freezer.
- Masayo talked to one of the cleaning crew after the football game and asked how school handles ant problems like this. She said that the school can send someone to spray (hopefully with something safe and non-toxic), however a request does need to be submitted by a director. She mentioned the name Nathan Baker or Thomas Runnels to send a request to.

13)President



- a) Equipment team: there are 6-7 people in the e-team now. Will have to figure out a good time to have Mr. Blackwell assist in training the team.
- b) Sticker and Candy Gram tradition: it was successful last season. Would like to sell stickers (\$1-2 each) and candies (\$1) again and attach them to the gram. These will be given on the route to the first band competition. We will need volunteers. Day for sale still to be decide? A question came up, should we sell care packages for the Arizona trip. All thought it was a good idea. Need to work out details.
- c) Jennifer was officially voted in as a Uniform Manager during the summer break. The voting members were contacted and more than 75% said yes. Bylaws have been updated to include.
- d) Looking through the bylaws, it did not state anywhere that a non-voting member cannot make a motion. Apologies to Kristal as she made a motion at the last meeting. Anyone can make a motion but only voting members can vote.

14) Directors

- a) ASB Band account: ****Question: what is it used for? It is used for registration for festivals and other similar expenses. The band council votes on how to use the funds. When ASB hosts football games, they pay what we earn from selling tickets into that account. It is \$350/game hosted.
- b) Props:
 - i) Update from Dan Rhodes: the steps are coming along great. The metal work should be finished by this Saturday. Still lots to do and in need of lots of volunteers. Once we have all the metal pieces we need to finish painting and putting the word for the steps and customizing the steps to work with the color guard.
Suggestion: put out a call for plywood donation? We need enough for 10 steps per stair plus the landing.
The time for working on props Saturday was moved to start at 7am to avoid the excessive heat expected that day.
 - ii) Any other prop dates? Yes, we will need help with props next week in order to push to have them done by the preview show.
 - iii) Will they be incorporated into the rehearsals soon? Yes



- c) Discovery Bowl: ****Question: Could we post the schedule yet for the 9/20 Friday schedule? Mr. Coughlin to confirm that the game has been officially moved to Friday. Once that is done they can post the schedule.
- d) North County Preview Showcase on Saturday 9/8: ****Question: Any schedule yet? No confirmed schedule yet. Tentative details were discussed above, Mr. Coughlin expects to finalize it next week.
- e) Arizona Trip:
- Update from Dan Rhodes: Hotel is booked and deposit paid. Holiday Inn in Williams AZ which is 30 minutes from the NAU stadium where we will be performing. We still need to lock down the official chaperone and staff list along with room assignments for everyone. The goal is to have that completed this week along with our reservation at the Grand Canyon.
Per Mr. Coughlin,, there are 11 staff members going on the trip. We need to change the total rooms booked from 53 to 55 to accommodate all.
 - How much does a chaperone pay? It was determined that the only cost for chaperones would be the cost of the hotel. It was decided that the simplest way to handle this would be for chaperones to book their own hotel rooms. There will be enough show passes for all chaperones to have one.
 - What is included in the chaperone package? (hotel cost, transportation by bus, Grand Canyon tickets and competition tickets?). There is no chaperone package. Chaperones will need to book and pay for their own hotel rooms, that will be the only cost + food.
 - Entry into the Grand Canyon is \$8/person to a max of \$300 per bus. We should assume \$300 per bus.
 - For meal on Saturday, we will need to find a local pizza place where we can get pizza to feed the band. There is a Sam's Club near NAU, that might be a good option. Masayo to give Dan the number. We will need to procure paper plates.
 - Robin will send an email to the chaperones riding the bus and ask them to book their hotel rooms by Saturday morning. She will then send the hotel information to the larger group so that anyone who wants to stay in the same hotel can book a room.
- f) Budget updates:



- i) Mr. Coughlin said that there have been some shifts in the budget. The total is the same, just a couple of things that have moved around. He made an update tab in the original budget file made available to the board so that anyone who wants can go in and review.
- ii) The original props budget was \$5K, but we may run over that. We should plan on getting a gift for Ryan (who is building the props).
- g) Staff update: Zach Elliott is full time now.

15) Roses and Thorns

a) Week 3 of Band Camp

i) Roses:

- The ice cream social was a hit. Lots of families stayed.—Cheryl-Ann
- We received lots of donations.—Masayo
- We got to meet a lot of new & returning students and volunteers. So many former students also visited the Ice Cream Social.—Masayo
- Seemed to go very smoothly with dinners, Masayo does a great job ordering and there is always plenty of food.—Robin

ii) Thorns:

- Lots of salad donations, but not enough Ceasar salad. Next year, perhaps list salad donations as: 4 Ceasar salad + 2 other types of salad.—Masayo
- A few of the same kids kept on forgetting to bring name tags.—Masayo

b) Spanish chat in Boosterhub:

- i) Roses: it's a great addition. Thank you for any of the Spanish speakers chiming in the chat w/o being asked.—Cheryl-Ann

c) Saturday rehearsal:

i) Roses:

- Lots of parents came to help with props.—Robin
- Kids all seemed to get dinner okay.—Robin
- Donut donation was fun.—Robin

ii) Thorns:

- One student vomited after one of the rehearsals and said it was due to the food poisoning from the food her mom packed for her in the morning. (not sure if this is really the cause). She had her lunch box outside and it was a very hot day. Approximately 8 hours had passed after the food was prepared. Her mom said that



she didn't know that her daughter couldn't keep her dinner in the locker room. She said she would make necessary arrangements in the future. It would be a good idea to explain/clarify this no-food policy to parents so that they know what to expect and prepare/arrange their dinner accordingly.—Masayo. Mx. King said that the kids have been told that they can keep food in their lockers for rehearsal days as long as it is in a fully sealed container. They will make sure that the kids understand this.

- Donut donation added an hour of work for three parents who volunteered at the last minute to help serve.—Robin

d) Football games:

i) Roses:

- It looked like the new parent section in the band area worked out—Cheryl-Ann
- We received plenty of donations.—Masayo
- We received complements from customers about the food.—Masayo
- For the pluming ceremony, Masayo knew beforehand who our freshman/senior parent volunteers were at concessions and communicated within the concessions team, so others knew what was going on and they were ready.—Masayo
- Pluming was great—Robin
- Kids were well behaved during the game—Robin
- We had lots of volunteers—Robin

ii) Thorns:

- Avoid Freshman and Senior volunteers during the JV game so that they can attend the pluming ceremony.
- Ticket booth had 2 volunteers and they were freshman & senior parents. There was no backup for the ticket booth, and it took a little while to try to figure out what to do and it was a bit stressful for everyone involved. Next year it would be great to assign backup for ticket booth before the event.

e) Parent Meeting:

i) Roses:

- Lots of parents showed up!—Robin
- Great participation!—Robin
- Several parents paid contributions or for the Arizona trip at the meeting.—Robin



- Talking about money is a good thing.—Robin

ii) Thorns:

- We need to pay better attention to the school schedule. E-bike class caused some parking issues and some parents were late to the meeting because the e-bike thing took a long time.—Robin

f) Sandwich Orders:

- i) Roses: Masayo negotiated a 6 inch sandwich at no additional cost.—Dana

ii) Thorns:

- Sandwiches didn't come prewrapped—this was a miscommunication within Tina's Deli, they will wrap in the future.—Dana
- 10 students didn't pick up their sandwiches.—Dana

16) Date/place of next meeting

9/30 @ 5pm

17) Motion to Adjourn

Robin motions to adjourn, Jennifer Barnett seconded