



Agenda

Cardinal Alliance Parent Organization – Monthly Board Meeting
8/5/2024

- 1) **Call to Order** roll call, motion to adopt agenda: Jill calls to order, Noelle seconds
Jennifer calls to order @ 5:30 pm, Robin seconds.
Attendees: Amy Rhodes, Cheryl-Ann Calica, Dan Rhodes, Erika Skaar, Jen Moretti, Jennifer Barnett, Jill Blackwell, Karla Merino, Kasey Chadwick, Koana Martinez, Kristal Baragan, Masayo Reed, Noelle Mendoza, Robin Dubroy, Sandra Losito, Shannon Medina, Suzanne Bonsall, Suzanne Ernst, Josh Hall, Ellyn King, Chris Coughlin
- 2) **Approval of the July 2024 meeting minutes**
Noelle motioned to approve the minutes, Jill seconded, all approved.
- 3) **Wellness check:**
Wellness check for all members performed by show of hands with scale 1-10
- 4) **Tuesday Rehearsal Dinner Idea –**
 - a) Adriana presented an idea for providing dinner to students on Tuesday practice days. She is suggesting that parents volunteer to pick up dinners for students who preorder. For example, one week the location could be Panda Express and parents would pick up meals for those students who preorder. We could charge \$16/meal and include a drink from concessions. Adriana would put together the dinner options at the end of each month for the following month. There were quite a few questions: how many students would be interested? Would there be a minimum participation? Who would be the vendors? Would we contact them ahead of time? Adriana was asked to do some more research and report back to determine whether we will move forward with offering this as an option. Also would like to see the price point moved closer to \$10.
- 5) **VP of Events Report –**
Band camp dinners are happening this week. Noelle will manage it with Masayo watching so that Noelle can take it over next year. We are short on salads at this time.
- 6) **VP of Fundraising Report:**
 - a) Dine outs report:
 - i) Canes is being scheduled for August
 - ii) Dine Tea will be in September



- iii) O's will be 10/7. Also, O's offered pasta and bread sticks for \$5/service. Keep in mind as a possibility for next year band camp dinners.
 - iv) Chick-Fil-A is currently scheduled for 11/13, but will need to be rescheduled due to conflict with concert
 - v) My Yard Live will be in December
 - vi) We are asking that the directors ask section leaders to post in chats and push to get increased participation.
- b) Stater Bros grant: turned in by 7/30. Goal is to fund instrument repairs.
 - c) Mattress fundraiser set for 9/7. Konane has a meeting set up to discuss with Frank.
 - d) Small grants: Harrah's is due in November. For some of these we need to decide what we want to use the grant for. Instrument repair? We will need a new cart for timpani, but are not using timpani this year, so could potentially push that out.
 - e) DEI Statement (Diversity, equity and inclusion): for many of the grant applications we are being asked for our DEI statement. We need to create one and put it in the bylaws.

7) Treasurer Report

- a) Current account balance: \$97K is our starting balance
- b) Outstanding payments pending: \$41.8K (band camp, busses, festivals fees)
- c) Available cash funds: \$55K
- d) Annual contributions: we have received \$38K so far. The payments are coming into BoosterHub lumped in as one payment type and it is making it very difficult for Shannon to put everything in the correct buckets. Is there a way to reach out to BoosterHub and ask if they can make a change to allow for more specific coding?
- e) CD: SMMS has a \$10K CD which accumulates interest. Question was raised: should we look into this for C.A.P.O? We would need to contribute a minimum of \$5K. Questions: is there a penalty for pulling out early if we need to? We would need to make sure that we had a good idea of our anticipated spend vs. outstanding fundraising. Shannon to gather details.

8) Communications Report:

- a) Spirit gear update
 - i) STEPS gear: 176 items have been sold and we've earned about \$1.2K. Chris asked if there was an option to do another order later on. Some of the incoming students didn't know what Steps was and so missed the opportunity to order. Robin will look into it.
 - ii) Update on regular Spirit Gear: we have everything ready except the sweat pants, hats and fanny packs. Robin is planning to sort it tomorrow but we will wait to hand out until



we have the rest. If it doesn't arrive by 8/20, we will need to go ahead and distribute as students need some of what is in the order for the game.

- iii) Spirit gear sales table: Robin is planning to have a Spirit Gear table set up after Wednesday practice to sell more of what we have extras of in stock.
- iv) Band jackets: Georgia is getting sample sizes. The goal is to have our jacket order placed towards the beginning of September.
- v) Show patches: Robin will get a sample of the patch with the Steps logo

b) Boosterhub update:

- i) Email cleanup: Robin has asked the directors to review the email list and identify which are not associated with current students. Ellyn will do this. Robin will purge old emails in October.
- ii) Spanish speakers chat/emails: Robin is suggesting that we create a Spanish chat. We discussed the idea of having a separate tag for Spanish speakers, but in the end decided it would be a lot simpler to just have everyone be included in both chats. Suzanne will manage the Spanish chat. The idea is that all announcements made in the Boosterhub chat will be translated and made available in the Spanish chat.
- c) Website: we need a web master to work on the website. We also should have the MHHSband.org have a redirect to the Boosterhub landing page.

9) Concessions Report:

- a) Handling of sandwich orders: Masayo is finalizing costs, but Dana will handle sandwich orders this year with support from Noelle and Karla. This group will discuss as needed offline.
- b) Concessions freezer: our old concessions freezer has broken. It was donated by a former parent. Because it is not owned by the district, no one from the district can work on it. Konane volunteered to donate her chest freezer. Masayo will confirm that the size will work and will determine how to get rid of the old freezer.
- c) Concessions wifi: the school wifi doesn't reach concessions. Chris says it is very unlikely that the district will fix it, it would involve running cable. We will look at purchasing a module from which we can run a hotspot.
- d) Donation wagon: Masayo requested that we leave the donation wagon in the classroom so that students/parents can put their donated items in it.

10) Uniform Manager:



- a) CAPO has spent \$568 for shoes and gloves. Most of that will be reimbursed. Everything needed is either on order or has arrived.
- b) Band jackets: we're okay on band jackets but are close to needing to order additional.

11)President Report:

- a) New physical mailbox: a new mailbox is set up. Cheryl Ann will add instructions for putting payment in (how to label, etc.). Cheryl Ann and Shannon both have keys.
- b) Equipment managers: we now have 4 trucks. Cheryl Ann wants to have equipment managers for help in organizing and loading. They will only be needed during marching season. Cheryl Ann wants 4: 2 for loading at school, 2 for helping at the competitions. They will need to be in place by the first competition. Cheryl Ann to recruit.
- c) Badges for football games: the Finance Office issues badges. Christ is to ask if we can get those ahead of time, but likely will be at the first game.
- d) First Aid kit with drum majors: Cheryl Ann asked if drum majors can be asked to carry first aid kits. Directors agreed.
- e) Transparency and being on the same page: Cheryl Ann has received feedback that we haven't always been on the same page. We need to work to be.
- f) Plume Cases: ours are getting ragged. We agreed to buy 2 plume cases. They will need to be 16". Shannon made the motion, Masayo approved. All in favor.
- g) Streamline of procedures during football games and competitions. Cheryl Ann asked if the directors could put together a list of what needs to be done at games and competitions. Chris said that procedures exist but that they are trying to get student leadership to take it on and push responsibility. Chris's advice when parents are asked by students what they need to do is to refer them to their section leaders,

12)Supporting Members Report / Miscellaneous

- a) Volunteer Coordinator: Kasey said that volunteering is going well and volunteers have so far been happy to participate. Karla is working on making the communicates around volunteering more Spanish friendly. Chris will get section #s to Kasey so that she can have an understanding of how many students are in which sections.

13)Director's Report

- a) Schedule for first football game: It will be an early call time in order to have the pluming ceremony done in time. Chris will provide a schedule closer to the game.
- b) Pluming ceremony: the pluming ceremony will happen before the first game. No additional details at this time.



- c) Arizona trip: for a trip this short we really don't need to go through a travel agency. We could save money by doing the booking ourselves. Christ has already sent bids to hotels but follow up is needed. He is asking for someone to coordinate the trip.
- d) Props and floor for show: we will not have a floor this year. The props will be stair cases. There will be 8 of them. A prototype is done. We will need parent volunteers to add wood for steps and paint. Target is to have them done by the end of next week.
- e) Uniforms for colorguard: should be ordered this week. The goal is to have them by 9/20.
- f) Scholarship status / communication: Chris is still working on getting the finances in cut time so that we have the ability to track this.
- g) Update on clerical staff: the new hire is on hold. There was an issue with the job description. It is being rewritten and reposted.
- h) Other band updates:
 - i) This is the biggest band in school history at 177
 - ii) Chris gave Shannon 2 invoices for show registrations. Shannon will get them paid.
 - iii) As a reminder, the directors don't use Boosterhub, so parents and CAPO shouldn't expect responses there.

14) Roses and Thorns:

- a) Instrument cleaning fundraiser
 - i) We had more volunteers this year and the kids had fun
- b) Band Camp week 1:
 - i) The new lanyard system worked well form band camp dinners
- c) Band Camp week 2:
 - i) Chris thinks that the band will continue at Green Oaks next year. It has been sold to a non profit.
 - ii) We have hit a groove with camp and things went well
 - iii) Suggestion: hire a nurse, or have a parent who is a nurse present. It was a lot to do to manage all of the sick kids this year.
 - iv) Overnight security worked well. 2 cars were turned away at the gate.
 - v) Question: do we need a day time chaperone? Possible question for next year.
 - vi) It would be nice to have a group to help unload busses back at the school. We could have a volunteer sign up for this.
 - vii) There was no fan drama this year

15) Date/place of next meeting

Next meeting Thursday 9/5 @ 5 in the band room

16) Motion to Adjourn

Jill motioned to adjourn, Cheryl-Ann seconded. All approved.