



Agenda

Cardinal Alliance Parent Organization – Monthly Board Meeting
Tuesday 6/8/2024

Robert's Rules of Order:

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

Cheryl-Ann calls to order @ 5:41 pm, Noelle seconds - Those in attendance are Noelle Mendoza, Robin DuBroy, Jill Blackwell, Masayo Reed, Shannon Medina, Cheryl-Ann Calica, Kasey Chadwick, Josh Hall, Ellyn King, Chris Coughlin, Erika Skaar, Kristal Barragan, Jennifer Barnett, Bruce Blackwell

2) **Approval of the May 2024 meeting minutes**

Jill motioned to approve minutes, Shannon seconded, all approved.

3) **Wellness Check (scale 1-5)**

All members are feeling rated themselves as feeling 3, 4, or 5.

4) **VP of Events Report**

Band camp dinners are set. Would like to buy gift cards from Raise Right to pay for Raising Cane's and Chick-Fil-A dinners.

5) **VP of Fundraising Report**

a) Dine-Outs – Submitted form for Chick-Fil-A fundraiser 7/24, Menchie's 7/21, Raising Cane's in August, Ding Tea in September.

Questioning if we should do monthly dine outs due to low profits. Possibly go to less frequency.

Mix high and low priced dine outs. Lower priced dine outs have more attendance for community building.

Looking to tweak dine out communications to increase attendance. Maybe more social media posting from student leadership.

Encourage people to buy gift cards from Raise Right to pay for dine outs purchases when possible.

b) Bertrand's Instrument Cleaning – 7/8, 7/10, 7/11, 7/12

Use Sign Up Genius

Two parents and 10 students for each shift

1st shift 9am to 1pm

2nd shift 12:30pm to 4:30pm

**c) Additional Ideas**

- Contacted Kona Ice about being at an event and she asked I contact her later in the summer. Possibly have them at preview show and/or friends and family night. Kona Ice sent this info:
*For one time events we do require a \$300 gross sales minimum. Once that \$300 is reach your group receives 20% donation of our total gross sales for the event.
If you were to have us at more than one event within the season/semester, you do not need to worry about the \$300 minimum. Your group would still receive 20% total gross for each event.*
- Researching fundraising platforms Fundraise Genius, Vertical Raise, Booster Hub/Booster Bucks.
- Working on getting sponsors for wellness expenses. Shannon and Konane to work together to apply for San Marcos Community Foundation grant.
- Adrianna proposed we do dinner orders for the long Tuesday practices. The Board is open to testing this to see how many people are interested after she submits a plan to the Board regarding how exactly it would work. Must be handled by parents not on the Board. Could also possibly do Door Dash group orders.

6) Treasurer Report

- a) Current account balance - \$97,337.72
- b) Outstanding payments pending - \$8,806.47
- c) Available cash funds - \$88,531.25
- d) Overall updates – 75 people are getting free band shirts for paying in full, annual contribution only or starting a payment plan out of 129 (~58%)

7) Communications Report

- a) Spirit Gear: show shirts, other gear
 - Currently approximately \$1,300 profit on Spirit Gear orders.
 - Planning to place order by 7/1 to have items in time for band camp.
 - Adding a gold hoodie soon. People can change existing hoodie orders to this if desired.
 - Show shirt sale will be 2nd week of July to the end of July. 2-3 weeks for production. Should have Show Shirts by the end of August.
 - Plan to have band jackets by the end of September before it cools down.
- b) New Booster Hub feature to send announcements via push notifications.
- c) To conduct Booster Hub member maintenance. Change all members that don't currently have students in the program to non-members. They can still subscribe to emails if they want. Email to go out before switch.



- d) Purge students from parent chat. If we use Booster Bucks students will need access.
- e) Possible chat for Spanish speakers in Booster Hub.

8) **Concessions Report**

- a) Need to work out a way for parents to get reimbursed for shopping for concessions. There is a Booster Hub feature for reimbursements. Must submit receipt to compare to shopping list for approval (2 approvals). Could also use Raise Right gift cards with submitted receipts.
- b) Sandwich orders for Friday and Saturday events to continue. Dana may handle ordering and Carla pickup.
- c) Possible change from Square to Booster Hub to process payments due to trouble logging into Square with two factor authentication code going only to Chris.

9) **President Report**

- a) Band Camp
 - Would like all board members to be at the first day of band camp to bond with the kids.
 - 1st day of camp will start late due to athletic clearances being held at SMHS. Students can head to the band room after their clearances to handle logistical items prior to starting rehearsals.
 - Need to start getting band camp dinner volunteers.
 - Donations requested from Costco Business for dinner sides. Stater Bros is possibly another option due to Erika working for Stater Bros.
 - The parent cabin at Green Oak only sleeps three people, but additional cabins are possible. May ask for some parents just to stay late and then they can go home to sleep. Chris looking into possibly getting a security guard and if there are requirements for chaperone to student ratio.
 - Make sure students are there to help load the trucks at Green Oak Ranch.
 - Will encourage parents to pick up their students at Green Oak Ranch, but no ice cream social this year due to problems with logistics. Will perhaps do pink and yellow cupcakes the last day of band camp at Mission Hills (donated by Stater Bros?).
 - Lifeguard will be available at Green Oak Ranch for swimming.
 - Have a time that kids can't come out of cabins before in the morning at Green Oak Ranch.
- b) Uniforms for color guard



- Goal is to get uniforms ordered early to have them in time for the Preview Show. Will likely be ordering them from somewhere new due to communication/dependability issues with the previous vendor.
- Need to make it clear that color guard is also required to attend enrollment meetings.

10) Supporting Members Report

a) Volunteer

- Need to outline what volunteers are responsible for at band camp (i.e. just supervising at night?, actively patrolling if we can't get a security guard?). Use white board in parent cabin to tell them responsibilities and share band director phone numbers.

b) Uniform

- Enrollment went smoothly, but low # of marching band jackets remaining (~30-40). 20 kids haven't been fitted yet and we are out of M Shakos and capes. Not sure if we have enough plumes. Open to percussion wearing a different uniform.
- Will be ordering \$2,000-\$3,000 in uniform items.
- Signed up for an Amazon Business account which saves us 10% on orders.
- Per Chris, there will be a new pink feather added to the plumes.

c) First football game

- 3:50 call time to be able to do pluming ceremony.
- Order pizza for dinner to guarantee that everyone eats. Food to be there by 5pm.

11) Director's Report

a) Marching health sponsor – Konane looking for sponsor and/or San Marcos Community Foundation funding.

b) Summer rehearsals – Just music and will be inside. Chris will create a flyer.

c) Props for show – Ryan to make prototype props over the summer. There will be tables, ramps, and staircases that will require a whole truck to transport. Will have 4 trucks this year.

d) Will just fit kids that didn't make an enrollment meeting at band camp. Will probably cause a delay in receiving some items and will cost more in shipping per person.

e) Director Vacations – Chris has family in the week of 7/8; Josh 6/14 – 6/21, 6/27 – 7/12; Ellyn – 6/27 – 7/14

f) Rock band won't be a CTE class for 2024-2025 school year.

12) Roses and Thorns

**a) Enrollment meetings****Roses**

- Lots of student help
- Stations functioned well
- # of payments received
- Well organized
- Parent volunteer presence, helps to show scope of the operation

Thorns

- Forgot to communicate the \$45 transportation fee
- Tux cost later in the year not communicated (perhaps we can have students donate items that are too small and have seniors donate theirs to have a trade/lending program)
- Time slots didn't reflect how long it would take. People didn't expect to be there around 2 hours.
- Too much downtime in uniforms. Increase # of students coming at a time to 15.
- Payment table was a bottleneck. Increase to 3 people taking payments.
- Have returning members use Booster Hub to sign up and Sign Up Genius for new students. That was people can't sign up for the wrong type of meeting.
- Have Spanish only sessions.
- Getting information to middle schoolers is difficult. Middle school directors don't always share the information. Set up parent liaisons for middle schools.
- Have more information on the website for students coming from outside of San Marcos.

b) Percussion clinic**Thorns**

- Flyer wasn't clear what instruments were included for the middle school students

c) Color Guard clinic**Thorns**

- Advertise sooner
- New director to improve communication
- Color guard seems like they are too much off by themselves

13) **Date/place of next meeting – 8/5 5pm @ MHHS**

14) **Motion to Adjourn – 1st – Robin, 2nd – Noelle**