

# Oregon City High School Band Boosters

Meeting Minutes

3/6/18

## **I Call to Order**

Tania Flint called to order the regular meeting of the OCHS Band Boosters at 7:30 on March 6, 2018 at Oregon City High School in the Band Room.

## **II Roll Call of the Board:** The following board members were present, Tania Flint, Jessica Mott, Shelly McCoy, Kim Ossenkamp and Marilyn Rich.

## **III Approval of minutes from last meeting:**

Minutes from the last meeting were not available, Jessica Mott will finalize minutes and they will be posted to Band Booster website. Approval will be addressed at April Band Booster meeting.

## **IV Treasurer's Report:**

**A) Student Accounts.** Student Account Treasurer, Kim Ossenkop, reported on the Student Fund account. Kim has reconciled accounts and student accounts balance as of 1/31/18 is \$4,594.78.

Parents can access their student's account activity and balance via a link on Band Booster website and request monies to be transferred via request form on Band Booster website.

**B) Booster Account.** Booster Account Treasurer, Shelley McCoy, reported on the General Fund account. General Fund adjusted accounting balance as of 2/9/18 was \$10,617.34. Shelley indicated that board need to update signatures on the OnPoint account to reflect current Chair and Vice Chair. Tania Flint and Jessica Mott will address this.

**C) Current Equipment Fund** shows adjusted balance as of 2/9/18 is \$17,433.55.

## **V Reports of Standing Committees**

### **A) Upcoming Fundraising:**

Information reported by Jessica Mott, Dana Henson and Tania Flint.

1. **Bottle Recycle:** Bottles are collected by band after football games. Annette Davis has these bottles at her house. On Sunday March 11, 2018 at 1:00 pm we need students to come to Annette's house to sort and re-bag. If your student is interested please contact Tania Flint for address. Dana Henson reported he is still working on getting the bottle return account updated from individual account to "fundraising" account. He reported that there is approximately \$2000.00 in the bottle return account.

2. Flower Sales: Scheduled before Mother's Day, order forms out from April 4 to April 16. Delivery the weekend before Mother's Day. Orders through Al's Garden. Al's will do gift cards, \$25.00 per card with \$5.00 to student's account.
3. Concessions: Finished with Snack Shack for this season. Andrew Jones, athletic director, will reconcile totals and the band earnings distributed to students accounts and general fund.
4. Restaurant Night Out:  
 March- Five Guys on March 15, 2018, for each order check need to either bring paper voucher, show voucher on phone or tell them this is for OCHS Band fundraiser.  
 April-Abby's Pizza on April 18, 2018 need voucher. Jessica Mott will confirm time but anticipate 11am until closing. Able to place Shako by register for donations.  
 May-Dana Henson is working on Biscuits and will confirm at next Booster meeting.  
 June- Panda Express on June 2, 2018

**B) SCRIP:**

Caralee Thygeson reported on Scrip orders. Gross total for January Scrip orders was approximately \$11,000 online and \$8,000.00 to \$9,000.00 paper. She is placing a special order next week to help Gardiner Middle School. If others wish to access that special order they need to get their order to Caralee by Friday March 9, 2018. Cards will be available for pick up Friday March 16<sup>th</sup>. Next regular Scrip order is due March 22 with pick up the week after Spring Break.

**C) Volunteer Needs:**

Tania Flint reported there are upcoming needs for parent drivers for Band Daze on June 2, 2018. Continue to check Booster website for volunteer opportunities.

**D) Uniforms and Concert Attire:** Caralee Thygeson reported

- Students are currently getting uniforms fitted for Disneyland trip.
- We have received the 10 new jackets that were ordered.
- New plumes (silver/black) have been ordered and will come in plastic tubes.
- On Saturday she had 6 band students help organize uniforms/shakos and remove old plumes.
- Concert attire came in and is being distributed.
- Shoes will be ordered by Friday in time for Disneyland
- Short on berets and will need to order more before Disneyland. We have 71 and need 88.

**VI Trips**

**A) Disneyland Trip** reported on by Dana Henson and Tania Flint

- Disneyland meeting scheduled Monday March 12, 2018 at 6:30 in the auditorium. Mandatory for all Disneyland students and chaperones. Any one invited to come get updates of itinerary.
- ALL luggage drop off 5:30 Thursday March 22, 2018. Luggage will be tagged and ready to go on buses Friday morning.
- All arrive at OCHS Friday March 23, 2018 by 3:30 for departure to airport.

- **FLIGHT INFORMATION FOR BAND, FLAG, CHEER-DANCE:**

March 23, 2018

Depart PDX- 7:20 am Jet Blue Flight 1121

Arrive Long Beach- 9:36 am

March 26, 2018

Depart Long Beach- 7:30 pm Jet Blue Flight 1822

Arrive PDX- 9:36 pm

Anticipate back to OCHS around 11:00 pm

**\*CHOIR/JROTC ON DIFFERENT FLIGHT WITH DIFFERENT TIMES**

- OCHS Marching in Disneyland Parade on SUNDAY March 25.
- Meet at 2:15 and begin marching at 4:00. Tania Flint will arrange to have a live feed of band marching on Facebook.

**B) Florence - Rhododendron Parade**

- Overnight May 19-May 20, 2018
- Parade on Sunday May 20, 2018

**C) Teddy Bear Parade- Oregon City- Saturday May 19, 2018.**

- Leave for Florence right after Teddy Bear Parade

**D) Portland Grand Floral- June 9, 2018 Details TBA**

**E) Activities:**

Check Booster website, Remind, Facebook and Mr. Henson's weekly emails for updates on all band activities.

**VII OLD and NEW Business:**

**A) Tania Flint reported that new drumline equipment was purchased.**

**B) Dana Henson reported on a change of the meal plan for the Disneyland trip. The plan to have 2 evening meals covered by other resources has fallen through. This means that students will need to be responsible for all lunches and 2 evening meals while in Disneyland. (Friday March 23<sup>rd</sup> evening meal is included.) Dana Henson made proposal to use Band General Fund monies to provide each band/flag student with a \$20.00 Disneyland card to help defray meal costs. He reported that would be approximately 80 cards.**

Deanna Marciel made motion to use Band General Fund monies to purchase \$20.00 Disneyland card for each band/flag student.

Patty Snow seconded the motion and the motion passed with unanimous vote.

- C) Tania Flint proposed amending the Band Booster Bylaws as they relate to Term of Office for Board of Directors. The board and members reviewed the attached proposed changes and took part in discussion regarding the change.

Deanna Marciel made the motion to amend the Bylaws as written below.

Debra Banks seconded and the motion which was passed by unanimous vote.

Bylaws are amended as of March 6, 2018.

## **OLD BY-LAWS**

### SECTION 8 TERM OF OFFICE

1) Each Director shall hold office for a period of one year. 2) There is no limit to the number of consecutive one-year terms a duly elected or appointed Director may serve, if duly qualified. 3) The term of office for Directors shall commence at the start of the fiscal year, and conclude with the ending of the fiscal year. 4) The outgoing Treasurer is responsible for preparing and submitting the annual financial reports for the fiscal year under which he or she served.

## **REVISED as of 3-6-2018 (revised is highlighted)**

SECTION 8 TERM OF OFFICE 1) Each Director shall hold office for a period of two years. Should a director vacate a position before the end of their first year of their two year term, the vacancy shall be filled by appointment by the Chair of an active member in good standing, subject to approval by a majority of the Directors then in office though less than a quorum of the Board as stated in Section 12. If a director vacates a position at the end of their first year of their two year term, elections will proceed as stated in the by-laws. 2) There is no limit to the number of consecutive 2-year terms a duly elected or

appointed Director may serve, if duly qualified. 3) The term of office for Directors shall commence at the start of the fiscal year, and conclude with the ending of the fiscal year. 4) The outgoing Treasurer is responsible for preparing and submitting the annual financial reports for the fiscal year(s) under which he or she served.

## **CURRENT BY-LAWS FOR VACANCIES (for reference)**

### SECTION 12 VACANCIES

1) Vacancies on the Board of Directors or committee coordinators shall exist (a) on the death, resignation or removal of any Director/coordinator, and (b) whenever the number of authorized Directors/coordinators is increased. 2) Resignation: Any Director/coordinator may resign effective upon giving written notice to the Chair, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. 3) Removal. Causes for removal of a Director/coordinator shall be:

(a) Legal Cause. The Board of Directors may declare vacant the office of a Director/coordinator who has been declared of unsound mind by a final order of court, or convicted of a felony.

(b) Incompetence. This is subjective and will be left to the discretion of the Board of Directors.

One warning followed by an opportunity for response shall constitute due process. (c) Attendance. Failure to attend two

(2) consecutive Board meetings without just cause shall constitute reason for removal. (d) Recall. A recall of an elected officer may be initiated by any voting member of the constituency by whom the Director was elected. A petition signed by ¼ of the voting members of the constituency will constitute cause for such recall election. Notice to the entire constituency must be given at least 30 days before the general meeting on which it will be voted. Removal must be by 2/3 vote of the members present and eligible to vote. 4) Any vacancy occurring in the Board, whether by increase in the number of Directors or otherwise, shall be filled by appointment by the Chair of an active member in good standing, subject to approval by a majority of the Directors then in office though less than a quorum of the Board. 5) A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office. SECTION 13 NON-LIABILITY OF DIRECTORS The Directors shall not be personally liable for the debts, liabilities, or other obligations of the organization.

- D) Tania Flint individually polled current Board of Directors asking them to commit to the newly amended Bylaws. All current directors agreed to continue for a second year. Caralee Thygeson agreed to continue as Uniform Coordinator.
- E) Dana Henson asked about plan for raffling the extra rooms available for the Florence trip (up to 10 rooms). The option of having them made available for parents to purchase rather than raffle was discussed. It was determined to establish a set cost for each room and have people email either Dana Henson or via OC Band Parent email to request to purchase room(s). Dana Henson will announce this at the Thursday March 8, 2018 Band Concert. Sales of the rooms would be first come first serve and begin at 9:00 am Friday March 9, 2018.

#### **VIII Announcements/Calendar/Good of the Order**

- A) Next Booster BOARD meeting Monday April 2, 2018 at 8:00 at Abby's Pizza.
- B) Next Band BOOSTER meeting Tuesday April 10, 2018 at 7:30 pm in Band room.

**IX Adjournment:** Meeting adjourned at 8:25 pm.

**Thank you for supporting our band! We appreciate you!**