

## Oregon City High School Band Boosters

General Meeting  
February 12, 2019

### 1. Call to Order

- a. Jessica Mott called to order the regular meeting of the OCHS Band Boosters at 7:30 on February 12, 2019 at Oregon City High School in the Choir Room.

### 2. Roll Call of the Board

- a. The following board members were present, Jessica Mott, Shelly McCoy, Kim Ossenkop and Marilyn Rich.

### 3. Approval of 1/22/2019 Minutes

- a. January 22, 2019 Booster Meeting Minutes have been posted on the OCHS Band Booster Website. Shelly McCoy moved minutes be approved, Marilyn Rich seconded the motion, no questions from attendees and minutes approved.

### 4. New Business

- a. Jessica asked for any new business to be added to agenda. No new business was added.

### 5. Treasurer's Report

#### a. **Booster Accounts:**

Booster Account Treasurer, Shelley McCoy, reported on:

##### i. **General Fund account**

1. Adjusted balance as of 1/22/19 is \$4,037.94.

##### ii. **Equipment Fund account**

2. Balance as of 1/22/19 is \$10,810.16.

#### b. **Student Accounts:**

Student Account Treasurer, Kim Ossenkop, reported on:

##### i. **Student Accounts**

1. **Current Balance:** No updates as of this date.
2. **Account Balance Questions:** 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.

### 6. Volunteering

- a. **Sign Up Genius-** Watch here and Facebook for opportunities.
- b. **Upcoming Needs-** Are listed on Booster Website Calendar and sent home with students.
  - i. Need Cruise In help, District Band Festival Helpers, Marching Clinic helpers, Spring Band Daze drivers, parents to set up and serve at spring events, Rose Festival Marchers.

### 7. Reports of Standing Committees

#### a. **Fundraising:** Report by Jessica Mott and Caralee Thygeson

##### i. **Reporting On:**

1. **SCRIP:** Caralee Thygeson reported the possibility of expanding SCRIP to be available to students in other sports. Band Boosts would manage accounts and receive % of profit. Consider starting after Spring Break, Caralee will bring to Athletics Parent Meeting in March.
- 2.

##### ii. **Upcoming:** Jessica Mott reported on

1. **Restaurant Nights-** Thursday 2/21/19 at Mikes. Working on confirming remaining months.
2. **Spring Pie Sales-** Coming soon- 2/22 to 3/12
3. **Flower Basket Sales-** Date 4/2 to 4/18 Delivery Date- May 11 (Mother's Day May 12) Jessica will confirm option for gift cards again this year.

b. **Uniforms:**

i. **Uniform Coordinator**

1. Caralee has stepped down and we are looking for someone to take over this role. We have some awesome helpers on board with past experience.
  - a. Caralee will continue to do concert attire only.
  - b. Gloria Berliner and Marilyn Rich will help facilitate Spring Marching Uniform fittings with the assistance of our uniform helpers.
- ii. **Donation:** Thanks so much to Kim Egan for her generous donation of a sewing machine to be used for uniforms. !THANKS KIM!

8. **Upcoming Activities and Trips:**

a. **Upcoming:** Kim Ossenkop reported on

- i. Band Fun Night-Tania to clarify plan and communicate specifics.
- ii. Spring Concert- Thursday March 7th at 7PM -Call Time 6:15. No treats.

b. **Canada Trip- May 18-21, 2019**

- i. *Please be sure you are getting those passports ASAP :)*
- ii. *Howard Johnson Hotel confirmed, ATS Transportation confirmed. (152 travelers, 7-1 chaperone to student ratio)*
- iii. *Next Meeting- Monday, March 4th at 7pm in the OCHS Auditorium. \*Be Prepared to give proof of student and chaperone passports.*
- iv. **Payment Schedule-** Cost: is now \$500 Students/\$275 Chaperones
  1. Payment 5: \$100 Due: February 5, 2019
  2. Payment 6: \$50 Due: March 5, 2019
    - a. **Refunds-** Trip payments are not refundable
    - b. **Payment Status-** Letters were sent home last week showing current balance and payments made to date. Questions? Please contact Tania at [ocbandparent@gmail.com](mailto:ocbandparent@gmail.com)

c. **Spring Marching Band**

- i. Sign up for Spring Marching will be in a google document (students will sign up via google classroom). Students may request paper registration.
- ii. Handouts regarding registration will be sent home with students before Spring Break.

9. **Board Nominations:** Marilyn Rich reported on upcoming Booster Board elections.

a. Explanation of the positions and term-

- i. Two year term
- ii. See Elections sections of Booster Bylaws for position qualifications.
- iii. All Positions are open for Nominations this election
- iv. We especially need nominations for Booster Treasurer and Student Treasure

b. Request for Nominations for 2019- 2021 Board Positions was opened by Marilyn:

- i. Jessica Mott nominated Tania Flint for the position of Chairperson.
- ii. Caralee Thygeson nominated Jessica Mott for the position of Co Chairperson.
- iii. Marilyn Rich nominated Laura McGraw for the position of Student Account Treasurer.

- iv. Jessica Mott nominated Marilyn Rich for the position of Secretary
  - v. Kim Egan discussed being considered alternate for Booster Account Treasurer if not other nominations were received
- d. A written ballot will be available for Booster members' vote at the March 12, 2019 meeting.

10. **New Agenda Items: None identified.**

11. **Reminders/ Announcements/ Good of the Order:** Shelley McCoy reported.
- a. Watch the Booster Calendar, Facebook and the Website for updates and Mr. Henson's weekly emails for updates.
  - b. Next Board Planning Meeting- Monday, March 4th
  - c. Next Band Booster meeting Tues, March 12th at 7:30pm in OCHS Choir Room.
  - d. Next Cruise In Meeting: Monday, March 4th at 6:30pm in the commons.
  - e. Next Canada Trip Meeting: **Monday, March 4th at 7pm in the auditorium.**

12. **Adjournment:** Meeting adjourned by Jessica Mott at 8:12 pm.

**Thank you for supporting our band!  
We appreciate you and all you do to enhance OC Band!**

**Elections:**

**SECTION 3 CANDIDATE ELIGIBILITY**

*Prospective candidates must:*

- 1) Be active members of the Band Boosters.
- 2) have a student enrolled in 1 or more band classes during the next fiscal year.
- 3) Have read and understood the responsibilities of their position.
- 4) Meet the requirements for Directors as identified in Article 4 Section 10.
- 5) Have satisfied all current financial obligations to the Band.
- 6) Consent to serve before being nominated.

**SECTION 10 DIRECTOR QUALIFICATIONS AND RESTRICTIONS**

- 1) All Directors shall be active Band Booster members during the fiscal year in which they serve.
- 2) No individual may hold more than one position on the Board of Directors. However, Directors may chair committees while still maintaining their vote as Directors.
- 3) Interested persons are prohibited from serving as Directors of the Board. For purposes of this section, "interested persons" means either: (a) Any employee of the Oregon City School District excluded from serving on a booster Board of Directors by the policy of the Oregon City School District; (b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.
- 4) None of the five elected officers (Co-Chairs, secretary, treasurers) may be related to another elected officer as brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law.

## **Term of Office (REVISED as of 3-6-2018)-**

### **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.

## **Duties of Positions-**

### **SECTION 4 DUTIES OF THE CHAIR shall:**

- 1) Serve as the chief executive officer of the Board and shall, subject to the control of the Board of Directors, supervise the affairs of the Board and the activities of the officers. The scope of the Chairs' authority is limited. They shall have no governing authority in making policies or rules without the approval of the Board of Directors;
- 2) Perform all duties incident to his or her office and such other duties as may be required by these Bylaws, or which may be prescribed from time to time by the Board of Directors;
- 3) Set the agenda and preside at all meetings of the Board of Directors and at all general membership meetings;
- 4) Act as liaison between the Band Boosters and the Oregon City High School administration;
- 6) Be ex-officio a member of all committees;
- 7) Keep the Board Members and Music Director informed on all issues;
- 8) Prepare an end-of-year report to aid the incoming Chair;
- 9) Perform additional duties as documented in the job description for the Chair, subject to modifications approved by the general membership.

### **SECTION 4a DUTIES OF THE Vice Chair shall:**

- 1) Serve as the Volunteer Coordinator as stated in Section 4 (D).
- 2) Serve as Chair, presiding over meetings of the Board of Directors and at general membership meetings when the Chair is unavailable.
- 3) Work closely with the Chair on special assignments as delegated by the Chair.
- 4) Perform additional duties as documented in the job description for the Vice Chair, subject to modifications approved by the general membership.

### **SECTION 5 DUTIES OF THE SECRETARY shall:**

- 1) Certify that the treasurer has at all times the current and up-to-date Organization Records.
- 2) Keep at the principal office of the organization at all times a Membership Roster containing the name and address of each and any members;
- 3) Keep at the principal office of the organization at all times a Book of Meeting Minutes for all meetings of the Board of Directors and for general membership meetings, recording therein the time and place of holding, whether regular or special, how called, the names of those present or represented at the meeting, and the proceedings thereof;
- 4) At general and Board meetings, present for approval the minutes of the previous meeting;
- 5) Exhibit at all reasonable times to any Director of the Board, on request therefore, the Organization Records Book, the Membership Book, and the Book of Meeting Minutes of the Board;