

Oregon City High School Band Boosters

Board Meeting
1/22/2019

1. Call to Order

- a. Tania Flint called to order the regular meeting of the OCHS Band Boosters at 7:30 on January 22, 2018 at Oregon City High School in the Band Room

2. Roll Call of the Board

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

3. Approval of 10/2/2018 Minutes

- a. October 2, 2018 Booster Meeting Minutes have been posted on the OCHS Band Booster Website. Jessica Mott moved minutes be approved, Shelley McCoy seconded, no questions from attendees and minutes approved.

4. New Business

- a. Tania 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. Balance as of December 3, 2018 is \$4037.94.

ii. **Equipment Fund account**

1. Balance as of December 3, 2018 is \$4330.87.

b. **Student Accounts:**

Student Account Treasurer, Kim Ossenkop, reported on:

i. **Student Accounts**

1. **Items Credited to Student Accounts this school year:**

a. **Past:** Carwash, Car Show, Band Daze

b. **Reporting on:** Pies, Poinsettia, Moda Center Money

2. **Student Accounts Balance:** As of January 21, 2019 adjusted balance is \$12,579.26

3. **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-** Reported by Jessica Mott, watch Sign Up Genius and Facebook for volunteer opportunities. Access sign Up Genius on OC Band website. All Regular Slots for Concessions are filled, if/when we go to playoffs we will need more volunteers. Let Tania know if you are interested in helping with playoff games.

- b. **Need Background check for volunteer-** Reported by Shelley McCoy
 - i. District background check to be completed annually to volunteer for any activity. Can access online district form and updated procedures on OC School District website.
 - ii. NEED fingerprint criminal background check for any overnight volunteer activity with students. Find process information on OC Band website. Criminal background check is one time process for district.

- c. **Upcoming Volunteer Needs-** Reported by Jessica Mott, will have openings for:
 - i. 2019-2020 Band Booster Board positions
 - ii. Concessions for playoff games and on-call persons for cancellations
 - iii. 2019 Cruise In help
 - iv. District Band Festival help
 - v. Marching Clinic help
 - vii. Spring Band Daze driver
 - viii. Parents to set up and serve at spring events
 - ix. Rose Festival Marchers.

7. Reports of Standing Committees

- a. **Fundraising:** Report by Tania Flint and Jessica Mott
 - i. **Past:**
 1. **Car Wash-** August
 2. **Car Show-** September, earned monies directly went to pay for Beach Retreat. The funds were not deposited into individual accounts.
 3. **Band Daze-** September \$65.84 per student went to student accounts

 - ii. **Reporting On:**
 1. **Pie Sales-** October- 33 students participated, individual student made between \$11 and \$184.00 depending on their individual sales. In total sold: 223 large pies, 129 cobbers, 20 bags of frozen fruit, 58 mini mini 6 packs.
 2. **Pint Night at Oregon City Brewing Company-**October- final amounts not available yet.
 3. **Poinsettia Sales-**November- Students sold 89 small and 17 large with \$1700.00 dispersed to individual student accounts depending on their individual sales.
 4. **Scrip-** Ongoing- more people using online scrip than paper. January paper total ordered \$6790.00 with \$353.00 to individual student accounts. January online total order \$8137.00 with \$440.00 to individual student accounts. Suggest a meeting to review process for online Scrip.

 5. **Student Band Account Monies-** can be used for anything Band related including trips, instruments, concert wear, band fees, etc.

 - iii. **Upcoming:**
 1. **Wichita Restaurant Night-** SUNDAY January 27th between 5 and 9pm. Dana printed vouchers available at this meeting and will be passing these out to teachers and students tomorrow

2. **Spring Pie Sales-** Coming soon- Sale dates 2/22 to 3/12, delivery TBA
3. Flower Basket Sales- Sale dates 4/2 to 4/18 Delivery Date- May 11 (Mother's Day May 12)
4. **Concession Sales-** January and February- 75% of profit will be split between workers based on time and 25% to the general band fund. Will need playoff workers.

b. **Uniforms: Reported on by Jessica Mott**

- i. **Past:** : Approved purchasing a sewing machine for the uniform room & Approved purchasing ponchos. No purchases made to-date. We will be tabling the the approvals we made in the past for ponchos and a sewing machine as we feel they are not a current priority. Kim Egan noted that she would donate her sewing machine to be used for uniform alterations. THANK YOU KIM.
- ii. **Looking for a new Spring Uniform Coordinator.** Caralee Thygeson is stepping down from coordinating uniforms. She will continue to do concert attire only. Need someone to assume the coordination of uniform check out, return, tracking and general management of uniforms. Will continue to need additional parents to assist with fitting and checkout for Spring Marching. If interested please contact Tania Flint.

8. **Upcoming Activities and Trips: Reported by Tania Flint and Jessica Mott**

a. **Past:**

- i. Movie Night at School- September 2018

b. **Reporting On:**

- i. Fall Retreat at Winema Beach- October
- ii. Homecoming Parade and Field Show- October- field show theme was Guardians of the Galaxy. Thanks to Jonah Buck for choreographing the field show.
- iii. Senior Night at Football Game- October- thanks to Crissy White & Michelle Phillips for being there and taking pictures of the students and their families. Thanks to the parents who made the awesome blankets for the seniors and to all the kids for a great season of pep music.
- iv. Veterans Day Concert- November- great attendance and music. Thanks to Sophomore and Senior families for bringing treats.

c. **Upcoming:**

- i. Band Fun Night- February 22, 2019 following pep band. Not a fundraiser just fun night, specifics coming soon.
- ii. Spring Concert- March 12th at 7PM -Call Time 6:15. No treats.

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

- i. **Last Canada Meeting-** December 18, 2018.
 1. General Information given: Updated Trip schedule, reminder to get passports ASAP, passports will be collected ahead of time and secured by Mr. Henson. The hotel in Victoria is Howard Johnson, doors will be taped, chaperone doors will be marked to be easily located, kids will need money for their lunch on the way to Canada and spending money, we will return late on Tuesday, May 21. It was

asked if the VISA cards purchased thru the Scrip program can be used in Canada, unfortunately, NO.

- ii. **Update today for Canada-**
 - 1. Coach Buses are booked
 - 2. Hotel is booked, Howard Johnson
 - 3. Breakfasts are included each day at the hotel, no additional fee.
 - 4. Meals are being confirmed. All meals covered except for lunch on first day.
- ii. **Next Canada Meeting- Monday, March 4th at 7pm in the OCHS Auditorium.** Mandatory for chaperones and students. **Be Prepared to give proof of student and chaperone passports.* There will be one more Canada meeting before departure, either April or May.
- iii. **Payment Schedule-** Cost: \$550 Students/\$275 Chaperones
 - 1. Payment 4: \$100 Due: January 8, 2019
 - 2. Payment 5: \$100 Due: February 5, 2019
 - 3. Payment 6: \$50 Due: March 5, 2019
- iv. **Payment Status-** Letters will be sent home next week showing payments made to date and current balance.
- v. **Refunds-** Trip payments are not refundable

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

10. **Reminders/ Announcements/ Good of the Order:** Reported by Tania Flint and Jessica Mott.

- a. New Band Activities Calendar goes home this week. Will also be in Mr. Henson's weekly email and available on our website.
 - i. **Note that dates are subject to change.**
 - ii. Watch the Booster Calendar, Facebook and the Website for updates and Mr. Henson's weekly emails for updates.
- b. Next Planning Meeting- Monday, February 4th
- c. Next Band Booster meeting Tues, Feb 12th at 7:30pm in OCHS Choir Room.
- d. Next Cruise In Meeting: Monday, March 4th at 6pm in the commons.
- e. Next Canada Trip Meeting: **Monday, March 4th at 7pm in the auditorium.**
- f. **Are you interested in serving on our Band Booster Board? Let us know.**

11. **Adjournment:** Meeting adjourned by Tania Flint at 8:15 pm.

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

SECTION 4 ELECTION PROCEDURES

- 1. During the February general meeting, the Chair shall call for nominations to the Board of Directors and an announcement will be published on the website and included in the monthly newsletter.**
- 2. The Secretary of the Board of Directors will accept all qualified applications and assemble the slate of candidates.**
- 3. During the Month of February, the Secretary shall prepare a ballot containing all qualified nominees.**
- 4. To be nominated, an individual must meet the qualifications of Article 7 Section 3.**
- 5. The Secretary shall present the slate of candidates to the general membership by publishing the list of qualified nominations on the website and the monthly newsletter.**
 - a. The Secretary shall present all nominations at the March general meeting.
 - b. The Secretary shall accept additional nominations from the floor., subject to section 4 of this Article.
 - c. The slate of candidates will include those nominated from the floor.
- 6. The election will be held at the March general membership meeting after accepting nominations from the floor and finalizing the ballot.**
 - a. Members will be afforded an opportunity to pose questions to any of the candidates. After all questions have been answered, a vote will take place by ballot.
 - b. The Chair shall appoint at least two tellers who are active members
 - c. The tellers will distribute ballots after verifying the eligibility of each active member present.
 - d. Ballots will be collected and counted by the tellers, who report the results to the Chair, who announce the results to the assembly. The candidate with the most votes shall be declared the winner.
 - e. Where there is only one candidate for a position, the Chair shall ask the members for consent to authorize the Secretary to cast the vote of the assembly for that position. If anyone objects, however, it is necessary to ballot in the usual way.
 - f. In counting the ballots all blanks are ignored.