

## Oregon City High School Band Boosters

### Meeting Minutes

November 1, 2016

#### I CALL TO ORDER

Michelle Phillips called to order the regular meeting of the OCHS Band Boosters at 7:29pm on November 1, 2016 at Oregon City High School in the Band Room. 16 present for the meeting.

#### II ROLL CALL

A formal roll call was conducted. The following board members were present; Michelle Phillips (presiding), Tyler Kendall, Kim Conley and Tania Flint. Jessica Mott was not present. Tania Flint will act as Secretary.

#### III APPROVAL OF MINUTES FROM LAST MEETING.

Minutes by Jessica Mott from the last meeting were posted to the website and were not read aloud. ***Kim Conley moved to approve the minutes, Gloria Berlinger seconded.***

The motion passed and the minutes were approved.

#### IV TREASURER'S REPORT: by Kim Conley and Tyler Kendall.

Student accounts have a current balance of 17555.22. OCHS Accounting Dept. changed the band account numbers and we are awaiting the correct reports from accounting. The Booster fund has a current balance of approximately \$6000. Band Daze total income was \$5911.82, which calculated to \$101.05 per student share. Pete's shares came in at \$33.08 per shift for workers. There is over \$1000 in the can recycling account. We can only pull out \$99 at a time, we will be working to pull out the earning money and moving it to the band account over the next few weeks. Debit cards are being ordered for the Onpoint Band Account for travel expenses, as approved. See specifics under new business below.

#### V REPORTS OF STANDING COMMITTEES

##### a) **FUNDRAISING** - Coordinator needed.

**DINNERS OUT:** reported by Michelle Phillips.

Five Guys was a success; however, Tyler is currently checking into the amount received. We received a check from them for \$80 which he believes is not be correct.

**POINSETTIAS:** reported by Michelle Phillips for Jessica Mott who is not present tonight.

We have received many online orders, no paper orders from students to-date. Chair requests that students turn in orders they have now and obtain a new order form to collect additional orders so an estimate can be made to hold poinsettias for the group. Final deadline to turn in orders & money: November 16. Delivery: December 3, time is to be determined.

**BAND DAZE:** reported by Tyler Kendall.

Band Daze was Sept 17, and was a success. Lots of great drivers, more than needed. He thanks our drivers for their support and hopes to always have the problem of too many drivers. 59 students participated, \$101.05 per participating student went to student accounts.

##### b) **SCRIP:** reported by Caralee Thygeson.

September scrip totals were approximately \$5000 of paper orders, \$2000 online, bringing in approximately \$500 into accounts. October scrip totals were approximately \$6000 of paper orders, \$2000 online, bringing in approximately \$550 into accounts. Some band students purchased Visa gift cards with their band account money for the Hawaii trip as well.

##### b) **CONCESSIONS** reported by Michelle Phillips.

Band will have snack shack for some basketball games. The schedule is still to be determined by the athletic department. We have requested a high audience game.

c) **VOLUNTEER** – Betty Esterberg and Tania Flint reporting.

Continue to check Signup Genius for upcoming volunteer opportunities. Need students and parents to help clean up after the American as Apple Pie Concert November 10<sup>th</sup>. Sophomores and Seniors are assigned to bring desserts. We are expecting a larger than normal crowd and would welcome all grades to bring a finger friendly dessert to share such as cookies, brownies, bars or cupcakes. We request nothing that needs to be sliced please. Caralee Thygeson will check with administration to see if there is money to provide some cookies as well.

Upcoming: Poinsettia delivery: need kids to help people to cars with plants. Bunco Night. Concession Sales during basketball.

d) **UNIFORMS/CONCERT ATTIRE reported by Caralee Thygeson.**

Concert band attire orders have been delivered. A second order has been placed to cover the missing orders that were located. The order will arrive before the concert on November 10<sup>th</sup>. Next year she suggests posting a notice before ordering stating whose orders have been received to-date to ensure that all orders have been accounted for.

Students with any uniform issues such as rips, missing/loose buttons etc. are asking to bring your uniforms to Mrs. Thygeson as soon as possible.

Garment bags have been ordered through Band Shop and have not been received. Dana will be checking on the status of the order. Berets were ordered for Hawaii and have been received.

e) **MEMBERSHIP** – Coordinator needed. Tyler Kendall reporting.

During board work sessions, the board has explored the need to review and possibly restructure the current bylaws. Tyler has been looking at possible revisions. He notes that eliminating the position of Membership is one such change that will be proposed. He suggests possibly replacing it with a more useful/needed position such as a PR position. Other changes being looked at are allowing all present to vote rather than only board members, moving officer nominations to February and elections to May and then having never officers shadow through the end of the year. We are planning to announce possible bylaw amendments in December.

## VI **REPORTS OF SPECIAL COMMITTEES**

a) **HAWAII:** reported by Michelle Phillips.

Tonight, IDs were checked to ensure that their names matched the names on their travel documents. Students were instructed to bring the ID they presented tonight for travel. Some IDs still need to be checked.

NEW DATE: Mandatory Hawaii Chaperone & Student meeting: 11/15 at 8pm in the band room. Students and chaperones will meet and exchange numbers, sign up for Remind text alerts for the trip, receive quart sized bags to pack their carry-on toiletries in and receive their trip favors (drawstring bags & water bottles).

Luggage Check: November 22<sup>nd</sup>, 6-7PM. All luggage and instruments must be checked in the band room. Luggage will remain at school for the morning trip to the airport. Students will meet at school on November 23<sup>rd</sup> call time 5:30 AM. Everyone will be transported by bus to the airport in their prearranged groups by bus number.

- b) **2016 FALL BEACH TRIP:** reported by Michelle Phillips.  
Monies were due today, 11/1/2016, for the September beach trip. Cost due was \$50 per student/chaperone. Pay through accounting, receipts to Mr. Henson. Monies will be deducted from student accounts if not received.
- c) **CANADA TRIP:** Reported by Dana Henson.  
Band will travel via bus and ferry boat through Port Angeles to Victoria BC, May 20-22, 2017. Pricing will be between \$400 and \$500. Initial deposit of \$50 due December 16<sup>th</sup> (students and chaperones). The balance will be due in May. There will be a staggered payment plan as well. The tour company will also accommodate for travelers to receive package rates who are not official chaperones. Chaperones will receive a 25% discount off the student price (see new business for more details).

Required Travel documentation for students & official chaperones (1 of the 3 below):

- I. Photo ID and a CERTIFIED copy of Birth Certificate
- II. US Passport
- III. US Passport Card

## VII NEW BUSINESS:

- a) **Purchase Carousel.** Dana requested \$1750 from Band Boosters to purchase carousel for band uniforms. The carousel has been offered to the band at a great discount through Carousel Cleaners in Oregon City. The retail cost of the carousel is \$5000. They will also install the motorized system for free and provide lifetime complimentary maintenance. The uniform carousel will be installed in a temperature controlled room near the auditorium. Other bands have used a carousel system with great success. Students will arrive for dress performances in travel clothes, receive their uniform from the carousel, dress for the performance and return the uniform to the carousel after the performance. Uniforms will live at school rather than in the homes of the band students. Garment bags will be issued for trips. Such systems have been proven to increase the longevity of uniforms through less wear and tear. ***Tania Flint made the motion to approve, Lisa Bach seconded.*** The motion was approved unanimously.
- b) **Reduced Chaperone Costs.** It was discussed that we should offer a discount to chaperones traveling with the band as they are busy working rather than enjoying a leisurely vacation. It was proposed by Caralee Thygeson that we offer a set percentage rather than deciding an amount for each trip separately. Tania moved that for trips after 1/1/2017 official band chaperones will receive a rate of 25% off the student price of any given trip. ***Tania Flint made the motion to approve, Tyler seconded.*** The motion was approved unanimously.
- c) **Debit Cards.** Gateway has funded the money we need to pay for baggage and oversized instruments. The money is in the band's OnPoint Checking Account used to receive credit card payments. The board is requesting that we issue 2 debit cards to pay for the baggage fees at the airport and for expenses that may be incurred while traveling. The first would be used by Tyler Kendall to pay for the charges incurred for student/chaperone baggage on Hawaiian Air, the second by Michelle Phillips to pay for expenses incurred for oversized baggage traveling on Alaska Air. See the 2 proposed motions below.

**Motion 1:** (Tania) I move we add Tyler Kendall to the OCHS Band Booster OnPoint checking account and request OnPoint issue a debit card in his name for the limited purpose of paying for the luggage and shipment fees, and any miscellaneous expenses for the bands travels to Hawaii. In addition, we are requesting notification be made to OnPoint that on the days of travel (11/23 through 11/30) Band Boosters may charge up to \$10,000 on a single or multiple transactions. And finally, we are notifying OnPoint we are traveling out of Portland Metro area and ask that they put a travel notice on our cards to include transactions in Hawaii. ***Tania Flint made the motion to approve, Shelley McCoy seconded.*** The motion was approved unanimously.

**Motion 2:** (Tania) I move we issue a debit card to Michelle Phillips (signer) for the OCHS Band Booster OnPoint checking account and make the same notifications to OnPoint for the trip as approved in Motion 1. **Tania Flint made the motion to approve, Lisa Bach seconded.** The motion was approved unanimously.

- d) **Banking/Reimbursements.** Tyler asked for reimbursement check of \$512.82 to be approved for purchase of berets (\$382.82) and banner (\$130) for the Hawaii trip from the Onpoint OCHS Band Boosters checking account using the money allocated from Gateway Travel. See motion 3 attached. **Tyler Kendall made the motion to approve, Tania Flint seconded.** The motion was approved unanimously.
- e) **Accounting.** Tyler moved that we transfer \$363.71 from the OnPoint OCHS Band Boosters checking account to the Pete's Account for the money collected during Pete's Cruise In using the square. **Tyler Kendall made the motion to approve, Shelley McCoy seconded.** The motion was approved unanimously.

**VII** **Old Business:**

- a) Crew gear orders are in; they are in Dana's office. Please pay in accounting and give receipt to Mr. Henson if you have not done so already.

**VIII** **Announcements:**

- a) We will now be holding Board planning meetings on the 4th Monday of every month. Exceptions will be posted on the website. These meetings will be held at Abby's Pizza at 6pm in the bar area. The intent is for board members to have a work session prior to board meetings. Everyone is welcome to attend, although this is not intended to be an open platform. Students welcome at the regular monthly Booster meetings in the band room.
- b) Next booster meeting is Tuesday, December 6, 2016. January meeting will be moved to January 10, 2017 due to no school day.
- c) See website for upcoming events including Bunco in January (Kim Conley will need help), Pete's Meeting resume in January for the 2017 car show, Spirit Mountain Bus, Basketball Concession signups, Overnight Band-a-Thon, 1<sup>st</sup> annual Jazz Festival at OCHS, Spring Band Daze, Spring Flower Baskets and more. Please note there is no Florence trip this year.

**Adjourn – 8:19pm.**

**Respectfully submitted by,**

**Tania Flint, Co-Chair  
Substituting for Jessica Mott, Secretary**