

# MVHS Band and Orchestra Parents Association (BOPA)

General Meeting of the Board of Directors

July 13, 2016

7pm MVHS Band Room

## Meeting Minutes

### In attendance:

Jeff Bergstrom

Darren DeLaup

Megan Cook

Marcy Stuhlsatz

Nathan Poffenbarger

Leah Rushall

Ellen Sanders

John Barry

John Hollandsworth

Erin White

Cynthia Poffenbarger

Peter Farina

Marla Cook

Debbie Barry

Alex Zakroff

Janna Perlinger

Leah Porter

Tina Rogers

## Call to Order

Jeff Bergstrom, President of the Association, started the meeting at 7:02 PM. He welcomed all the new attendees and had everyone introduce themselves and share what grade their student would be in.

## Director's Report

Mini-camp is next week, Wed-Fri from 8 a.m. to noon. Students will receive info at mini-camp – intro into marching band. Full band camp will be the following week. Darren explained that once school starts, there is only one week to prepare for performance. Attendance is mandatory; 1 day = 1 week of rehearsal. Missing a day of rehearsal throws off everyone. The calendar is updated with rehearsals and games. Students will have notice of updates along with email blast.

## Treasurer's Report

Marla Cook provided a breakdown of the balance in the BOPA accounts:

### BOPA Checking

Beginning Balance (5/4/2016).....\$693.41

**BOPA Checking ..... \$693.41**

### MVBC Account

**Beginning Balance (5/4/16) ..... \$5,099.16**

Blanket Sales .....\$120.00

Misc fees and adjustments ..... 30.49

**MVBC Account ..... \$5,249.65**

**Ending Balance ..... \$5,943.03**

Because we had several new people in attendance, Marla explained how the band has two accounts, one outside checking and one internal account within the MVBC. The checking account has to have a minimum balance of \$500 to avoid fees, and was being kept until the MVBC was completely set up and timely on their reimbursements. Ideally the goal will be to close the checking account in the near future and run the financial program strictly out of the MVBC, but that may change if we determine the separate account is still a benefit.

## Committee Reports

### Fundraising

Jeff explained that the MVBC started a year ago. It was set up to administer financial aid to all clubs, teams, and activities. We want to make a push of all parents: as you pay for fees at beginning of the year, consider a contribution above and beyond basic fees. This will be much more successful than restaurant fundraising events. When you give money to the MVBC, you become a member. The bigger the donations, the bigger the rewards (ex. parking spaces). Membership forms will be online or in paper – check the box to designate where funds are to be allocated. About 97% of each donation goes straight to the band and orchestra (the balance is for administrative costs). This membership drive will be the BOPA's main fundraiser. We will still have concert concessions and merchandise sales but are relying on MVBC membership to build our funds. Jeff will provide link by the end of July.

The BOPA hosts concert concessions for each band and orchestra concert throughout the year. There are four main concerts and two jazz concerts. A sign up genius is created for each event for volunteers to sign up for cookies, coffee, or even just to stand behind the table. The first concert is Thursday, Oct. 6<sup>th</sup> – bands are spread out so parents have a chance to watch students during concert and cover the table when their child is not performing.

### Website

John Barry gave an update on the BOPA website: [www.vistabandparents.weebly.com](http://www.vistabandparents.weebly.com). He has updated pictures and the link to Darren's calendar. This is another role that needs to be delegated, preferably sooner than later as John needs to show his successor how to maintain the website.

Marla explained how we use our Shutterfly site. It is a private group photo sharing website for pictures of band. Member requests are received by her and added as soon as possible. There is a calendar that coincides with Darren's, but it automatically sends out reminders.

### Uniforms

Ellen and Leah are in charge of uniforms. Measurements occur during band week – plan for a week long process but can usually be accomplished in 2 days. Volunteers requested. July 25<sup>th</sup> and 26<sup>th</sup> are planned as measurement days during full band camp. Returning band members try on uniforms and see if they need adjustment. New kids get full measurements. Quick stitch, nothing permanent.

## Old Business

We reviewed the budgetary needs for 2016 based on the expenditures and revenue of 2015. All said, we were a combined \$2000 short, and that did not include some items Darren paid for out of pocket. Darren is limited by the district on what he can charge for fees. Darren was able to add on a \$35 transportation fees to cover buses, which is new this year. If the band gets more than 55 kids, we will have to get another bus. There is a minimum \$250 charge for busses, and they run \$60 per hour after that.

To help offset his marching band costs, the BOPA has decided to collect an additional mandatory \$75 per student fee on top of Darren's required fees. This will cover the cost of meals, equipment transportation, uniform cleanings and other items that his district budget will not cover.

## New Business

### *Marching Band*

Darren stated the marching program still in a building phase, especially due to district cuts in elementary schools. Parent volunteers are extremely helpful and allow Darren to focus on the kids. He mentioned the growth that has occurred since he came to MVHS. They've won trophies at parades and last year the band attended their first competition, and made finals. This year we continue to grow. We will march in two parades and participate in two competitions, including the ZIA band fest in Albuquerque, NM. Darren relies on parent support for these events and signups will be available at the parent orientation dinner on July 26. Other things to note:

- There are currently 58 kids signed up. That is 10 more than last year, but that number may change by the end of camp. Darren stated each year is slowly growing over the previous. Payment for marching band is due now, and though technically it can be paid any time before the end of the school year, it is best to pay now because Darren has expenses to cover with those funds. The Revtrak link is provided on Darren's website. The participation fee is all-inclusive and includes camp. Fees may be paid online using a credit card.
- Tuesday night, 7/26, the BOPA will host a dinner orientation for all marching band parents. Details to follow. Marching band members are invited and encouraged to come. Will begin at 6:30 and will be held in the commons. An Evite will be prepared and Darren will send a link to confirm attendance for the dinner. The mandatory \$75/student fee will be due at this time, as well as the optional \$20 Brunswick payment. Other optional items include: blankets, water bottles, and pre-orders of t-shirts. Also an option for MVBC Membership.
- Wednesday 7/27, the BOPA will provide lunch for the band – Subway sandwiches. May need volunteers to help distribute food. Monday, Tuesday, and Thursday – kids bring lunch. Friday 7/29, band camp will run from 8 to noon, and then everyone will head to Brunswick Zone for pizza, bowling, and laser tag. This is an optional event, and is an additional \$20 fee.
- Food allergies should be specified on forms to allow parents to find something that students will be able to eat. No big deal – just need to let them know.
- Senior Recognition Night is while we are at Zia (10/28). Halftimes are already tight in the other home games, so we should consider a pre-game time to recognize our seniors. Marla will check with Kim Hildebrand on availability.
- Kim Hildebrand prepares the football programs and has asked for pictures and rosters of the marching band. She also asked if we have a motto or quote to include for the band. Darren suggested "Vista Pride!" but will ask the kids during band camp if they want to create quote.
- Professional pictures will be taken before Western Welcome week parade (August 20<sup>th</sup>). Leah will contact Jennifer Hensington to see if she can take them again this year. She will ask if she wants to attend the parent orientation dinner and take preorders. We do need a quick turnaround to send to Kim as the program goes to print on August 22.

### *Merchandise*

Tuesday, August 2<sup>nd</sup> – registration. We have been given the OK from Rob Ceglie to set up a table and sell blankets. Marla will follow up with Susie Durdy to confirm our participation. There will be shifts available during each class registration for volunteers to work our table. Students may also work as long as there is adult supervision to control the money. We will be accepting credit cards. Jeff advised the transactions will go to our outside checking account and we will write a check to transfer those funds to the MVBC.

We will confirm with either the new Athletic Director or Kim Hildebrand about getting a table at football games, or if we will be allowed to sell alongside the other merchandise. We will likely need volunteers to cover shifts at the games, and we will need to determine separation of funds. Football wants eight blankets for an event they are hosting next week, so Jeff will get those to Kim to sell.

Darren asked about participating in a Pink Night that recognizes Mrs. Cash – perhaps we could direct blanket proceeds to her fund. We will explore ideas to make this happen.

### *Needs*

There is an immediate need to fill multiple positions within the BOPA. All senior parents need to start delegating duties – opportunities such as concessions, Shutterfly, website, etc. give you a chance to “dip your toes” in the BOPA before agreeing to larger roles. There are many opportunities to help, and given that many of our existing volunteers have graduating seniors this year, it is vital we fill these roles with underclassmen parents as soon as possible to allow for an overlap and training. The role of secretary needs to be filled as soon as possible, and “shadowing” opportunities can be arranged for President, Vice President and Treasurer, as well as various marching band positions. Questions

### *Questions*

Q: Mini-camp: do they need to bring their instruments?

A: Yes – they need anything related to band. Acts as an opportunity to meet other kids in band, gets them excited to start (Banidly!) and start routines.

Q: Do the kids need physicals?

A: Not required, but they will be doing physical conditioning and coordination. Judge if they need one based on how you feel your child can handle it. Can be challenging for students.

Q: Will there be a spring trip?

A: Currently working on details for trip. Thinking of inviting choir to make it a full music trip. Therefore have a bigger group and a lower cost. Most likely Disney World. Still in the works however. Will have confirmation at meeting in September. Costs would be roughly \$1200 to \$1300 per kid. The trip would be bookended with Spring Break since school only allows 2 days for kids to be out of school.

Next Meeting date: Wednesday, August 3, 2016.

**Meeting Adjourned at 8:19 p.m, but was followed by a meeting of parents coordinating the marching band parent orientation dinner.**

Parents interested in helping with the marching band parent orientation dinner stayed until **9:08 p.m.** (Leah Rushall, John and Debbie Barry, John Hollandsworth, Cynthia and Nate Poffenbarger, Marla and Megan Cook, Ellen Sanders, Jeff Bergstrom, and Darren DeLaup.)

Dinner plan:

- Cooked or Catered?
  - Cater some – includes main dishes (around \$1000 band parent money for food)
    - Food options: Qdoba, Chipotle, Maggiano's, Olive Garden, Mod Market, Hacienda, On-the-Border
    - Leah will be calling tomorrow to get quotes for 100-150 people at all places. Also asking about utensils and how much cheaper the meal will be without sides.
    - Asking about food allergies (gluten-free and vegan).
  - Sides will made by parents if cheaper
  - Drinks and Desserts can be provided by parents (just like banquet)
    - Water, Lemonade, Ice Tea – mixed up by parents and provided through coolers
    - Cakes (personalized sheet cake from Costco?)
- Attendance:
  - If everyone shows up, could be 150 people (roughly 55-58 students) – most likely no more
  - RSVP via Evite will provide better numbers
- Begin set up in Commons around 5:45. Dinner will start around 6:30
- Agenda
  - Outline of duties will be explained by current committee coordinators (food, uniforms, transportations, etc.)
  - Descriptions for positions will be provided in writing
  - Slideshow to include previous years –promoting positions and showing parents what the kids are truly doing
  - Parent testimonials to get new parents excited to get involved, whether through volunteer work or donations. All help is help!
  - Returning parents can be there to answer questions from new parents
  - Darren will get projector, Marla will make Evite for dinner, Jeff will see if band parent poster will work for blanket sales (John B. could make something new for blanket sales)
  - Jen (Leah's photographer friend) might come that night to meet with people. If she can't come, Leah will have printed information
  - Darren, Marla, or Leah might create a break down and comparison of fees – make it easy for parents to understand what the fees are and how cheap the MVHS band is compared to other schools and sports. May be included in parent presentation.
- Final thoughts – Leah will be in touch with pricing, we will make final decision and get information out to marching band families ASAP.