

# Warner Robins High School Band Booster Minutes

July 12, 2011

President Theresa Christian called the meeting to order with thanks for all the new faces and encouragement to new persons to become Band Booster members.

She noted that Secretary, Cindy Kurtz, was absent and that 1) Diane Oberstadt would be taking minutes in her place and 2) she could read the four pages of minutes from the June meeting (which she had a copy on hand for anyone to read and/or they could view them on wrhsband.net) or a motion could be made to not read the minutes. Stella Hulse motioned that the minutes not be read, it was seconded by Mike Martin, and all agreed with a yes.

## Committee Reports

### Operations:

Chaperones – Bobbie Archibuque (absent) was represented by Lisa Ratley.

Lisa proposed having the chaperone training meeting on Tuesday, August 9, at 6:30 pm. prior to next Band Booster Meeting. Mr. Howell agreed we could do this in the chorus room.

Lisa reminded us that anyone who will be around the students must have a background check prior to chaperoning. Mr. Howell also reminded us that that also included the equipment people and any one else who will be working around the students.

Color guard – Catreece Fritts (absent) was represented by Mr. Howell. He said the 26 girls are doing great on their first two days of practice and making fast progress.

Uniforms – Diane Oberstadt Many thanks to Sara for her continued help, passing on a continuity folder while taking on her new job as treasurer.

May need to order some gauntlets and will have numbers after Thursday's fitting of new marchers.

Designs for the game and show shirt are ready. The game shirt has had the year added to the design per agreement from last meeting. That design was passed around for the members to view. The shirts for the marchers will be ordered some time next week.

Sam Ekong's special order jacket from DeMoulin is expected sometime mid August per email with company last week. We will need to pay the balance of \$157 before they will ship it to us.

Coolers (108) were received last Friday and she is in the process of distributing them.

Fittings on vets were done today. Completed 42/46 fittings to date. Thanks to all who helped. Of the four vet people remaining, two have contacted her, and the other two she will give the names to Mr. Howell for him to follow up. At this point in the fitting process, we will need to order one pair of bibbers for a student who falls in between two sizes. This will cost ~\$60. We will find out Thursday if we need to order more than this one bibber.

Fittings on the new marchers are scheduled Thursday, July 14, 2:30 – 5:00 p.m. Expect ~ 26 people. Have a few volunteers to help with the process.

We have revised the cost of accessories as discussed at the last Band Booster meeting on 6/7/11. The cost was reduced as follows: new marcher (not color guard) saves \$17.50 and new tube marcher saves \$20.00.

Need to get with color guard to get orders for their game and competition shirts, and ponchos. We have already ordered their coolers, but need to distribute them.

Support – Walter Harris We are parking the new 4-wheeler in the band room.

He changed out three tires and three tubes today.

Last week he spent ~\$100 on tools for the jobs that he will be doing for the band.

He could still use some helpers.

No new info on Frito-Lay trailer --- Mark Hess contacted Karen Harkins via school email to try to get a status report but has not heard from her. Mark requested Karen's phone number from Martins and will contact her via phone.

Mark Hess said he sent two pictures of the permanent tower to \_\_\_\_\_. He also reported that Bruce Oberstadt might could get a design done pro bono. And now that Andrea in not working she might could help.

Mr. Howell said they were now using the existing tower during practice and that it really looks great now that it has been sanded and painted black by David Prim at PIC. Although this color may seem strange it was chosen to keep it from distracting from the building in the background which was the original elementary school in the county named after C V Watson. He said he sent a thank you email to them for the work that they donated. He said they had a problem getting the platform back in place but that issue was resolved. He also said they need to spray something down on the steps to give them better grip because the steps can get a little slippery.

Mike Martin said 10 pop up shelters were purchased and have been placed in the trailer, stacked up on the side. He said to plan on taking a little while to put them up/together the first time, but once the Velcro straps are done the first time, the next time they will "pop up" real fast. Mr. Howell said they will probably get them out tomorrow and use the new four wheeler to go get them.

Special Events --- Stella Hulse and Candy Swanson

Mr. Howell thanked them for the great lunches and for accommodating the new marchers.

They got a visit from the inspectors today and all went well. They expect another visit next week but do not know which day. As far as serving the lunches goes, all is going great.

Stella mentioned a possible source for future snacks that is very reasonable in cost. She will need to get a current copy of our 503 (c) (3) status **which exempts us from Federal income tax as well as making contributions we receive tax deductible to the donors. During our "advance ruling period" we are/were treated as a public charity.**

At this point there was a discussion with Sara Hebenstreit about our 503 (c) (3) status. She had been made aware of the possibility that last year our 503 (c) (3) status may not have been renewed. The paperwork she has shows that **the "Advance Ruling Ending Date" was May 31, 2010. We had 90 days after that date to submit a form 8734 to the IRS. We are not sure if this was completed.)** She has a meeting with the accountant on August 2, 2011 and will discuss this with them. It may be that we will have to reapply for the 503 (c) (3) status. **Stella & Candy need this to show we are a non-profit organization and therefore eligible to participate and purchase items from the source listed above. It is not for sales tax exemption.** Not sure how long the process may take. Once this is resolved, we may pursue purchasing snacks from the new source.

Concessions – Aindrea Braswell Thank you to all who help get us ready and worked the 4<sup>th</sup> of July celebration. She expressed how nervous she was about how it would all come out but it really went well. She made it through the health inspection and every thing.

Theresa Christian will send a thank you to Alan Tatman telling him that we greatly appreciated the opportunity to work the event and that we would appreciate being considered for the opportunity next year (not that we are committing to doing it at this point in time, but that we would like to consider it again next year).

Fundraisers – Amanda Winters (not present) No report was given but Candy Swanson raised a few questions? When will the students get their packets for the first fund raiser (calendars)? And could this fund raiser be explained more, she and a few others are not clear about what this entails and how it will be done.

Treasurer --- Sara Hebenstreit submitted the treasurer's section of the minutes. I, Diane, have read them and inserted details from my notes in **blue, Amaze Font**.

Sara's summary is as follows:

Treasurer's Report

July 12, 2011

Sara Hebenstreit reported the totals for the May 31, 2011 fiscal year end: Total Income = \$129,417.49 and Total Expenses = \$122,099.37. **(See attachments for details.)**

She also reported on the Independence Concert Concessions: Total Proceeds = \$5744.92 **(See attachments for details.)** (for this event we do not receive a "cut" from the other vendors as we do at ball games) and Total Expenses = \$3200.66 (for this event we paid \$500 for the opportunity – we usually only have to pay \$125 for stadium clean-up, so that is \$375 more in expenses). We netted \$2544.26 – still a good fund-raiser. Since this was our first experience, we didn't know how to purchase and prepare. We started running out of food early. We could have made more money.

Sara reviewed some of our current financial practices, expressing concern.

1) Currently we require two signatures on checks. While this is a good control when used correctly, we usually have one officer sign blank checks in advance with the Treasurer signing when check is written. Instead of a control, it is a hassle, **because this is not practical for people who work to always be able to meet up to sign checks and then hand them over to the person who needs to pay the vendor/supplier in a timely manner.**

Recommended requiring all invoices be approved and signed by the appropriate department head, Booster officer or band director prior to payment by the Treasurer and require only one signature on checks.

2) Currently we supply blank, signed checks to the individuals purchasing supplies for concessions or food for the band members. This is a concern in the event that these are lost or stolen, which would require stop-payment fees usually \$25 - \$35 for each check. Suggest obtaining business debit card(s), which the bank said would be issued in two officer's names. But, these can only be used if the account uses one signature for checks. **Question was raised regarding how long would it take to get a debit card? Sara replied 7 – 10 days.** *Discussion concerning identity problems. According to bank representative, cards would need to be issued in Officer's names. Someone else using them would have the pin. But, if a vendor required ID, it would not agree. Sara will discuss this more with the bank to determine who should be issued the cards and also check on the possibility of credit card instead if it could be issued in the name of the Boosters.* **Theresa Christian also**

expressed concern about how do you stop somebody from going wild with the card? And that we need some way to handle this potential.

3) Discussed enlisting a group of “money counters” for all fund-raising events, to be selected and supervised by the Finance Committee, **who presently consists of Bruce Oberstadt and Tracy Jackson. This way the job of counting money, would be in the eyes of many others and they could do the job of double counting the money.**

Changing these practices would require amendments to the By-laws. *In your absence, Theresa Christian received the “written proposal” with the required 10 signatures. The following proposal was presented at the July 12, 2011 Booster Meeting. Motion was made by Mike Martin and 2<sup>nd</sup> Aindrea Braswell to operate “out-side” the by-laws until the proposed amendments can “hopefully” be voted in at the August meeting. Motion was voted on and all present said yes. There were not any nay votes.*

Proposed Amendments to By-laws

July 12, 2011

Article IV, Section D, Number 6

- l) Keep a sub-ledger for each **fund**-raiser. .
- m) Pay all invoices by check or debit card.
- p) Insure all invoices have been approved and signed by appropriate committee chari, Booster officer, or Band director.
- s) REMOVE “Sign all checks jointly with **one other** Executive Committee member.”  
CHANGE TO: “Keep bank signature card updated to include at least three current members of the Executive Committee.”

Article IX, Section C

Add:

- 4) The Finance Committee shall enlist volunteers to serve as “money counters” for all fund-raising events and, shall assist and supervise the money counting process for such events.

### **New Business**

The following suggestions/questions were made:

Could a rocking “R” design be made for the front of thank you notes? (Not sure who suggested this and don’t think anyone volunteered to follow up on this.)

Aindrea Braswell noted that Sid is a hidden volunteer who is known by those who have volunteered in that area as “Sid the fry guy”, and has been working in the concessions for years! She asked if we could do something to recognize him. Mr. Howell suggested that maybe we could make a presentation of some sort to him at one of the home games. (Not sure who is going to follow up on this.)

Theresa Christian asked if there was anything we needed to do in preparation for HOG. Mr. Howell said that Shelia Odell has a meeting set for August 9, 2011 at 6:30 p.m.

Lisa Ratley saw a vending machine being used at HOCO’s band room to dispense gloves, reed, oils and other band “products.” She asked about it, and they said they and the students really love it. They purchased a used Tom’s Vending machine for ~\$400. All our band section leaders in attendance and Mr. Howell thought this would be a good idea to look into further. Lisa Ratley volunteered to get some more details and present them at the next Band Booster meeting.

### **Director’s Report --- Mr. Todd Howell**

Thanked the Band members who were present. Asked Justin Capers, Drum Major, and Garrett Hanson, Field Captain, to say a few words. They said they wanted to stay informed and on the same page. Thanked us for all we do and just wanted to say so.

Mr. Howell returned to the floor and covered the following issues:

In the Section Leader training held in early June there were concerns about being a smaller band but they came out of that training with a positive attitude. That’s what their “Reset” buttons imply.

We need to send a thank you letter to the Jeter Family for the chuck wagon. Cindy Kurtz will you handle?

We have had two great days of camp. It’s been very hot and humid. Mr. Howell is pushing them to hydrate, hydrate, hydrate and to wear their camel backs. He is constantly checking the temperatures and hopes to get an instrument to check humidity. They are taking lots of breaks and had instructed the section leaders to make someone sit down if they are not feeling well, even if that person has just had a break. He is looking

forward to Danny Highsmith coming on Thursday of this week to do heat training for the students. Danny will be teaching them about the signs and dangers of heat.

The color guard is doing really well with Ms. Catresse.

Schedule notes:

October 1<sup>st</sup>: 1<sup>st</sup> competition in Milledgeville, Ga at Baldwin High School. It is their first classic. This is the first weekend preceeding Fall Break, October 3<sup>rd</sup> – 10<sup>th</sup>.

October 6<sup>th</sup>, Thursday: There is a home game DURING Fall break.

October 14<sup>th</sup>: Homecoming

October 15<sup>th</sup>: 2<sup>nd</sup> competition in Blackshear, Ga. This conflicts with the homecoming dance which is also on October 15<sup>th</sup>. We should find something social for them to do to compensate them for missing the dance.

Both competitions we are attending have been modeled after the HOG.

Family Day will be held the 2<sup>nd</sup> Saturday in August --- 8/13/11.

Next booster meeting will be held on Tues. August 9, 2011 at 7:30.

Meeting was adjourned at 9 p.m..

Respectfully submitted,

Diane Oberstadt in lieu of Cindy Kurtz  
WRHS Band Booster Secretary