

China Spring Band Boosters
Minutes for July 12, 2018
Planning Meeting and Work Session

1. Call to Order: By President Elicia Krumnow at 6:01pm
 - a. President's Information
 - i. Ms. Krumnow has presented a packet for each office and position. She explained the information for the board.
 - ii. Ms. Krumnow recognized Delilah Palacios and Analisa Taggert for their help cleaning the Booster area in the Band Hall.
 - iii. CSBB Dates, Agenda and Copy Deadlines for the 2018-2019 year.
 - iv. Calendar Review-- Approval of Dates and Schedule—1st Motion—Sara Baker, 2nd Motion—Delilah Palacios, Unanimous Vote
 - v. Communication Plan-- New remind for Booster Members; Posting of Agenda and Minutes on Website; Posting of all events and information on Facebook Page.
 - vi. Key Inventory—We need to go through the keys that the President has to evaluate which keys are for what locks, and what we need to keep.
 - vii. Roberts Rules of Order—insert in our packets, please read over.
2. Discussion and Action Items
 - a. Goals for 2018-2018—We need to come up with some goals for the new school year. Examples: Increase the booster membership; try to recruit and involve the Middle School families; How to utilize the trailer efficiently; Ask drum majors what they may need; Increase fundraisers; Attend all Band events.
 - b. Edits for CSBB officers in the bylaws
 - i. Designate a person to be the Post Office key holder under Secretary's responsibilities; Trailer Manager, change the words to "trailers", now that we have 2 trailers; Approval of Bylaw Changes—1st Motion- Delilah Palacios, 2nd Motion—Martha Stuhr, Unanimous Vote.
 - c. Servicing Coke Machine—We need to get the Coke Machine in the Band Hall working and stocked. Delilah Palacios will get someone she knows to see what is wrong with it. Approval to repair machine and stock, 1st Motion-Lori Romero, 2nd Motion-Sara Baker, Unanimous Vote
 - d. CSBB Room Shelving—There is shelving upstairs that we could use for storage. Some of our Dad's have volunteered to look at it and set up some of them.
 - e. Square Payment and Hardware—We have the square all set up. We will talk with Athletics about them purchasing 2 squares, and we purchase 1 additional for the Concession Stands. It will help us with inventory count and money reconciliation. We need to use some IPAD's to do the transactions.

- f. Meet the Band—Checking on ways to have a cook-out or some type of food available.
 - g. Freshman Parent Cookout or Event—Will have a Freshman Parent Mixer on the night of the Band Olympics, August 10. Meet in Cafeteria. Paul will check with Snow Cone truck to see if they can be there.
 - h. Lunches for Summer Band And Staff.—Maybe do Raising Canes, or just some goodies from Shipleys.
3. Reminders
- a. CSISD Volunteer Forms—Fill out ASAP and return to Administration Office.
 - b. CSBB Membership-Fill out your membership forms and return to Sara Baker
 - c. CSBB Conflict of Interest Form Policy Receipt and Acknowledgement Form
 - d. Join new CSBB Remind Group
4. 1st Vice-President-Janet Blattman, Concessions and Chaperones
- a. Food Handling Class- Don't think it is needed
5. 2nd Vice_President-Delilah Palacios, Fundraising
- a. Current Inventory—went through the old Cougar Ware and inventoried all of it
 - b. Online Store—Setting up to have items for sale on Charms
 - c. 2018-2019 proposed fundraisers; Approval of Fundraiser and Dates—1st Motion- Sara Baker, 2nd Motion—Elicia Krumnow, Unanimous Vote.
 - i. Aug. 7-Marco's Pizza, recurring on first Tues. of every month
 - ii. Aug 28-Fundraiser at Sonic, Meet the Cougars Night
 - iii. Sept. 8-Car Wash
 - iv. Sept.12-Uswirl
 - v. Sept. 22-Parking Lot Sale
 - vi. Oct. 10-Marco's
6. 3rd Vice-President
- a. Sara Baker--Memberships
 - i. New Membership Categories
 - 1. Added Grandparent Category, will give Koozie to them
 - ii. Revised Membership form to reflect new category
 - b. Paul Williams—T-Shirts
 - i. 2018-2019 shirt option—new Dri-Fit shirts for students to wear with Uniform
 - ii. New Logo for Band
 - iii. Water Jugs
 - iv. Storage for Merchandise
 - v. Fundrasing for Students
 - 1. Ideas to use for every month—Pie 5, Marco's, Rosa's, Raising Canes, Firehouse Subs, PotBelly
7. Secretary-Analisa Taggert

- a. Minutes from Previous meeting. April General Meeting, May 7 Electronic meeting—Will be approved at next General Meeting
 - b. Will begin posting Agendas and Minutes on the CSBB Website
8. Treasurer-Martha Stuhr
- a. Budget Reconciliation for 2017-2018 Budget
 - b. Proposed Budget for 2018-2019 Budget
 - i. DCI Percussion Clinician --\$1,200 to come during Summer Band
 - ii. State Expenses—Charter Buses to cost approximated \$5,500
 - iii. Trailer Expenses—Need to budget in Ramp; Also move over the monies voted last year's Budget to 2018-2019 Budget for Trailer Wrap-\$4,500 increased from last year.
 - iv. Necessary Business Sponsors—Need to think about getting that program going. Find out what was promised to Band Banquet sponsors.
 - c. Student Accounts—discuss at General Meeting if we want to discontinue Student Accounts, and absorb that money into General Travel Fund. And not continue for new students.
9. Special Events-Lori Romero, Coordinator
- a. Need a Calendar of Special Events
 - i. May need to order Freshman Signs
 - b. Make Committees to discuss and plan Special Events
 - c. Uniform Checkout—Need Seamstresses
 - d. Band Pictures-Parent Volunteers Need, Aug. 10
 - e. Summer Band Treat Days
 - f. Highway Clean-up, need Volunteer Chaperones
 - g. Run for State, ideas
10. Trailer Managers-Jeff Troxel and Don Baker
- a. Straps and Equipment Needed for trailer, ideas for organization
11. Directors Infor
- a. Mr. Nicolson discussed how we were setting up the Square and Charms to sell old inventory online. We will also use the Square during the Uniform Checkout Day, and at events where the Cougar Swag will be sold, such as football games, concerts, Meet the Band night, etc.
12. Additional Items or New Business--none
13. Adjourn—9:40pm

APPROVED: 8/13/18