

CVBB Executive Board Meeting
August 7, 2017 6:15 p.m.

Present –

President – Selena Culwell

1st Vice Pres – Donna Sweger

2nd Vice Pres – Liz Potter

Corresponding Sec. – Terry Solenberger

Treasurer – Emily Iem

Asst. Treasurer – Nicole McCartan

- I. Treasurer
 - a. Currently \$18,000 in the hole, but concessions will offset that soon
 - b. Staff still needs paid
 - c. Shared break down income/expenses of last 4 Echoes in the Dome - Nicole will use this info to speak with Supt. regarding district fees
 - d. Auditor supplied draft report – minor concerns; suggested that someone other than the treasurer ratify the bank statement each month
 - e. Protocol for fundraising coordinators will be developed
 - i. Anyone spending money on an event/fundraiser should hand in receipts for reimbursement and a check should be written, rather than paying cash out of profits earned
 - ii. When people are handed start up cash, they should sign a receipt saying what they were given
- II. Keith Solenberger reported on e-mails and website
 - a. On the website, there are now two calendars – boosters and band director; this is to avoid having to retype all director events onto booster calendar
 - b. Mail Chimp – A. Rucker created this tool for Mr. Porter’s use; this is a good tool, and may be one we should use for boosters too; this gives us the ability to see a log of who gets the e-mail, who opens it, and who uses it; it requires log in and “permission” for sending e-mails;
 - c. Board agreed that Keith should move forward with transfer to Mail Chimp host; only board members and grocery card coordinator should have access to send “all” e-mails at this time
- III. Fundraising
 - a. Red Robin dine-out gift card (band account) and Sheetz coupon books (60% student account) are being sold until August 15th.
 - b. Spirit Cups are being sold (60% student account) through August 21st.
 - c. Magnets continue to be available for \$5.00.
 - d. Echoes Ads for the program are being sold.

- e. Mattress Sale at Mattress Warehouse on Aug. 26th
 - i. Yard signs were distributed during parent preview
 - ii. Posters for community boards will be available at Booster Meeting
 - iii. Windshield flyers are available to be distributed the week prior
 - iv. Order forms, w/ on-line ordering information, was given to the kids
 - v. Kids made commercials, which are on MW facebook page – go on to “like” your favorite one.

- IV. Echoes in the Valley
 - a. Program ads are being sold; suggestion of a page(s) of student/parent message lines
 - b. We currently have 4 bands, plus ourselves; this is a busy homecoming weekend and Mechanicsburg’s TOB show too
 - c. We will not do concessions or jewelry; we will have baked goods, fry wagon, drinks
 - d. We can pare down the judges and coaches room food
 - e. We still need trophy sponsors

- V. Miscellaneous
 - a. We have a parent volunteer (Jim Moul of Jim’s Automotive Repair) to inspect our vehicles free of charge – Jim Gehenio will make contact with him to arrange this
 - b. Banquet –
 - i. We have a parent volunteer to run the photo booth free of charge
 - ii. The DJ will be contacted so we can sign a contract with him
 - c. Thank You’s –
 - i. Terri will make a Thank You letter to be sent to businesses who donate time/money
 - ii. Lowe’s donated a new stove for the visitor concession stand
 - d. Ronda Farber will be asked to keep up with the Time to Sign Up site again this year.

Meeting was adjourned at 8:10 p.m.

Booster Meeting will be August 14, 2017 at 7:30 p.m.