

CUMBERLAND VALLEY MARCHING BAND BOOSTERS  
Booster Club Meeting

**Monday, August 11, 2014**

6:38 p.m.

**CV Orchestra Room**

**AGENDA**

**Meeting Minutes:** Motion made and minutes from 6/9/2014 were passed.

**Director's Report:** Dave Porter

1. Parent preview was awesome. We are starting the split rehearsal schedule now through the end of September with guard practicing separately. This is necessary because the guard is too big to practice with the band. The band is learning more opener drill. The scaffolding has been delivered so construction of props will be started soon. Supplies for the columns have started to arrive.
2. **Behavior Contracts** – Behavior contracts have been passed out to all the students. If you need a new copy, it is on the Forms page at CVBB.org. It is to make sure all students are on the same page and to outline what is expected of them. Students need to behave well on a bus, at different schools, during games and competitions, etc. The form is due this Thursday at the end of rehearsal.
3. **Outdoor Show Theme/Design Update** – All winds music is written. Winds have played through the 3<sup>rd</sup> movement. The band still needs to learn the closer. The entire intro is on the field. Brett is coming tomorrow night to teach more drill. The band total is currently at t 151.
4. **March-a-Ton** - Paperwork is out and is due this Thursday. We marched 115,00 steps this band camp. Please submit only one check for all pledges to CVBB.
5. **Atlanta Trip** – Mr. Porter is hoping that more students will sign up for the Atlanta trip. This trip will not be as busy as the Outback Bowl we went to 4 years ago – there will be more free time and a lot of educational experiences, including performing with other bands, visiting CNN, the World of Coke, and the Olympic Centennial Park.
6. **Truck purchase** – Mr. Porter stated that he would appreciate the approval by the boosters. We need the truck to haul the uniform trailer.

**Treasurer's Report:** Carol de Ramon

1. Rumble in the Valley results – income was \$3701 and expenses to date were \$72.75 for a net of \$3629.75. Thank you to Chad Mullen and Andrew Rucker for donation of multiple items which helped us to keep our costs down. Thank you to Tyler Steck, Barb Goodrich and Donna Sweger for organizing the event. Participants were impressed with the size of the trophies. This event brought in enough money that we are not “in the red” financially right now, which we usually are at this time of the year as concession sales have not yet started. This event brought in more money than was budgeted and we are hoping for an even better outcome next year.
2. Income and Expenses for June/July 2014 – major income source was Rumble in the Valley. 100 cars at \$10/car. We made money evenly between chili cook-off, the fry wagon and the cars. We also had \$1478 income from taking the fry wagon to Hampden Township Fireworks (after expenses) and \$714 at the July car wash. Major expense was for truck registration and inspection (\$547), deposit on guard uniforms (half of total expense: \$3200), and fabric for flags (\$420). Upcoming expenses are the balance of the guard uniforms, prop expenses, musical equipment expenses and concessions start-up. Cristen Crossley spent about \$1000 on candy to stock the concession stand for the season. She is

placing a food order and it's coming in on Thursday and she is looking for help in setting u. Please call 421-3503 and speak to Cristen if you are available to help her.

3. By-Law changes and purchasing clarification – Student accounts start to build up as we do fundraising. The student accounts only get money from fundraisers. Please email Carol if you have any questions. We do have some students who do not clean out their student accounts when they leave the marching band so that is one reason we need to change the by-laws. Accounts have to be cleaned out by the date of graduation.
4. Article 11 is about expenses that are not budgeted. The changes are rephrasing this article. Anything over \$1000 has to come to the general boosters and be voted on by a quorum. A quorum is 8 general booster members and 4 board members.
5. Question how accounts can be liquidated – Money may be transferred to another student in the band, in your family or otherwise. It can be designated to go to a particular line item, or it can be sent to the general fund. You cannot ask for cash, because that would be 1099 income and your child would be taxed and we could lose our non-profit status.
6. Next meeting we will vote on the by-law changes that were reviewed at this meeting.
7. Reminders about payments. Please complete payment forms in their entirety and also write in the check memo the student's name and what the payment is for in case forms get separated. This is especially important for new families.
8. Volunteers for home football concessions – The first home game is August 29, the Friday after school starts. The home side concession stand needs 10-12 volunteers and the visitor side needs 8-9 volunteers. The sign-up form will be on the website. Jim Lynch is the coordinator of the fry wagon. There is a new sign-up every single game. If you are volunteering, please arrive by 6 pm. We are generally finished by 9:30 pm. Give your name to the main gate ticket salesperson, and they will let you in for free.
9. Someone asked if we could do Time to Sign Up (TTSU). Right now sign-ups are on the website. You can have up to three users to maintain TTSU. It sends reminders. Carol will set it up for the 1<sup>st</sup> football game on August 29<sup>th</sup>. Andrew Rucker will look into TTSU. And see if we can we still link TTSU through the website?
10. Question was asked if parents see the performance during the football games. No, band parents are working at the concession stand as it is the major fundraiser for the marching band. Call Carol if you need your name on the list to get in for the football games. Volunteers get in free. Concession brings in \$5-6\$000/game so we NEED VOLUNTEERS.
11. We need someone to set up donations of water for the students. Donations are normally added to the Green Truck. Water donations can be added to TTSU.
12. If you do not turn in your medical form by August 29<sup>th</sup>, your student will not take the field. If you're not sure, turn the form in again. We are working on the master list of who needs to turn in which form. Forms do not get turned into one central location.

Proposed By-Law changes presented August 11, 2014

#### Article 6 Student Accounts

Section A. The Treasurer is responsible for maintaining student accounts for all active members. The money held within this account is to be used for the band purposes only. The student accounts can be used for sponsored band trips, pay for attendance at the annual banquet, band apparel, and any other mandated band expense.

To maintain a student account you must be in 6th grade or higher. Seniors must liquidate their accounts by ~~the end of April~~ **graduation day** of their senior year. If not liquidated, any balance will be transferred into the Boosters' General Fund **after June 15**. If a student does not return the next season, their account must be liquidated by September 30th. For example, if a student participated as a freshman, elected not to participate as a sophomore, they must liquidate their account by September 30th coming into their sophomore year. If not liquidated their account by September 30th, any balance will be transferred into the Boosters' General fund.

## Article 11 Budget

Section D. No Committee Member, Band Booster Member, or staff can spend over \$100.00 **on a non-budgeted line item** without the approval of the committee chairperson or the President. **Purchases over \$500 on a non-budgeted line item must be approved by or over \$500.00 without the approval of the Executive Board.** Purchases over \$1,000.00 on a non-budgeted line item must be approved by the Executive Board and General Membership.

## Purchasing Policy for CVBB

The following outlines the steps required for CVBB purchases:

- 1- The owner of the business is not an independent consultant
- 2- The business must have a tax ID number
- 3- AND, CVBB must have obtained 3 value-based bids prior to any purchases over \$1,000.

Any business may submit a bid as long as the above requirements are met. Once 3 value-based bids are received, there must be a vote of the executive committee to choose the best bid. If needed, that bid will be presented to the general booster club at the next general meeting.

1. Payment reminder
2. Football concessions volunteers

## President's Report: Andrew Rucker

1. **Truck Purchase Request** – CVBB executive board is requesting for a vote to authorize the executive board to make a purchase up to \$16,000 if an eligible truck is found in the future. We found a truck last month that was perfect but we couldn't buy it because we didn't have the ability to purchase it without board approval.
  - a. We are looking for a Ford F-250 Super Duty, Chevy 2500 Heavy Duty, or Dodge 2500 Heavy Duty. We need a mid-range truck because uniform trailer weighs 10,000 pounds. We do have this money in the account and do not need to take out a loan. The reason we didn't need a truck for the last 8 years is because we have had parents volunteer their own truck and time to pull the trailer anytime it needed to go anywhere. Props will go in the box truck. We spoke to Mr. Porter as to what kind of truck he wanted. Person asked if we looked at long term leasing options if that would be better for maintenance, but we do not want to have to lease a new truck every three years. Mr. Porter would eventually like to have 3 pick-up trucks. Liz Potter made motion, Donna Sweger seconded the motion and the motion passed unanimously with no nays or abstentions.
  - b. The truck will be used to tow the uniform trailer and other trailers as needed to away football games and competitions.
  - c. Repairs and maintenance of the truck is a budgeted line item. We are looking for a year 2000 or younger truck. We put very few miles on the trucks once we have them, as they are only used for games and competitions, most of which are within a half an hour's drive time.
  - d. Now that we have been allotted the money, we can begin to shop if we want a new trailer or a new truck. Mr. Porter has asked us to try to get a new truck.
2. **Volunteers** – We are in need of the following volunteers:

- a. Uniform Trailer Transportation Coordinator to organize drivers and work with Mr. Porter and the staff to find out when and where the trailer needs to be transported. This can be anyone who has access to email. For football games we primarily need drivers. The driver needs to be here in time that he/she can pull-out of the parking lot by 5 pm. Most games are within a half hour.
  - b. The new trailer is 2 feet shorter than uniform trailer and weighs 5000 pounds.
  - c. Uniform Trailer Driver – Primary need is for people with availability to tow the trailer to away football games and competitions.
3. **Student Parent Directory** – The directory will be emailed out to all email address in the directory this week.

### **Committee Reports:**

#### **1. Fundraising**

- a. The chicken BBQ is scheduled for September 20th from 3:00-6:30pm, rain or shine. Tickets are on sale now from Janet Richey. She will be out in the circle before and after practices to sell tickets. The BBQ will be an open pit outside and you get ½ chicken, buttered roll, applesauce and drink for \$9 and it goes home in a container and hot bag. Another email will be coming out about this information. The BBQ will be provided by Sensenigs in Hanover. We will sell mostly advanced tickets, but Janet is checking to decide if we want to add extra meals to sell to walk-in customers. The BBQ will take place in the east parking lot where the kids practice. A flyer will be sent to the CV website also to promote it.
  - b. Spirit Cups Popcorn – The profit made from this fundraiser will be split 80/20 to student’s account and the general fund. The cups are BPA free, dishwasher safe and made in the USA. This fundraiser runs until August 25<sup>th</sup>.
  - c. It takes the Marching Band a budget of \$75,000 to run all the events. Best “bang for our buck” is the money we make from concessions. We do eliminate fundraising opportunities that we do not think will be worth our time. Student fundraisers are different than general fundraisers. We try to do 4 major fundraisers for general fund. Concessions, Echoes in the Valley, Echoes in the Dome and Rumble in the Valley are the 4 big fundraisers for the general fund. Most of the other fundraisers are for student accounts.
  - d. Upcoming Student fundraisers: September – mums, candy bar sales and chicken BBQ,, October - subs, November – wreaths and pies, December – butter braids. General Fundraisers: FroYos – (we made \$100 this week), September - chicken BBQ, and October is Echoes in the Valley. Every month there is the grocery cards fundraiser which puts money in the student accounts.
  - e. Amazonsmile and Igive – CVBB is already registered. Email will be sent out this week about these two fundraisers. You sign up at [igive.com](http://igive.com) and designate CVBB as recipient and then shop through Igive, and then a certain percentage goes to CVBB. [Smile.amazon.com](http://Smile.amazon.com) is a new and similar program available from Amazon. The United Way can now accept donations for CVBB through local, state and federal.
2. **Echoes in the Valley** – October 11<sup>th</sup>, 2014
- a. 9 Groups are registered plus Mansfield University and CV in exhibition. Shelly Maffei is in charge of coordinating. On competition days, students come in 9am to practice, break for lunch and then they are bused to the competition and often don’t get home until 10pm or midnight. Expect your student to be gone all day. A question was asked about the forms for the Echoes program. At this point, there is only a week left to gain advertisements. You need to be assigned the company that you are soliciting for an ad. Ads are due the 21<sup>st</sup> of August. The form is still on theCVBB.org website. If you have a business that you would like to solicit, you

need to check with Heidi Zanotti to confirm that multiple students do not solicit the same business. We need 40-50 volunteers for this event. We do not sell seat cushions because the football team sells them and we do not want to overlap with their fundraisers.

- b. Senior Night in October – We made changes last year that worked really well, but Maria Einolf is looking for someone to shadow her this year so that they can take it over next year. You get a list from Mr. Porter and parents write a small blurb about the student. Pictures are taken with the student, mom gets a flower, and the parents and student get to walk on the field and the pictures are used to make a certificate for the seniors to give them at the Band Banquet.
3. **Atlanta Trip Update** – Deadline to turn in the first down payment is tonight. Mr. Porter will not take less than 120 people on this trip. Selena Culwell is the chairperson. If we are not going on the trip, all money will be refunded. The Band Boosters would take a hit for approximately \$6000 because we already signed the contract. We are out of time to plan another trip. Parents at the meeting stated that they were not informed of the oncoming trip or given enough time. Carol de Ramon answered that the travel company has different deadlines than when we went to Florida and planned it ourselves. Parents felt that Mr. Porter did not give a sense of urgency at parent preview. Mr. Porter is looking at the performance aspect as well. We have met the chaperone number for the current number of students that are signed up for the trip. You can go on the trip and not be a chaperone. Juniors and seniors are not signed up for the trip and they need to sign up so that freshmen and sophomores have the opportunity to go on this trip. The next cut-off date for a payment with a bigger penalty from the travel company is 81 days prior to the trip date. Another email will go out reminding parents of the deadline, and that if we cancel it will cost the CVBB \$6000. If people are having financial issues they have approached Carol and she has worked with them.
4. A question was asked: since there is a shortage, can we open it up to other band members? District policy mandates that students have to be in 8<sup>th</sup> grade and above for overnight trips and siblings can't go on the bus.
5. A question was asked: can we ask Josh to speak to the guard so that they understand that the guard is going on the trip to Atlanta? Mr. Porter spoke to the ENTIRE band and guard about the trip on picture day, August 4, 2014, and that we would not go if we did not get enough people on the trip. He also tried to dispelling the nasty comments from band members that this trip is not worth going.
6. Question was asked if we can give the seniors a break? No we can't because the price is the price. The price includes 4 nights, meals, aquarium, bus, World of Coke, CNN, Centennial Park, and ticket to the Bowl game.

**Next Meeting:** September 8 @ 6:30 p.m. CV Orchestra Room

**Adjournment: 8:19pm**