



BBPA Board Meeting Minutes

Date: 23 July 2014

Time: 07:00 pm

Location: Broomfield High Band Room

Attendees: Kevin Jacobs, Susie Jacobs, Heidi Feichtinger, Viola DeLaO, Joan Roehling, Ryan Laney, Cindy Edgar

Time	Agenda Item	Notes	Action Items & Deadlines
	Meeting called to order		
	Approve minutes	No previous minutes to approve at this meeting	
	Approve agenda		
	1 st VP Human Resources Report		
	2 nd VP Financial Resources Report		
	Guard Liaison Report		
	Student Band Board Liaison Report	Susie Jacobs is new band board liason. We need the connection between the student board and the band board. We also need to work on better communication from the student band board to the band students. Main focus on keeping student band board events inclusive to all in band	
	Treasurer's Report	<p>Can we do an internal audit? Possibly, and there may be something that can be done. Kevin chairs another company that deals with audits, and they pay for it every year and knows someone who can contribute about half of his services in kind. Marianne us on board with us doing this, but there hasn't been time. This should be a good next step. Everyone would feel more comfortable knowing for sure that things are in good order.</p> <p>What is our fiscal year? June 1 to June 1. According to that, this should be a good time to get an audit</p>	<p>Kevin will contact this other individual and explore what it will take to get an audit done through them.</p> <p>Ed Bunetta is one other resource that we might be able to explore about audits. His # is 303-466-7400.</p>

		<p>ACHS Grant: our contact basically said we would be able to get some kind of grant, that we should apply. This grant is due in September. Maybe something in the range of \$2000.00 for the program. There are also other grant opportunities we can explore.</p> <p>Ryan has already put together a lot of information in this regard</p>	<p>Ryan has passed on the financial breakdown to Viola and Marianne to finish the application</p>
	<p>Band Director Updates</p>		
	<p>New Business</p>	<p>Parent volunteer form is missing from at least some of the packets. This is crucial. All parents have to sign and the school checks the parents against the sex offender registry. For tag day drivers, you have to do both the background check and the driving check. For the highest level of background check, you can pay 45.00 once and this will last for as long as you have children in the district. But it takes longer. The process would have to be started right at the beginning of school to be finished by Tag Day.</p> <p>Showcase: Do we want to do a bigger deal again this year? Or do we just want to do desserts. Ryan says the reason we simplified is because a lot of food and effort was provided and then people didn't participate, so they made it simpler. Seems a lot more flexible, and Ryan thinks the parents preferred it the simpler way. Maybe it just needs to be more organized.</p> <p>Shirts: How are we on Broomfield Band Shirts? Should we place another order? Yes.</p> <p>How frequently should we as a band board meet? Susie advises to meet more frequently and not get behind, that is what happened last year and it caused problems. You really need time every month. Agreement to meet monthly.</p> <p>Bylaws summary are online so we can preview them.</p> <p>Broomfield Days: Did Chris register us from Broomfield Days?</p> <p>All parent meeting: Kevin will send out an email to schedule things for the all parent meeting and for our next couple of meetings. Goal to announce the parent meeting at the showcase.</p> <p>Insurance? We need it. This has fallen by the wayside. Need to check with Marianne, and make sure we have it.</p> <p>Student band board is asking if they have a budget for activities? They will plan some activities and hopefully plan some post football game parties. They are requesting \$500.00 for the year. Post football game parties, if there could be a small budget it would help, because if everyone is at the game, then it is hard to prepare or bring food. Hosts for the game parties were on the sign up sheet, and there were a few signed up. The student band board would also like tshirts, the idea being that on the day of a meeting they would wear their shirts to help communicate the scheduled meeting. Marianne says she thought it would be</p>	<p>Heidi Grosshans will send out an email to everyone regarding the missing form so they can be turned in.</p> <p>Kevin will check with Chris about what we already have and how many we might need. Kevin will then tell Ryan how many we need to order from his shirt vendor.</p> <p>Kevin will check with Chris regarding the Broomfield Days registration</p> <p>Kevin will check with Marianne and make sure we have insurance and that it protects the band board parents from liability.</p> <p>Voted on \$500.00 budget for the student band board, and approved pending there is money in the budget.</p>

		<p>fine, and not a problem.</p> <p>Student band board also would like to obtain new sandwich boards for using at Broomfield Days while selling raffle tickets. Broomfield Days will allow them to wear the boards and direct people to the booth to buy tickets, but not allow them to go around selling on their own.</p> <p>For around \$20.00, staples will make a corugated sign and print.</p> <p>Kevin requests a list of the key parent volunteers. What gaps do we have? We still need a raffle coordinator. We have two concessions managers, but we need someone to also step in that has a younger student that can provide some consistency next year.</p> <p>August 15 5-7 kick off band party at Jacobs house. Would like it to be for familieis, not just dropping off the kids.</p> <p>Would be helpful to have a membership directory for the band. Is this a privacy issue? This should be covered in the packet.</p> <p>When is payment due for marching band fees? Sept 1.</p> <p>Raffle tickets? You are obligated to sell 10. Even if you have paid in full. If someone has a problem with this, let them contact a band board member.</p> <p>DCI Movie is the day before the showcase. This was done last year in place of the water world event. We just need some more chaperones because there were a few behavior issues. Is the band board willing to pay for the tickets? Yes,</p>	<p>Ryan will check into the cost of new signs and the possibility of designing something more professional looking.</p> <p>Let's try to get a directory done this year.</p> <p>Viola will double check the budget and send out an email to confirm that we want to buy them.</p>
	<p>Email issues and decisions since last meeting</p>	<p>Info about audits and insurance collected so far by Susie</p> <p>1.) Audit information:</p> <ul style="list-style-type: none"> · I called Coet & Coet: <ul style="list-style-type: none"> o Bookkeeping is \$60/hour o The same company can't do bookkeeping and an audit. Coet & Coet doesn't do audits regardless. We would need to hire an independent auditor. o We can consult to with Coet & Coet for guidance for a fee of \$210 per hour (yikes). · I called Hiratsuka & Associates in Denver <ul style="list-style-type: none"> o Very general estimate for an audit: \$3000-\$4000 o We may not need one. We could: <ul style="list-style-type: none"> § Request a "compilation". A CPA would look at our books and create a clean financial statement, but make no recommendation as to the status of our organization. \$1400-\$1500 § Request a "review". This is somewhere between a compilation and an audit in terms of 	

		<p>cost and what is involved.</p> <ul style="list-style-type: none"> o We probably don't need an audit unless we think money is missing. Grants in the amounts we're looking for will probably be OK with a compilation. o We could have our board members review everything and research anything that doesn't look right. (Internal audit by the board which Chris mentioned has happened before.) <p>2.) Insurance:</p> <ul style="list-style-type: none"> · Can we allot \$1000 for this in the proposed budget? The amount from several years ago was \$659. Online quotes require more info about our org than I have so I'm estimating. If we allot \$1000, we should be covered. <p>Needs for Raffle:</p> <p>This is Joan, Macies mom and I am in need of the following items in order to apply for the raffle license and wondered if you knew how to get these lists.</p> <ul style="list-style-type: none"> · A roster of all bona fide, active members who will be assisting in your games of chance activities. (I believe this is the parents list) · Copies of articles, bylaws, charter, rules, constitution and/or similar organizational documents. The documents must have been dated and executed at least 5 years ago and show membership qualifications and purposes (I may just be able to send the updated one from the website). · Dated items in the organization's name. You must include at least one from each of the past five years to show organizational continuity. These items can be bank or audit statements, checks, corporate or other periodic reports, publications, tax returns, exemption certificates and/or other independent records of organizational existence.(I have no idea what this is referring to). <p>Marianne needs to have approval to increase the costume budget for guard from \$50.00 per student to \$200.00 per student. The \$50.00 amount was an error. The band board needs to approve this</p> <p>I have almost all documents needed for the raffle liscense and wondered if we could set a date for TAG day as well as the store front sales days. I need to get things to the printer soon so if we could set these dates I'd appreciate it. In review of the BHS band calander the weekend of Oct 18 and 19 is free of competition and games so I'd like to set the store front dates with King Soopers. As for TAG day October 4th seems free. I'm simply going off the posted calendar so please let me know if these dates are inappropriate.</p> <p>So far I have 6 months of Pizza and 6months of Chipotle for the second prize of the raffle and movie tickets as third prize. I'm still waiting to hear back from a</p>	<p>Roster should be the parent list, Ryan should be able to get that The bylaws are posted on the website, and the third requirement can probably be acquired through statement from Marianne.</p> <p>Approved by the board via email</p>
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	Next Meeting Date and Agenda		

Important Dates:

BBPA Board Meetings

BBPA General Membership Meetings



BBPA Board Meeting Minutes

Date 8/21/2014

Time 06:00

Location BHS

Attendees Heidi, Kevin, Susie, Dawn, Viola, Joan, Ryan

Time	Agenda Item	Notes	Action Items & Deadlines
	Meeting called to order		
	Approve minutes		Minutes approved
	Approve agenda		Agenda approved
	Gaming Report (Joan)	<p>Suggested Tag Day on October 4. Suggested King Soopers store raffle sales on Oct 18/19</p> <p>Raffle prizes being lined up, \$25 Applebees, \$25 Movies, perhaps Starbucks. Main prize 6 months of pizza (Infinitus Pie?), owner wants a letter stating the donation.</p> <p>Dawn looking into a free night at a hotel as a raffle prize</p> <p>Proposed new fundraiser with collecting and donating old clothes. Every pound of clothes = 14 cents. An average garbage bag of clothes generally nets around \$4.00. We can do this all year long. We contact organizer, set up a couple of pick up dates, they'll bring a truck, weigh it, and pay us right then.</p> <p>Could we do this fundraiser as a school wide event?</p>	<p>Approved Approved</p> <p>Susie will send official band logo to Joan, and Joan will draft a letter that satisfies his requirements.</p> <p>Dawn will check and let Joan know ASAP so she can proceed with the raffle submission.</p> <p>Approved to proceed with this fundraiser. To be announced at parent meeting.</p> <p>Ryan will ask Ginger Ramsey about the possibility of this.</p>
	2 nd VP Financial Resources Report (Heidi G)	Signups for concessions and band bouncers are proceeding, but not great. Important to address this at the parent meeting with a sign up right then to get parents on board. Will also meet parents to help with pit, mostly the podium for Bryce, and we need some help on uniforms, most of it is already done.	Heidi will have a sign up for both volunteer positions at the parent meeting
	Secretary Report (Heidi F)	Do we want to capture email conversations in meeting minutes? We can. Kevin suggested that when we take a vote on urgent business via email, that the decision be posted in the agenda for the next meeting and the vote confirmed at that time for the official record.	

	Student Band Board Liaison Report	<p>We are good with T-Shirt ordering.</p> <p>Post football game parties – 2 games already covered, Legacy and Loveland</p> <p>Kevin will plan on hosting the party following the Halloween game. This game also the middle schoolers will be invited to play at. Ryan would like to do some kind of dress up thing – TBD</p> <p>Square account for charging raffle tickets and concessions. To get an account, all would be tied to a single account, but each person to use it on the band's behalf would have to sign up with a SSN#. Would Kevin or Viola be willing to sign up and do this for the band? Viola can sign up, but the square reader wont work on her phone.</p>	<p>Susie will follow up to confirm</p> <p>Susie will send Viola the info, Viola will initiate the account, and then we can get others signed up as staff with readers to use for concessions.</p>
	Treasurer's Report (Viola)	<p>Viola does have the key and is checking the band PO Box. Signatures on the accounts at the bank are taken care of by Viola and Marianne, but she doesn't have a checkbook yet. Viola hasn't seen bank statements yet, Marianne hasn't yet passed them along. Wants to get account balanced with quickbooks, so we know where we are for sure.</p>	<p>Viola is working with Marianne to get the bank statements and get the account balanced.</p>
	Band Director Updates		
	New Business	<p>Jackets: Who is in charge of this? Fell off the wagon last year. How many students need jackets? So far, Maryanne has one student that wants to purchase, and several others that want to rent them. We have some jackets that can be rented already</p> <p>Parent Meeting: Set for Sept 4 at 7:00.</p> <p>Insurance? Marianne was going to check into it. Susie proposes we don't move ahead with Square account until the insurance is in place, to protect the band board members from liability</p> <p>Tag Day – uniforms or not? Yes, we like the look, if it is not too hot outside. There is a list of routes somewhere, we also need a Tag day aprent – or co-parents.</p> <p>Suggetion to split up the new parents in the band hand hav e them called by the band board, to welcome them and help them figure out what they need to know.</p> <p>Broomfield Days: We are signed up for the parade. Chirs said he would sign the band up for the booth.</p> <p>New sandwich board poasters are \$35.00 at Walgreens. We can give them a design and have them printed.</p>	<p>Heidi will email reminders to parents and encourage attendance</p> <p>Viola will check with Marianne on progress. Approved to wait on square until insurance is in place</p> <p>Heidi will add a second line for TAG day parent to the vounteer list, and pass it around at the parent meeting.</p> <p>Joan will split up the list. It would be nice to contact them before the first football game to explain about pit, band bouncers and concessions, and encourage their involvement.</p> <p>Kevin will check with Chris to find out if we got signed up for the booth.</p> <p>Ryan will mock up a design and have it for the next meeting.</p>
	Next Meeting Date and Agenda	<p>What nights are OK? Proposed 2nd Wednesday night of the month, which puts the next meeting at Sept 10 at 5:45 right after marching rehearsal.</p>	<p>Next meeting Sept 10 at 5:45 pm</p>

Important Dates:

BBPA Board Meetings

Next Meeting 9/10 at 5:45

BBPA General Membership Meetings

Next meeting 9/4 at 7:00