

<b>Holliday Band Parents Association—Officer Meeting</b>		<b>Date: June 16, 2011</b>	<b>Time: 6:00-8:00 pm</b>
		<b>Location: Elms home</b>	
<p><b>Present:</b>  James Elms-President  Steve Schade-Vice President (Chair of Ways/Means)  Michelle Harrell-Hospitality  Helen Elms-Publicity  Cathy Hoffman-Uniforms (Chair)  Melissa Stevens-Uniforms  Karen Schumann-Email  Debbie Schade-Ways/ Means-Concession Stand (Chair)  Kelle Lillie-Ways/Means-Concession Stand  Leeann Bagwell-Middle School Representative  Melanie Hadderton-Band Director  Byron Alsup-Band Director</p>		<p><b>Absent:</b>  Sue Ervin-Secretary  Francy Turnbow-Hospitality (Chair)  Ashlynn Cummings-Hospitality  Vicki Poore-Uniforms  Karl Lillie- Ways/Means-Concession Stand  Raul Perez- Ways/Means-Concession Stand  Patti Perez- Ways/Means-Concession Stand</p> <p><b>Guests:</b>  Charles Schumann  Jackie and Cindy Clark-Ways/Means-Concession Stand 2009-2011</p> <p><b>Recorder:</b> Helen Elms</p>	
New Business:		Recommendations/ Actions	
I. President’s Report	<p><b>Main Point/ Discussion:</b></p> <ol style="list-style-type: none"> <li>1. A tentative schedule was distributed at the meeting which reflects all events that are known at this time and it also indicates events (i.e. Jr High/JV football games that are tentative as we don’t have this schedule yet). Added to the schedule—Varsity Football Scrimmage—August 13<sup>th</sup> 10-12 noon. The concession stand has been available during scrimmages with limited items for sale. Mel indicated that she has learned there will be no conflicts with Volleyball during the Summer Band 2 a days. The volleyball practices will be held in the evenings.</li> <li>2. Identification that concessions were reportedly the same between 2009 and 2010, but noted there was one game difference. Concession prices were also raised in addition to the 1 less game—which supports the Athletic Concession Stand most likely took more profits than realized. This year, there will be 2 less home games than last year.</li> <li>3. Who manages the Band website? Who is the Webmaster? Bryon Alsup. He can be contacted in order to put minutes, pictures, etc on this site. Discussed if the financial report should be posted—group felt that it should not be although the capability of doing so is there. Feel that only HBPA members, during meetings, should have access to this information.</li> <li>4. Discussed publicity briefly—does anyone have any contacts with Times and Record News? Discussed publicity briefly—does anyone have any contacts with Times and Record News? A prior HHS student works there and</li> </ol>		

<p>I. President's Report cont'd</p>	<p>may can be contacted. Also, where Helen works there may be an individual who has a contact person. Byron will follow up and advise Helen if there is a contact name. Helen will check on as well.</p> <ol style="list-style-type: none"> <li>5. Discussion with Jackie and Cindy on concession stand processes. Meat purchased from Copeland's (hamburger patties, sausage). Copeland's have a key to the concession stand for access to deliver and they leave receipt. Sam's Club-suggest using the Fax/ Pull process. Giving requests in advance to them, then it is ready for pick up. Pickup is usually done on Wednesday. Can do the Fax/ Pull on-line? M. Harrell works at Sam's—good contact person for help. Sam's provides bread rack if continue to purchase from there. Has worked well. Prep work for Thurs/ Fri games—usually also done on Wednesday as well. If needed, Band Hall has ice machine as well. Bagging up ice suggested if needed, especially at first.</li> <li>6. What does anyone know about the Fry-o-later? Found cheap-but needs about \$1200 to update to propane. Donald Stevens has assisted with sponsors for funding this project. Jackie provided James with specific details. Kelly Propane—lowest bid to complete work.</li> <li>7. Door keys to the Concession stand. Copelands Central Packing, School Office-David Moody with Maintenance; Dawn/ Eddy Benham; Stacia Boyd; Cindy Clark-has 4 additional keys. Keys in Cindy's possession passed onto Schade's. Need to collect/ distribute other sets of keys.</li> <li>8. Bank Account-only 2 authorized persons—will this be a problem? James and Jamie are only authorized individuals on account. This should work ok. Discussed Sam's credit card. Needs to be switched over to new officer's names. Michelle Harrell will assist in finding out who is the primary contact so the transition can be made. Cards previously issued to Cindy, Dawn, Jackie, Eddie, Stacia and Lisa Douglas. Need to decide who will need.</li> <li>9. Is there a budget for concession stand? No. If any equipment needs, go through the HBPA for approval. Suggest having \$1500 change available during games. 500-quarters; 500-dollars; and 500-fives.</li> <li>10. Concession stand is shared with Top of Texas. This occurs as they purchased ½ ice machine. Good relationship. Needs to assure schedule is available as HBPA items must be locked up in concession stand when they use during their games. Cindy has contact number.</li> <li>11. Concession stand needs. Fans—ceiling or floor? Would need funds unless donation could be received. James will follow up on possible lead. Two weeks prior to opening up—assure water is turned on by School Maintenance (D. Moody). Mel indicated she has water key if needed.</li> <li>12. Is 3<sup>rd</sup> Monday 6:30 pm still good for HBPA meetings? Yes.</li> <li>13. What about having a Band Directory—with names, emails, and phone numbers? Yes.</li> </ol> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
-------------------------------------	--

II. Director's Report	<p><b>Main Point/ Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Discussion held about the turnover seen in regards to the new 8<sup>th</sup> graders who were in Band last year. Several have dropped out, so approximately 20 8<sup>th</sup> graders will be in the HS Band. No 7<sup>th</sup> graders will be participating this year.</li> <li>2. This trend has been noticed in athletics as well with this group of students.</li> <li>3. There will be approximately 115 students in the HS band this year.</li> <li>4. The Band Hall is coming along well. Waxing of the floors taking place, but hope to be able this next week to invite students in to pick up their instruments (9-10:30 am most likely). May possibly use Facebook to advise the students. Email to parents an option as well.</li> <li>5. Request through school for shelves for the trophies/ awards have been placed on hold. May need support of HBPA. Mel will get estimate to provide HBPA.</li> <li>6. Would like to have an Open House once trophies/ awards are put up.</li> <li>7. Band video's are ready—cost \$10. Contact Byron for details.</li> <li>8. HISD school's budget is not yet known yet as the Legislature is still in session. Won't know final until August. Initial report reflects our Directors should be unscathed and the band program still in good shape. Support of the HBPA is still needed.</li> <li>9. Discussed unpaid bill to Sam Gibbs for shoes 2 years ago (\$365) and the desire to discuss a new instrument at the upcoming HBPA meeting in July.</li> <li>10. New Superintendent appears to be supportive of band program, as was the interim super.</li> <li>11. Letter should go out to band students the first week of July regarding summer band rehearsals. Discussed adding additional information for parents to this letter about HBPA and this year's band.</li> </ol> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
III. Ways/ Means Report	<p><b>Main Point/ Discussion:</b></p> <ol style="list-style-type: none"> <li>1. In addition to discussion held in President's Report above, also discussed the need for additional help. Another couple/ 2 individuals. Potential candidates identified who have been very helpful in past: Floyd Alley, CD Lundy, Jay Wagnerfeur, Donald Stevens. Possibly there may be Middle School parents who would be willing to assist. We need to get as many parents involved in the Concession stand to maintain a healthy budget for the HBPA. This is our largest source of funds.</li> <li>2. Discussed possibly to get more parents involved—Adopt/ Mentor a new band parent—this may assist in growing the interest and support of HBPA.</li> </ol>

III. Ways/ Means Report	<p>3. Discussed that food support is also given to competitions the band is involved in such as Birdville. In past have borrowed cooker. Donald Stevens set up the cooker for last years Birdville festival thru church. Identified that Clint Lee has cooker—may be an option. Also, school has a cooker on a trailer. Would need to be “road worthy” for out of town needs.</p> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
-------------------------	---

IV. Treasurer Report	<b>Main Point/ Discussion:</b> 1. No specific report given during meeting, but discussed financial issues.
----------------------	---

	<ol style="list-style-type: none"> <li>2. Specifically the issue of Fundraisers discussed to continue to supplement the Concession stand funds. Ideas discussed: 50/50 (some rule is new disqualifying us from holding, unable to give “cash”), TV raffle discussed early this past year by a band parent; banners around football field/ on band hall/ concession stand—like the Athletic Boosters are doing (\$300 initial cost of banner to business/ individual with an additional \$250 per year to hang the banner for the season); still have cookbooks available to sale; vehicle stickers; window clings, can coozies; yard signs; popcorn (sample of product provided during meeting by Cathy Hoffman); item in mega-phone; Holliday Eagle t-shirt (maybe approach Ashlynn Cummings again for her interest). Discussed the possibility of using PayPal through website to purchase items.</li> <li>3. Director’s reported that all fundraisers need approval by the Superintendent to avoid conflicts between groups.</li> <li>4. Cost of the last State Trip discussed---one year cost \$25,000 (approx. 92 students); last State year \$35, 000 (125 students)</li> <li>5. Contact Information to explore popcorn in “band” bag—Preston Farms, LLC. <a href="http://www.fundraising.prestonfarms.com">www.fundraising.prestonfarms.com</a>. 888-524-7779.</li> </ol> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
V. Show Case Night	<p><b>Main Point/ Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Discussion held on our responsibilities to set up for the Summer Show Case to be held in August 16 from 6-8:30 pm.</li> <li>2. Sign up of HBPA members.</li> <li>3. Purchasing of items as fundraisers</li> <li>4. Suggestion to sign up with parents---<b>prior</b> to the performance.</li> <li>5. Letter by Directors discussed above.</li> <li>6. Water is provided free to charge to audience. May want to solicit donations—water/cookies?</li> </ol> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
VI. Uniforms	<p><b>Main Point/ Discussion:</b></p> <ol style="list-style-type: none"> <li>1. What are needs? Faulty snaps have been issue. Bucket available of extras for Uniform group to assist. Fitting the kids (can be done during evening rehearsals—working with parent’s schedule).</li> <li>2. All uniforms were left in the student’s designated bag. Hemming may be an issue for same or need for next size.</li> <li>3. The new Uniform Room is operational.</li> </ol>

	<p>4. There is a data base for uniform sizes—uniform numbers. Available through Mel’s computer.</p> <p>5. It works best to have 2-3 parents to work for fittings.</p> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
VII. Middle School Representative	<p><b>Main Point/ Discussion:</b></p> <p>1. What is role of this position? It was identified that making contact with younger student’s parents will be valuable to the group.</p> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>
VIII. Email Report	<p><b>Main Point/ Discussion:</b></p> <p>1. Discussed other options outside email communication such as use of text messages; Facebook –there is one set up for the Band.</p> <p><b>Action Steps: Yes ---See Action Matrix Attached</b></p>

Input:

Donald Stevens:

- Fry o later purchased for \$600 from Church. It is set up for natural gas, we have to set up for propane. Have a couple of bids out—lowest bid Kelly Propane \$1200. Holli-Tex donated \$800. Farmer’s Insurance (Tom Richeson) had offered to donate \$500. 4 months to get budget approved. If we can get an official letter (on letterhead) that donation is for the fry-o-later (a non-profit organization).

▪ Concession stand ideas:

- Fried Oreos (oreos and batter with funnel cake batter from OKC)—cook in oil Sale- \$1.00-\$1.50
- Pickle juice
- Donald to work up menu to discuss with Steve
- Freeze cherry and lemon Gatorade (shots)
- Sour candies

Uniform cleaning fee? Hold check like Top of Texas does, if you work in Concession stand, all money is returned, if not, check is cashed at designated time.

Need to further discuss clean/ prep of the concession stand before 1st scrimmage—a “work” day for available parents to come help out—could first purchase of non perishables be available to set up.

Fundraiser—can recycling during games or through parents/supporters.

Does anyone have copy of the HPBA Chapter/ Bylaws? Do we know what the tax exemption number is?