

**Desert Mountain Band Boosters
General and Executive Committee Meeting Minutes
February 13, 2018**

Executive Committee Members Present

- Patty Barnhart, Michelle Irvin, Dawn Marchant

Members at Large Present:

- Lisa Barnhart, Lisa Bertolet

The meeting was called to order at 6:00 PM.

Approval of Minutes: Minutes from prior meeting were approved.

Treasurer's Report:

- Finance report from the Treasurer was approved. Dawn asked that the minutes explicitly name her as the primary contact for our Quickbooks account so she can manage the software contract.

Program Updates:

ABODA Area Concert Festival – 2/27-2/28/18:

- Lisa Barnhart will send reminder emails to people who indicated earlier in the year that they would volunteer. Lisa Bertolet will send a midweek reminder to the newsletter list asking for more volunteers. Michelle Irvin confirmed she has the forms that Heidi mentioned in earlier emails and will provide those as we get closer to the event.
- Michelle indicated that the ACT testing and make up details are still moving around and will provide more information as it firms up.

Band Camp:

- It is time to solicit chaperones for Band Camp who need to be identified by Spring Break March meeting to submit nominations. Chaperone volunteers need to be secured before Spring Break. Michelle confirmed that we need 5 chaperones for the trip and that no fees will be charged for this trip as we are taking the minimum number of chaperones for the trip.
- Band Camp packets will go out after Spring Break and payments are due to the bookstore before the end of the school year in May. Lisa Bertolet will help distribute packets to middle schools once they are available.

Spring Concert - 4/24/18:

- OK to hold Dessert Auction but add the Student Parking and Conductor items to be auctioned off. There was also a suggestion to ask parents to donate other items they might want to add for auction but don't make it a hard press, just offer it as an opportunity to donate something for auction.

Spring Recognition Night – 5/8/18:

- Should be scheduled for May 8th which is the last Booster meeting for the year. Start time should be 6:30 and should not take long and not include food like the one for Marching Band.
- Senior photos will be taken by Dawn Marchant on the 24th and distributed at the Spring Recognition on May 8th.

New Business:

- Lisa Bertolet was nominated for the VP position by Dawn Marchant and Patty Barnhart.
- April meeting to elect all board positions for the 2018-2019 year.

- A discussion was had about how we can structure booster dues to encourage more volunteer involvement. Ideas to consider are reducing the next year's fees a bit for those who volunteer at least two events and pay more if you don't volunteer at all. More discussion and a plan to work out the details needs to be completed. If it can be done prior to the May 17th Freshman Picnic we could roll it out then.
- Michelle agreed to set up a Google Docs with folders containing information she gets from various organizations for events, festivals and performances. She will update this repository with information every year for all activities as she receives the information. She doesn't think will take too much time outside of the initial set up because she will just drop information into the folders.
- Along the lines of the information repository we talked about gathering and documenting everything volunteers need or need to know about each event. We can assign an event chair and have them organize the overall event and work with volunteers on specific tasks but have a procedural document package to work from. Lisa Barnhart and Lisa Bertolet will work on creating a checklist of sorts that can be used for each event.
- We also talked about communicating how the tax credit works and how it doesn't just need to be the student's household but how friends and family in AZ can take advantage of the credit. She also gave an example of how Alumni had sponsored Ashley with tax credit donations

Events:

- London Payment reminders – Lisa Bertolet will add all of them to the Newsletter calendar and include a reminder to pay through the bookstore and bring receipts.
- Winter Drum Line – final payment due Feb 22 on the DMBB website NOT THE BOOKSTORE
- Winter Guard Payments are already listed on the Guard event calendar
- Freshman Picnic May 17th
- There was a recommendation to maybe add a Fee Payment button to the DMBB website since there is only one place for all payments and it says "donations" so it is a bit confusing. Michelle prefers if only trip payments go through the bookstore and all other fees be paid through the boosters. This will need more discussion for how best to execute and make it clear on the website.

The meeting was adjourned at 7:30 PM.

Next meeting: March 6, 2018