

Gulf Breeze High School Band Boosters Meeting

March 12, 2019

Meeting was called to order at 6:38 pm.

Present: Amy Woodcock, Dan Hecht, Barb Scott, Grace Hofius, Zach Dykes, Wendy Hoeflich, Tabitha Dampson, Aaron Sago, Josh Jenkins, Jim Mazel, Michael Hoeflich, Dave Bleiler, Theresa Moore, Doug Scott

1. President's report: Dan Hecht had some prepared comments to make. The following is verbatim from the prepared statement.

I would like to start by apologizing for a few areas of confusion over the past two weeks and the past two days. I am the president of this organization and, as such, I apologize for any confusion in our communication or processes.

First, this meeting was clearly intended to be a Board of Directors Meeting and it was intended to start at 6:30.

Unfortunately, in the Parade Rest newsletter it was listed as an "Executive Board Meeting" with a start time of "7pm"

This was just brought to my attention last night at midnight after I had already sent a reminder. I apologize for any confusion. This is, in fact, our standing BoD meeting as we meet every month and as it was announced at last month's meeting. But we had some mis-communication and I own that.

Further, last month's draft minutes say, "The meeting for next month will be on March 12th and we will review the budget in detail. The budget will then go out to everyone to be voted on in April."

So, that is my second apology. The assumption at least some of us were under at last month's meeting was that we would manage to vote on the budget at the annual, well attended, "All About Band" meeting in April or even prior to it so new officers could be in place. However, the bylaws clearly state that while the budget is to be distributed to membership prior to April 1st, the meeting to approve the budget (and elect officers) is at a MAY annual meeting! So, we can and will clarify our processes tonight for what I expect will be a May general membership approval (and election). That provides some benefits so as not to distract parents at the "All About Band" meeting - letting us stay focused on the kids. And it gives us a bit more time for the budget process. "May" is in our bylaws, so that is the process we will follow.

Third, at last month's meeting when we discussed simplifying and "dividing the budget" (with MFSC going directly to the band department and GBBB focusing on Fundraising), a next step was to have Zach, Wendy, Tabitha, and I meet to ensure it was possible to mitigate and manage the factors we brought up at last month's meeting. This would help see if we would support this approach. That follow-up meeting was immediately set for Wednesday, Feb 20th after school. Unfortunately, it turned out last minute that Wendy could not make it. Zach, Tabitha, and I did meet and believe he has ways to answer or manage all of the questions we came up with at our last meeting (and we will review that tonight). As such, I put forward a simple fundraising budget based on this year and sent it to Wendy (treas.) and Doug (VP) for a second (and third) pair of eyes, conceptual alignment (from Doug), and seeking input (from Wendy). Now, I bring it here to the Board of Directors, as the minutes reflected from last month, to review it and work it in detail.

If anyone thought that budget process should have gone differently between our last meeting and this, perhaps with a private Executive Board meeting between then and now, I apologize. While the Executive Board owns the budget process, my intent was to have a transparent and collaborative process including input from the Executive Board and Board of Directors at this meeting tonight. In so doing, however, I may have caused some on the Executive Board to feel they had been excluded. If so, I apologize. That was not my intent. My intent, as always, is to be efficient and collaborative and I hope you will see that tonight.

If there are other things I need to apologize for, let me know, I will consider it! Our objective is to help support Zach, help support the band program, help support our kids. I have no ego in this. I am trying to help us prepare for next year and view this meeting as a key step where we can drive clarity, drive alignment, and drive forward. That's why we have meetings!

I hope that clears a few things up... I want us to be a high performance team; this past month was not our best in process or communication, and I own that as President. I apologize. Thank you for letting me get this off my chest. I submit these notes to be included as appropriate in the minutes as a signal of my sincerity, transparency, and intentions for this organization! - Dan Hecht to Board of Directors, 3/12/19

2. Minutes: Moved to the end of the meeting.

3. Director report: Zach Dykes stated that they were successful. For the 2nd year in a row, the concert group made straight superiors at MPA; they worked extremely hard but are excited to be playing different music. For the first time in a long while, the Symphonic group made straight Superiors as well; Mr. Dykes was very proud. He was very emotional. They have qualified for State MPA on April 22nd at Fort Walton Beach and will be going to State Solo and Ensemble for the first time in about 15 years soon. Indoor Percussion are going to Hattiesburg this weekend (March 15th). GCGPC is March 30th. Then there is the Dayton trip, and the spring concert. He is very excited about what the band is doing. Mr. Dykes also reported he has a student teacher. Dan asked about the Drum Major Leadership academy. Mr. Dykes told us that the academy will be hosted by Gulf Breeze on April 6th. They will be bringing in some instructors for it. Mr. Dykes is excited; it is something he wanted to do for a long time. The idea is that those who will be auditioning for the upcoming year can attend locally. The cost is \$50.

4. Treasurer's report: Wendy Hoeflich reported that we are at \$27,154.87 for the year at this time. We have about \$20,000 in the bank. A small deposit was made last month, but income has slowed significantly. One Winter Guard payment came in through PayPal. We are coming into the tight season. We still have April and May payments on the truck and trailer of \$648.01. There will be instructor payments of about \$3400 per month for March, April and May. The FGA check will be reissued. We will need to order some uniform parts as well. Dan stated that on his to-do list is to reach out to people who have not paid their entire My Fair Share Contribution; he drafted an email that he wanted Mr. Dykes and Tabitha to see it first. He tried to word it well in case it went to someone who did end up paying. He wanted to make sure people could contact him or Tabitha Dampson. Wendy state there were a lot of uniform payments that have not been made either. Amy asked if she could get a list of people who have not paid so that if/when they come to her this next year, she can mention it to them.

5. Committee Reports:

A. Nominating Committee-Mike Hoeflich was present representing the Nominating committee and reported that, so far, there has been one nomination for president-Barb Scott, nominations for Vice President-Theresa Moore and Grace Hofius, one nomination for Treasurer-Wendy Hoeflich. There has not been a nomination for Secretary yet. It was noted that Grace is not running for Vice President as she is moving to focus on Concessions, so it was mentioned that we can still have a second Vice President. The slate will be distributed on April 1st, so we still have some time to find people. The good news is that if there was an election to be done, we could have some write-in ballots available for the "All About Band" meeting. Theresa Moore asked Grace Hofius what her duties were last year. Grace stated that she was secretary and liaison for the Concession stand because she was already helping them, but secretary was her primary position. Dan thanked Mike for his help.

B. Uniforms-Amy Woodcock stated that she needs to know when Rookie camp and regular camps are so she can get the students measured. She was told the dates are in the newsletter. She was concerned since she needs to pre-order some of the supplies for fitting; the shako pieces need to be ordered within a month. They were hoping that some of the funds that will come in at the April parent meeting might help cover some of that. Mr. Dykes stated that the company knows about the situation and knows not to expect the payment up front.

C. Transportation-Dave Bleiler reported that the tags for the truck and trailer are on the plates. The yellow trailer has been repaired. The truck was being used on March 13th for the middle school MPA.

D. Concessions-Heather Cady-Bragg is not present, but Dan wanted to note that the concession stand needs to be cleaned and we need to set up a date in which maybe a couple of people are available. Grace's schedule does not allow for a cleaning before the end of March, but she realizes it needs to be done.

E. Flags in the Breeze-Dan Hecht introduced Jim Mazel and shared that The Will Do committee gave us a grant that covers the cost of the flags, equipment to install it, and the storage of the flags for the first year in a mini-storage place. Dan stated that he approached Jim and Erin Mazel to think about heading up the committee for the project. They have been working on the how's of the program along with some of the risks and other factors. Jim Mazel proposed a test approach, not committing to too much the first year until it gets known. He was looking at 3 holidays for the first year, not sure which ones yet. He thought to present it to the parents at the "All About Band" meeting and get an idea of which holidays parents/students would be available or support. Other details include whether it's better to set up in the morning

and tear down in the evening or go the day before and leave it up until the next day, but that involves lighting the flag at night. There were concerns about where they would place the flags in the yards, as well as students' safety when placing the flags. On the plus side is showing patriotism in the community and making some money for the band. This will be a big advertisement for the band and the potential for many years of service to the band. The biggest concern is the manpower to place the flags. Jim would like to get the volunteers before getting the flags and subscriptions. We do have to order all supplies by May 4th according to the terms of the grant. We could make between \$5000 and \$10,000 each year. The grant allows us to purchase 200 flags. The idea is \$50 per year for 5 holidays. The size is about 3 x 5 feet. Josh Jenkins stated that he would help get people to commit to placing the flags. Jim stated that he was looking to start selling to band families first and put it on the internet to get it going more. The hope is to start small and keep building it up each year. Dan would like to see this as a committee/community effort, not just 1 or 2 people. He proposes to have Josh help the Mazels with getting the project going. Josh clarified that he would get people to put the flags out, not volunteering himself to put the flags out. 😊 Theresa Moore may help out as well. Aaron Sago can help put it on Social Media; he can put a link on the website when the time comes.

No other Committees had reports.

Other Business:

Budget progress and process-At the last meeting there was much discussion about concerns if the budget was split: The My Fair Share Contributions would go into Mr. Dykes' internal fund to be spent on band expenses and the boosters would focus on fundraising-Flags in the Breeze, Concessions, March-a-Thon, and Football programs. The decision to split the budget is actually Mr. Dykes' but we will give some advice and concerns about the feasibility. The hypothesis is that the Contribution rate will go up because of visibility. It will make Mr. Dykes' payments easier and our budgeting easier; the boosters will hand some of the items we have been paying over to Mr. Dykes.

Dan stated that with change comes challenges. How would parents be notified about how to pay in My School Bucks (MSB)? Tabitha Dampson stated that when you log into My School Bucks there will be an itemized list of payments that can be made by going to the band section; for instance, each individual uniform item will be listed. They can pay for other items like lunches and lab fees. This is so parents know exactly what they are paying for. They then pay at the end for everything at once. Tabitha will then be able to print an itemized list of what was paid for. Wendy asked how effective the program is from a teacher perspective. Tabitha said it was very effective, but we still cannot enforce, only encourage. Barb Scott stated that it is also easier to sign in to My School Bucks than charms. Wendy asked if we would keep charms as an accounting tool or not. Tabitha recommended going in another direction, using something free, like an Excel file, or something else. Dan stated that if we get rid of Charms, we need something else for volunteers. It was suggested to use the band app or signup genius. Wendy asked if we could make a donation through MSB since it is a school site, and one way is to specify the money is for a specific expense. Dan also found out from Mr. Brothers is that the school is a 501c3. Individual schools can register for that and GBHS did. Question: Would each account have money at the beginning of each year-seed money, if you will? Dan realized that there should be some money coming in to the boosters' account through the football program and this could fund concessions at first, and the My Fair Share Contributions should begin in May which would fund uniforms at first, so Dan feels both budgets should have what they need to start running this fall. Question: Would the My Fair Share be going to the band through MSB? There will be a place to designate that. If you wish to avoid the fee for MSB, you can write a check and put where it goes in the memo line like we do now. Question: If there is a balance internally, do the funds roll over to the next year? Yes, they do according to administration. Question: Can the band parents be aware of the band budget like they are for the Boosters' budget? Mr. Dykes, Tabitha, and the GBHS bookkeeper said that it will be visible and available. The bookkeeper said that the treasurer can request the budget once a month or quarter to share with parents.

Next Dan handed out the draft budget and reviewed it. See copy of the draft at the end of the minutes. Specific mentions will be below.

- The "Booster Share" program was something we did with the football teams and cheer teams a couple of years ago, where we split the cost of the ad with the other group. We didn't do it last year, but it is built in just in case it is needed. Dan feels the Football program numbers are conservative, but good and reachable or able to be surpassed.
- Concession gross sales in this budget are more than last year, but less than the year before. A question was asked about what our schedule is for next year; the answer was not given at the time of the meeting. It was discovered

that the sales tax amount should be 7%, so the new amount would be \$1225.00. Someone stated that it should not really be a cost, as it should be passed onto the consumers. This will affect other totals further down the line.

- March-a-Thon is most consistent each year.
- Flags in the Breeze was not really considered as a fundraiser the first year. For the budget, it would be neutral. The print promotions can be simple and inexpensive and should be equal to or less than what we bring in.
- The expenses listed were what Dan came up with.
- We own the truck and trailer so we would be responsible for the upkeep, tags, etc.
- There are management costs next. Dan put the field maintenance and paint in our budget because he thought it might be more visible in Mr. Dykes', and he wasn't sure if we had been charged. Mr. Dykes said not at this time. That way it is set aside if it is needed, otherwise we can use it as a more general donation.
- A question was asked about why the bank charges are so high, and it was because of PayPal fees. Wendy stated that if we are not using PayPal next year, they would drop.
- A question was asked about the amount for laundry detergent; it was thought to be low. Amy Woodcock stated that was about right.
- The amount for the fruit is for band camp in the summer.
- The Concert Refreshments/Support is for miscellaneous needs for concerts, like plates, etc. because people bring the food items.
- The "Donations" would be funds designated to go back to the band program as additional support. Dan laid the donations out in a calendar format but that can be changed. The donations can be made as needed and can go up if our fundraising goes up. They could be made throughout the year. Since Mr. Brothers told Dan the school was a 501c3, we don't necessarily need to name the donations in the budget.
- A question was asked about the scholarship program-full or partial? Mr. Dykes stated that it can be up to 80% of the My Fair Share Contribution amount. The bylaws state we can only cover a portion. Grace Hofius stated that she thought the overall amount was too low, but Dan stated he based it on what was in the budget for this year; it can be adjusted.
 - An idea for the future- if the funds are there, we could give a college scholarship.
 - Dan feels the division of funds makes everything more visible.

Dan asked Wendy to be the point of contact for any other questions or concerns on the budget. Dan stated that it can be worked on virtually or the executive board can meet before the end of the month.

Wendy asked Mr. Dykes when he thought his part of the budget would be complete, to be able to set the My Fair Share amount. Mr. Dykes stated he was working with Guard and Percussion to identify their parts of the budget, but it should be ready next week. Doug reminded us that the bylaws might need to be changed with the budget split. It will be looked at. The 2 Vice Presidents will look it over and see if changes need to be made in regard to budgets, My Fair Share, as well as changes regarding elections and nominations and other items; requirements should be the same.

Dan suggested that Mr. Dykes talk about his budget at the "All About Band" meeting, since the My Fair Share Contributions support that. We will have a budget table at that meeting as well. Barb Scott stated that the budget, bylaw changes, and slate of officers should come from the band director.

A question was asked of Mr. Dykes about how many members he is expecting and how much does he think the My Fair Share will be. Mr. Dykes thinks they might be a little bigger-130-than last year. He is beginning the middle school tour next week to recruit. He is writing the budget based on 120 at \$495 from each person. Dan clarified that the amount will be \$550 again with the discount if people pay ahead or participate in fundraising.

Doug Scott asked if he was going to change the name to Band fees, and Mr. Dykes said he would if he could. Someone asked why not since the school charges lab fees, and Mr. Dykes stated that was because the lab fees are approved by the school board, but the My Fair Share doesn't go through the school board approval process.

Theresa Moore asked Wendy how much had been collected for the banners. Wendy could not answer but she thought 10-12 at least. Wendy said she would let Theresa know.

Dan asked if there was any other new business. There was none.

He wanted to clarify the next meeting dates and times. The newsletter stated that the April meeting would be on the 16th at 7pm as a general meeting because he was envisioning there would be elections then. The consensus was to make it at 6:30pm, so it was changed to 6:30pm and it is a board of directors meeting.

April 25th will be the "All About Band" meeting at 6:30pm.

May 14th will be the general membership meeting at 6:30pm. At the May meeting will be the voting of officers, budget approval, and anything else that comes up.

Dan made a recommendation to make the meetings at 7pm through December and afterwards change them to 6:30pm. The February minutes will be amended to reflect the change of the general meeting date.

Barb Scott moved to accept the minutes with the date changes. Doug Scott seconded. Motion passed.

Meeting adjourned at 7:45pm

Respectfully submitted by Grace Hofius

