

Tallwood High School Band Booster
Executive Board Meeting, 6/28/26, Broncos Mexican Restaurante

Agenda

1. Call to Order – 3:00 PM

- In attendance: Mr. Rossettini, Kim Thurber - President, Ashlee McCants – VP Fundraising, Dorine Daniel – VP Volunteers, Treasurer – Artesia Jeter, Secretary – Tracie Myers
- Also in attendance: Angela Stovall - Uniform Committee Chair, Katie Baynor – CutTime Administrator

2. Attendance

- 10% of membership required for quorum at a general meeting. Either the President or Vice-President needs to be present with an additional 3 officers for an executive board meeting to have a quorum.

3. Treasurer's Report: *Current numbers as of* _____ \$28,400 _____

4. General info regarding the turnover of the Executive Board

- Change all people in CutTime and get them the new email access. Katie Baynor, CutTime Administrator, has already started this process with CutTime. **Katie is currently entering all information with the students and giving Kim access. All board members can go in CutTime, sign in and make a new password to obtain access.**
- President should be our main point of communication other than Ross- **send all questions to group and we will put all info in 1 text to ask Ross – thoughts on creating a separate GroupMe to include executive board and uniform committee chairs**
- Everyone will have a specific email. Ross thinks it would be easiest to have Kim respond to emails and forward them off to the appropriate person so that she, and Ross, and in the know. **All emails cannot be transferred over until July 1st. Primary line of communication will be group text message.**
- We can also send emails and text blast- **Ross prefers emails**

5. Overview of general responsibilities for board members

President

- Run all meetings in conjunction with Ross. Executive Board & Chairs, General Membership, alternates every other month with the exception of Invitational Meetings – **Thought about the exec board taking turns on running the meetings**

- There are times when we want to schedule meetings during rehearsals; during band camp and during the season. The President will need to run the meeting while Ross is at rehearsal. Ross will try and come into the meeting to answer all questions during his visit, then he will report back to rehearsal. **Ross wants to schedule meetings during rehearsals.**
- Appoint chairs of standings and special committee where necessary- **We need to appoint a Props, Concession and Invitational committee Chair. Already have the Uniform Chair**
- All committees must report back to the president regarding each meeting.
 - If there is a tie vote within committees, the President shall break the tie

VP Fundraising- Ashlee

- Works in conjunction with treasurer to make sure all student accounts are credited correctly.
 - SnapRaise will come from Ross
 - SnapRaise date: Sept. 4 – Oct. 2, 2026
- Overseeing Concessions, works with treasurer and concessions chair to purchase and report costs of concessions overhead as well as profits made each week.
- POC for any additional fund raisers throughout the year such as Valentines Day, etc. **Any suggestions? Let Ashlee know.**
- Oversees sponsorship program and carries out the specific items we promise sponsors.
- Day of Invitational, should be responsible for collecting and counting all incoming cash throughout the day with a second board member verifying, then depositing it in the safe. ***Requires VP Fundraising to NOT be in concessions. Last year was difficult because there were not enough volunteers. Try to encourage more to volunteer.**
- Need to update SquareAp/make a new account with Ross as the POC
- Oversee the transition of all login & passwords material from old treasurer. **Former treasurer dropped off a bag containing the booster checks and folders containing the insurance policy and other documents. No statements were included. Ashlee will work on creating a new Square account and updating all info. May have to meet at the bank and open a new account.**

VP Volunteers- Dorine

- Volunteers for the season: band camp, sewing, concessions, chaperones, first aid, games, comps, two trailer dads (**switch to trailer parents**), Invitational, (Reid no longer available) etc
 - Chaperones for Marching Band trips: I would like to try and allow the staff to drive to each comp and no longer ride the bus. This was a request from the staff that I think would help allow them to be better teachers. **Staff thinks this will allow them to be a better resource. Staff would not return**

to the school with the kids. 8 volunteers needed to cover – Staff/Volunteers maybe could rotate if there were not enough parent volunteers.

- For all off-property events that require chaperones, Ross would like one lead chaperone to be the POC and all chaperones go through that lead chaperone. Suggestion, Anne Svejda
- Chairs needed: hospitality chair, uniform chair is now Angela Stovall, concessions and the invitational are the big ones.
 - Mimi Bullard has requested to still be called when volunteers are needed. Could be a good resource for someone to help IF we do not have anyone to take over. **Yes board was in agreement.**
- Ross would like to add Props Chair to oversee potential builds this season **Ross has been in contact with Aaron Walker (Max Walker's Dad) – 6 large tables, already has some donated material – needs more people to help and need a Prop Lead –**
- A sign-up genius works better for the membership. Then VP Volunteers transfers those signed up into CutTime. **Option to not put event sign-ups in CutTime – however concerns were notated about not being able to access the sign up.**
- Other volunteer needs: Assessment Boot Camp, Assessment, Jazz Assessment, Awards Banquet (to-do's)-

Secretary

- simply take minutes electronically based off my agenda, send to Ross with all talking points of the meetings to the minutes within 24-hours, Ross checks and forwards to webmaster to post on website.
- Assist President with communications to the membership. I would like to give up the newsletter and hand over to secretary. Ross explains this, it's a Canva Sunday mailout. **Newsletters has been transferred over to the secretary. Please let Tracie know if any additional news/information needs to be added weekly.**
- Oversee the Scholarship committee and how it runs. Ross explains.

Treasurer

- Transition at bank as well as receiving all treasurer information from Davida Wright. **Bag was received with last year info – Fall mostly communicating with parents to make sure they are making those payments. Information was given about how staff payments work throughout the school year.**
- Update student fees ASAP throughout the year. Payment options vary so we need to check those often. Ross knows there is one payment plan currently in place.
- Communicate with families bi-monthly on outstanding band fees throughout the year, not just marching band season.
 - This will start on July 1 when I give you the current Marching Band list and we check who has not turned in their deposit.

- Current estimated number in the marching band = 100 students. Deposits should bring in a surge of revenue at this time of the year. By end of June each member should have turned \$250.
- Enter band fees on specific due dates into CutTime,
- Treasurer monthly updates on finances to full Membership, via Executive Board and General Membership meetings.
- Treasurer weekly updates on concessions overhead vs. profit
- Try to have treasurer be the point of contact for all purchases.
 - Ross will also be purchasing items throughout the year on booster card with approval of budget by membership. Anything over \$500 needs majority board approval for him to purchase. **i.e.- Ross gave examples on what might need to be purchased – travel expenses for music conference/marching band items/ color guard uniforms, drill writer fees, music arranger fee**
 - **Ross- explains how the account works – how money comes in**
 - **Add new fundraisers- make sure only states Tallwood Band Boosters Fund Raiser – make sure “high school” is not apart of the flyer – possibly adding a band parent social at Farmhouse**
- Coordinates purchases for hospitality chair, uniform chair, invitational chair, concession chair/VP Fundraising. **Discussed how purchases for concessions will go for the year**
- Pays staff, (to include Design Team, Tallwood MB staff, Tallwood year-round staff, and all hired sectional coaches) in accordance with either their contract dates or verification through Ross.
- Upcoming items that needs to be paid: comps, guard uniforms, flags, props, Drill in payments, percussion equipment/supplies, music both winds & percussion when completed in installments, etc. **Hickory, Warhill, Landstown and ODU – comps \$150-200 – VBODA paid by the city -**
- Responsible for issuing 1099-MISC by Jan 30, 2027
- Order on time band banquet swag from Jostens.
- Pay for annual recurring order from the Instrumentalist
- Order and pay for Senior plaques, all engravings and perennials, Semper Fi, JP Anderson-**also add Invitational Awards (find out turn around time and add 1 week)**
- Order grad chords from Amazon: Purple and Gold and well as twisted Purple/Gold
- Order Arion Award, Ross to supply provider of said award.
- Keep in mind we typically lose \$1500 a year on uncollected fees. Ross explains verbiage. **Students are ineligible to attend extra events for uncollected fees to include graduation and graduation tickets. Lost \$1000 this year – graduated senior**

Review Budget for this upcoming year with new board and chairs.

Updated 6/24

\$60, 000- incoming for fees – approximate

Additional Items Discussed

1. Create a facebook community where parents can share photos, we can send reminders and ask for volunteers, add the signup genius for volunteers, build a network for alumni
2. Military discount – Lowes – several exec board members have that availability
3. Partnership Packet – Went over all info; Ashlee to update and adjust.
4. Concession info – hanging the banner for sponsorships and hanging the menu
5. Amazon Wish List – band items, candy to sell, snack items for band members, hot hands for winter performances
6. Other fundraising items – fruit (Ross said no), Christmas market, valentine market, expanding band assessment concession
7. Vendor List needed
8. Discussed needing to have concert attire cleaned. Look into setting up a partnership with a community laundry service.
9. Discussed selling old band props

6. Upcoming Items for Discussion

- Uniform fittings to include band and potentially guard shoes (Angela)
 - Those students that did not show up for their uniform fitting scheduled time will need to be fitted day one of band camp. If a student cannot be here for the first order, they should be responsible for the shipping on top of the shoe cost. **New 31 members Returning 67 – guard and band- decided not to do gloves again this year**
 - Shako fittings typically happen during band camp dinners. **Ask Ross how the shako should look before sizing students- fit them with their instrument for a proper fit**
- T-shirts/Hoodie sizes and place order.
 - Ross to gather sizes from current MB.
 - Katie creates an order form for families to order with shared rights to treasurer. Treasurer places final order to include both band and parents. **Flyer will also go in the newsletter**
- Not ordering shirts that aren't paid for by parents.
- Student Shirt order placed end of July. **Possibly Set up initial parent t-shirt to go along with the student order to encourage parents to order a shirt to have before the season starts.**

- Talked about having a band shirt as an incentive to volunteer. Or even have a shirt for volunteers to wear while working but they return it afterwards. Would be an added expense that's not in the budget.
- Family shirt order placed end of August.
- Hoodie order is placed end of Sept.
 - Should we place one order for both the student and family hoodies or two separate orders?
- Orders will be placed during drum/guard camp for flags and percussion equipment, maybe panels, definitely some sort of prop material.
 - Volunteers for Band Camp- Discussion about wanting the adults to be more actively involved during rehearsals – spray the kids during water breaks, have the parents sit in the front by the tower to be more engaged with the students.
 - What happens if a kid forgets food for dinner? Discuss how to support this. Issue could be that students just keep “forgetting” to bring dinner because we supply it.
- Parent Preview is when we get most of the sign-ups for what we do. Also, we could try and have a booster social to encourage involvement in the group. #FarmHouse 😊 -Parents social – Ross would like to have them. Board will need to look into setting up and informing parents.
 - 2 families pulling the trailers is a must. Previous families were the Hendrix and the Renn families.
- Concessions help for the first game and a plan.
- Credit DM accounts for JMU @ SBC
- Concessions hot water jug: [Cambro 500LCD110 Insulated Beverage Dispenser \(5 Gallon\)](#). Time to purchase this.
- Otis Spunkmeyer Oven to make cookies:
 - **From previous meeting:** Oven can be bought out right is \$350, or buy 3 cases of cookie dough a month, and the oven would be free. Will need to attend a presentation by Otis Spunkmeyer for full details. We will discuss after that meeting for our fall concession needs. Let's discuss and move on it. Contact Ashlee – she has already researched
- From the President: How are we funding the scholarship? (20% of proceeds?) Possible ideas how to fund – use money from concessions (10% est. income of concessions could bring in about \$1500) Tracie - Ask Sokol how much money they figured out to give each kid
- What are needs from Ross during summer rehearsals and Band Camp?
 - Summer Rehearsal-
 - Hangers upstairs need to be removed, minus a select few
 - Concert Attire to go upstairs and organized for the fall
 - Can you as the Boosters truly organize the uniform section of the storage room? Yes- will work to chose a date to work on this
 - Organize back Booster Storage Room

- Survey the status of the concessions stand (when we are approved to take over the space) **Ross has emailed Baylor concerning the date but has not heard back**
- Reorganize med bags from 2 to 4 bags- **Board decided to purchase 2 more med bags to make 4 bags- 1 for each bus. Option to separate medical forms for each bus. Set students to always ride the same bus to create it easier for med forms.**
 - Organize a set of dads to help build required props for Marching Band as well as removing old panels and installing new panels
- Band Camp: In addition to supporting all of the information above
 - Make sure each student has food for dinner
 - Check on all student transportation situation so they all have a ride (to and from) and no one is missing these extremely important rehearsals-**utilize the leadership to make sure everyone has a ride- possible to post on the facebook page**
 - When the band goes to any outdoor rehearsal, be at the rehearsal to help with multiple aspects of student needs:
 - Sit on the front sideline and be ready for anything that comes up during the rehearsal block.
 - Any sort of medical attention needed for any student (inside and outside)
 - Reminders of sunscreen during each break
 - Reminders of water during each break
 - Spraying cold water on student faces to keep them cool during breaks and even during rehearsal without being a distraction
 - Supplying cold treats at the end of rehearsals as an appreciated “good job” at the end of the evening- **A band parent handed out popsicles at the end of all rehearsals last year. Ask if she is willing to continue.**
 - **Need to have chaperones at dinner – 3-4 people (not including Angela and whoever is running uniform fittings) – make sure students clean up after themselves**
 - We had previously in the past ask a parent or two to supply the staff with dinner each night at band camp; different parents each night. The staff is requesting that tradition come back, or potentially have the ability for the staff to order dinner and have it available immediately at 5:00pm. The 5:00-6:00pm hour is a working hour for us to plan and review what we need to accomplish in the coming rehearsal(s). **Have a signup genius and have parents support the staff – taco bar, pizzas, pick up a wawa order, - maybe have 10 parents that cannot support during the school year volunteer to bring dinner to the staff –**
 - **Add possible additional general marching band parent meeting – July 21st -**

7. Tallwood Band Social Event

- Thoughts on a potential social event will be in July: Tallwood Top Golf Night.
 - \$15-\$20/student. 2-hours of game play. Unlimited select drinks, appetizers and desserts for each bay. This would be an out of pocket cost to the students and not using their band account.

8. Next Executive Board Meeting:

- What works with your calendars? Let's check our calendars. Hope meetings can be detained orientated – a date was not yet decided.

Adjourn: 5:23