

ABBI BOARD OF DIRECTORS MEETING
January 11, 2018
AHS Senior Lounge

ATTENDEES: Katina Catron, Tracy Catron, Al Chen, Chris Quinby, Karen Locke;, Sheila St. Onge, Brian Laferriere, Renee Laferrere, Chris Cox, Carlos Valez, Susan Smith, Lesley Harrison, Evan R zodkiewicz

Called to order: 7:00 PM

(1) Reading of Minutes of previous meeting

Motion: Al Chen

Seconded: Sheila St. Onge/ Passed

(2) Reports of Boards & Standing Committees:

Director's Report: - Mr. Keech

- Parent meetings were held and successful
- All gym times are confirmed
- Winter Guard will sell chocolate & water at concerts
- ABBI needs work crew to organize items for sale (new standing "liquidation committee")
 - Carlos Valez to Co-chair
 - Action item: Carlos to contact Mr. Keech to start the process
- Mr. R zodkiewicz -Instrument replacement (bari sax? Bassoon?)
- Jazz trips for next year

Finance - Chair – Carlos Velez

- \$141,211 in income this year
- \$5,425 in Adams Cards have been sold
- \$5,696 in photos sold (\$2,400 in marching band photos)
- Barnes & Noble did well (check was received for \$837)
- \$4,675 in merchandise sales (exceeds budget target)
- \$26,280 in net income; \$7,025 in loss; \$7,433 in loss from last year
- Carlos will meet with our accountant next week; budget committee will meet soon
- Profits from 50th Anniversary are still in checking account
- Lesley suggested that we share fundraising figures on Facebook; Sheila suggested a quarterly email update
 - **Action: Chris will send occasional emails with fundraising update**
- Finance committee will be setting budgets soon (do preliminary budgeting now)
 - **Action: Budget proposals should be in by 2/1**

Motion:

Second:

Communications (General)

- No report

Social Media – Chair – Tracy Catron

- Instagram & Facebook aren't working yet (Tracy looking into it)
- Sponsorships are posted to Facebook
- Lesley is posting info and events (including to PTA)

Good Will/Welfare – Chair – Katina Catron

- Mr. Guillen's recognition went very well

Fundraising (Financial ONLY/does not involve student performances) – Sheila St. Onge

- Winter Guard clothing drive is 3/3; help is needed loading the truck
- Tom Spendley will set up a merchandise shop for Winter Guard
- Invitational is March 11 (spaghetti dinner); advertisements can go on the back of the tarp
- Discussion of placements & program booklets which can be used for Jazz Cabaret too
 - **Action: Tracy offered to draft placemat**

Discussion: Charging for band concerts or asking for suggested donations, basket raffle by section, bucket drops, etc. Mr. R. not in favor of charging for tickets

Reports of Special (Select Committees)

Chaperones – Andrea Hagan

- Carnegie Hall is done
- No chaperones needed for jazz trips

Uniforms

- No report

Photography – Al Chen

- No report

Yearbook – Nancy Bessio

- No report

Props

- No report

Pit Crew

- Chris Cox mentioned that additional pit crew members are needed for Winter Percussion

Invitational

- No report

Barnes & Noble

- No report

Discussion: Sheila mentioned that alumni parents would like to be informed of events throughout the year. Senior parents could be asked if they want to remain active (option to opt in vs. out of listserv).

Jazz Cabaret

- Scheduled for May 16, 2018 (Karen Locke will work with Carol Barone)

Yard Sale

- No Report

Community Days

- No report

Winter Percussion- Lesley Harrison

- Preview of show was great!
- Friends & Family show will be held at the last Sunday rehearsal in Feb.

Sponsorships- Chris Cox

- All logos are in
- Replacement is needed for Chris for next year (ideally by May kickoff meeting)

Unfinished Business

- Tracy looked into a championship banner; got prices for 2 x 6 (inside lobby) or 4 x 8 (outside)
 - **Action: Tracy will do a mock up of a design to run by Directors**

New Business

Meeting adjourned: 8:39 PM

Next Meeting: Thursday, February 8, 2018

ACTION ITEMS:

<u>TASK</u>	<u>OWNERSHIP</u>	<u>DATE DUE*</u>	<u>DATE DONE</u>
Follow up with Mr. Guillen re Jazz Machine trip budget	Carlos Velez		
Post Adam's Gift Card Info to Facebook	Tracy Catron		<i>Done</i>
Update/correct Sponsorship links	Chris Cox		
General maintenance to keep sites updated	Tracy Catron and Chris Quinby	<i>Ongoing</i>	
Send Thank you letters to LaGrange Fire Dept and ACSDNY Transportation	Katina Catron		Done
Discuss "candy-gram" sales with Directors	Chris Quinby		
Publicize need for Clothing Drive Chairperson and volunteers	Tracy Catron, Chris Quinby, Susan Smith		
Research online fundraising options	ABBI Board	<i>Table</i>	
Post Marching Band uniform turn-in/laundry reminder and email regarding patch stitching	Tracy Catron and Mr. Keech		<i>Done</i>

and laundering fundraiser			
Contact Mr. Guillen and ASOA re Barnes & Noble event organizational/fundraising advice.	Chris Quinby		
Publicize need for Jazz Cabaret Chairperson	Tracy Catron		<i>Done</i>
Schedule and book room for Jazz Parent meetings	Chris Quinby		<i>Done</i>
Schedule and book room for Winter Guard parent meetings	Chris Quinby		
Contact Sheila St. Onge re Drive In plan	Chris Quinby	<i>Table for next year</i>	
Reserve rooms for upcoming ABBI Board and General Membership meetings	Chris Quinby	<i>Ongoing</i>	
Update ABBI website (minutes, calendar)	Susan Smith	<i>Ongoing</i>	

*= if no date specified, task to be completed by next board meeting