

ABBI BOARD OF DIRECTORS MEETING
November 9, 2017
AHS Senior Lounge

ATTENDEES: Katina Catron, Tracy Catron, Al Chen, Andrea Hagan,
Chris Quinby, Evan Rzodkiewicz, Sheila St. Onge, Sarah Velez

Called to order: 7:10 PM

(1) Reading of Minutes of previous meeting

Motion: Sheila

Seconded: Al

(2) Reports of Boards & Standing Committees:

Director's Report: - Evan Rzodkiewicz

- Possibility that the Jazz Machine will compete at the Mid-Atlantic Jazz Festival in Maryland instead of the Berklee Jazz Festival in Boston. The Board is requesting that Mr. Guillen submit a budget proposal. ****see Action Items***
- The next Marching Band Invitational date is Sunday, October 7, 2018 at 1:00 PM. Mr. Keech is requesting \$300 for fee due to NYSFBC.
 - Motion: Chris
 - Seconded: Sheila
- Adam's Gift Card Forms are due back to Rene LaFerriere by November 16th. ****see Action Items***

Finance - Chair – Carlos Velez

- Treasurer's Report was presented by Sarah Velez o/b/o Carlos. \$53,000 is current income, but \$40,000 is due in outstanding billing.
- Sales/merchandise, photos, buttons, sponsorships, etc. are up this year. Invitational figures are up due to sponsorships and yearbook ads. Possible that merchandise sales were higher this year due to 50th Anniversary. Moving forward, how can we duplicate with general band merchandise?
- Turned a profit on yearbook this year.
- Overall figures are not where we want them, but improving. We need to make more progress.
- Tour fees are not fully processed to date.
- Current 50th figures are \$6,400 plus \$1,000 donation.
- Finance Committee to meet in December with intention to begin budget process in January. Proposing a hand-off in April for June meeting presentation.
- Scott Beyer is processing ABBI Tax Return for submission on November 15, 2017.

Motion: Sheila

Seconded: Al

Communications (General)

- An individual named Patricia Lewis contacted Chris Quinby via email inquiring about ABBI college scholarship opportunities. We do not know if she is a band parent. Paul Effman has confirmed that they will offer scholarships for 2018 graduates.
- Website- Chris has been updating the website. Per Tracy, the Orthopedic Associate's link is incorrect. ***see Action Items**
- Please contact Chris ASAP if anyone sees items for correction/update on our sites.
- Please send any photos for upload to Chris and/or Tracy.

Social Media – Chair – Tracy Catron

- Instagram is up. Tracy is in process of linking to Facebook.
- Compliments to Lesley Harrison!

Good Will/Welfare – Chair – Katina Catron

- Sympathy Card and flower arrangement were delivered to the one of the marching band bus driver's in honor of her mother who passed away while she was in Syracuse with band.
- Thank you letters o/b/o ABBI to be sent to Chief Barry Ward of the LaGrange Fire Department and ACS DNY Transportation for their show of support to the AHS Marching Band. ***see Action Items**

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

- No one has currently approached Sheila
- Winter Guard/Winter Percussion Spaghetti Dinner is scheduled for March 11th.
- Waiting for further information on Clothing Drive.
- The Bake Sale at the Dome send-off was a great success and recommended that we repeat next year!
- Suggestion to sell "candy-grams" during Marching Band and Concert events, as done by the Admiral Players. They apparently bring in great profit with minimal investment up front. ***see Action Items**
- Marching Band Uniform Fundraiser suggested by Andrea Hagan – Charge a fee to wash uniforms upon turn-in (Andrea is volunteering to do the washing) and charge a fee to stitch Varsity Letter and Championship Patches on band jackets. (Katina is volunteering to sew). Hand-in is scheduled for November 13th. ***see Action Items**

Reports of Special (Select Committees)

Merchandise – Tom Spendley

- General Band, Jazz and Winter Guard items to be sold. Tom is tracking popular sizing needs.
- Recommendation to sell mums at the Invitational (like pointsettia sales).
- Clothing Drive – Volunteers and Chair-person needed. Since this is now an ABBI event that will raise funds for Winter Guard, we need to solicit volunteers from all areas, not just limited to Winter Guard parents. Volunteers are needed to collect donations as they are dropped off at school on designated day and help load truck. Last year's drive brought in record high funds. Noreen Gurevich was former Chairperson. ***see Action Items**
- Mr. Guillen submitted a recommendation for a Fans Raise online fundraising program. ABBI Board to research and investigate the Fans Raise fees and contact Bert since he is currently fundraising in a similar manner. Suggestion made by Al Chen to set up a Pay Pal link on our ABBI page for donations, thus cutting out indirect payment plans and associated fees. ***see Action Items**

- Tom is trying a new, local vendor for production of AHSMB championship shirts and to assess for new online vendor scenario. Many issues regarding production and delivery with latest vendor. Tracy suggested that since we are looking at other local vendors, we discuss online sales options with Linda (past vendor) as well?

Chaperones – Andrea Hagan

- No Report

Band Camp – Andrea Hagan

- Andrea to submit bill for 2018 camp.

Pit Crew

- Tracy to submit receipts for props construction.

Photography – Al Chen

- Al to submit receipt for \$1,500.

Yearbook – Nancy Bessio

- Nancy emailed that communication has been going smoothly with parents and re submission. She is in final stages for submission to Printer on November 13th. Some parents have asked to purchase additional yearbooks for themselves? There is potential for our printer cost to go down if we sell enough additional yearbooks – TBD.

Motion to sell for \$20: Tracy

Seconded: Sheila

Invitational

- See Financial Report
- Need to find a new Chairperson/people

Barnes & Noble

- December 12th: 4p – 6p – Ensembles 7p – Jazz Machine
- Need Volunteers to Gift Wrap and Greet (hand out AHS name tags for fundraiser)
- Suggestion to contact ASOA to advise how they handle their Barnes & Noble event and additional Children's Home Book donation initiative. ****see Action Items***

Jazz Cabaret

- Gina Ragusa is no longer available to Chair the event. Need to find a new Chairperson ASAP!!! Suggestion to approach Karen Locke.
- Suggestion to hold Jazz parent meetings to introduce Evan R zodkiewicz, explain program and solicit volunteers for the following:
 - Barnes & Noble event - December 12th
 - Jazz Cabaret – May
 - Unionvale Community Day at Tymor Park – June 2nd

****see Action Items***

Yard Sale

- No Report

Unfinished Business

- No Report

New Business

- No Report

Meeting adjourned: 8:51 PM

Next Meeting: Thursday, December 14, 2017

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		
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 and laundering fundraiser	Tracy Catron and Mr. Keech		<i>Done</i>
Contact Mr. Guillen and ASOA re Barnes & Noble event organizational/fundraising advice.	Chris Quinby		
Publicize need for Jazz Cabaret Chairperson	Tracy Catron		
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