

**ABBI BOARD OF DIRECTORS MEETING**  
**December 11, 2017**  
**AHS Senior Lounge**

**ATTENDEES:** Katina Catron, Tracy Catron, Al Chen, Chris Quinby, Darrell Keech, Sheila St. Onge, Sarah Velez, Chris Cox, Carlos Valez, Susan Smith

**Called to order:** 7:00 PM

**(1) Reading of Minutes of previous meeting**

Motion: Chris

Seconded: Tracy/ Passed

**(2) Reports of Boards & Standing Committees:**

**Director's Report: - Darrell Keech**

- Judy (bus driver) sent a thank you card for the condolence card & flowers; ABBI board will sign a card that Kat will send to her boss
- Barnes & Noble event is coming up (Jazz Machine)
- Winter concert schedule is up
- Winter Percussion & Winter Guard: Parent coordinators are taking over
  - Winter Percussion is Chris Cox; Winter Guard is Sheila St. Onge
  - Mr. Keech is the business manager for both groups
  - Winter Guard parent meeting is 12/12 (show is "Cz Mate")
  - Winter Percussion parent meeting is 1/7 ("The Classics")
  - No Winter Guard schedule yet- working on booking gym time
  - Discussion followed about the issue of scheduling gym time; a meeting is scheduled with Mr. Keech and the athletic director to work it out)
- Discussion followed about ABBI purchases, what to do with equipment/props no longer in use
- Bylaws: Need to review and update, and add language about purchases

**Finance - Chair – Carlos Velez**

- Carlos to reimburse Tracy for props
- Over \$700 raised from sewing patches and washing uniforms!
- Carlos reviewed the Treasurer's report; Income is \$139,999.81
- Donations and scholarships are crucial and provide a cushion for ABBI
- Will file taxes by March 15 (couldn't file by 11/15- this is an extension)
- No finance committee meeting will be held until the taxes are done

Motion: Tracy

Second: Al/ passed

**Communications (General)**

**Social Media – Chair – Tracy Catron**

- Instagram is up. Tracy is in process of linking to Facebook.

### **Good Will/Welfare – Chair – Katina Catron**

- Board members signed thank you letters to Transportation and Fire Chief Barry Ward

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

- Barnes & Noble is 12/12
- Winter Guard parent meeting is Wed- will discuss clothing drive, etc.
- Wind Ensemble is scheduled for Carnegie Hall in spring; fundraising ideas include coupon books, photo shoot

### **Reports of Special (Select Committees)**

#### **Chaperones – Andrea Hagan**

- No Report

#### **Uniforms**

Mr. Keech had to buy plumes, gauntlets this year

Motion: \$506 to checking (Kat)

Second: Tracy/passed

#### **Photography – Al Chen**

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

#### **Yearbook – Nancy Bessio**

- Yearbooks were a success! No profit but no money lost
- Nancy is willing to advise next year

#### **Invitational**

- No report

#### **Barnes & Noble**

- Alan is running it- do we have a spring date?

#### **Jazz Cabaret**

- Karen Locke is the chair

#### **Yard Sale**

- No Report

#### **Unfinished Business**

- No Report

#### **New Business**

Dome videos are in (pick up from Nancy Kusior at winter concerts)

**Meeting adjourned: 9:12 PM**

**Next Meeting: Thursday, January 11, 2018**

**ACTION ITEMS:**

<b><u>TASK</u></b>	<b><u>OWNERSHIP</u></b>	<b><u>DATE DUE*</u></b>	<b><u>DATE DONE</u></b>
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 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		<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