

ABBI BOARD OF DIRECTORS MEETING
March 20, 2018- AHS Senior Lounge

Attendees: Susan Smith, Karen Locke, Tracy Catron, Al Chen, Sheila St. Onge, Susan Smith, Darrell Keech

Called to order: 7:01 PM

(1) Reading of Minutes of previous meeting

- Al waived the reading of the minutes (they will be voted on at next meeting)

(2) Reports of Boards & Standing Committees:

Director's Report: - Mr. Keech

- Winter Guard Invitational was a success- many thanks to all!
- Jazz II & III will go to PA
- More middle school visits are scheduled
- The Marching Band show for Fall 2018 has been selected. Graphic design & prototyping are ongoing
- Winter Percussion & Winter Guard are going smoothly- lots to be proud of!

Finance - Chair – Carlos Velez

- Carlos not present- board will review this month's report and vote at next meeting

Communications - Chair- Chris/Susan

- ABBI meeting minutes from June 2017 – January 2018 are now posted to the ABBI website
- Susan clarified that two \$500 ABBI scholarships will be given this year (website needs to be updated and application sent to students in the near future)

Social Media – Chair – Tracy Catron

- No report

Good Will/Welfare – Chair – Katina Catron

- No report

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

- No final numbers for the car test driving event yet (coming soon)

Reports of Special (Select Committees)

Sponsorships- Chris Cox

- No report but this committee needs a chair!

Chaperones – Andrea Hagan

- No report

Uniforms – Andrea Hagan

- Mr. Keech reported that no new drum major uniforms are needed this year

Photography – Al Chen

- No report

Yearbook – Nancy Bessio

- No report

Props – Tracy Catron

- No report

Pit Crew- Brian Laferriere

- No report

Invitational- TBD

- No report

Barnes & Noble - Alan Mangelsdorf

- No report

Jazz Cabaret- Karen Locke

- Karen to confirm ticket price with Mr. Guillen
- Volunteers are needed (sign up through Charms)

Action: We agreed that Karen, Kat & Tracy will draft a memo for Mr. Guillen's approval outlining our needs for the Jazz Festival & Cabaret and propose a meeting date. Ideally, the meeting could be scheduled on a rehearsal night before or during the 1st week of April. Our objective is to find a coordinator before or at the meeting, recruit unfilled positions and start planning for the event

Yard Sale- Gina Ragusa

- No Report

Community Days- Sheila St. Onge

- This event is not yet confirmed (committee hasn't convened)
- Action: Directors will need to get in touch with Union Vale (organizers)

Winter Guard- Sheila St. Onge

- Going along successfully- many thanks to pit crew for their help

Winter Percussion- Lesley Harrison

- No report- all going well

(3) Unfinished Business

- Discussion was held regarding the sale of band merchandise at concert events (guest conductor, etc), and if we can sell generic merchandise (with a logo of some kind)

Action: AI will discuss w/ Tom Spendley

(4) New Business

- Volunteers & a coordinator are needed for DCMEA Jazz Festival on 4/21

Action: Karen will include this in the email going out to Jazz parents

- ABBI asked to co-sponsor a breakfast on 5/4 for an in-service workshop for music teachers
- A vote was held to offer \$150 (ASOA will also co-sponsor); passed
- Marching band Invitational Chair- Mr. Keech suggested that co-chairs work well (match an experienced parent with a new parent)

Action: AI will approach parents of current juniors; Susan to ask some freshmen/sophomore parents

- ABBI board positions for 2018-19: Karen Locke offered to serve as VP (thanks!!); 3 director positions need to be filled (to replace Tracy Catron, Kat Catron & Sheila St. Onge)
- Discussion about whether to sell Tops gift cards was held (unanimous decision to say no); \$500 outlay up front for only 5% not worth it).
- Paul Effman will offer a scholarship (\$500?) for one band student at the end of this year
- Mr. Keech proposed branding subgroups for purposes of unification ("sponsored by ABBI"); AI made a motion to accept this suggestion; 2nd by Kat; passed

Meeting adjourned: 8:11 PM

Next Meeting: Thursday, April 12, 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 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