

ABBI BOARD OF DIRECTORS MEETING
April 12, 2018- AHS Senior Lounge

Attendees: Susan Smith, Karen Locke, Tracy Catron, Al Chen, Katina Catron, Susan Smith, Darrell Keech, Chris Quinby, Carlos Velez, Holly Mangelsdorf, Evan R zodkiewicz, Lesley Harrison, Diane Sizemore, Elaine Eckert

Called to order: 7:01 PM

(1) Reading of Minutes of previous meeting

- February minutes: Al Chen made a motion to accept Feb. minutes with an amendment to add Katina Catron to the attendee list; 2nd by Susan; passed
- March minutes: Motion to accept made by Al Chen; 2nd by Kat Catron; accepted

(2) Reports of Boards & Standing Committees:

Director's Report: - Mr. R zodkiewicz & Mr. Keech

- Jazz II is going to PA; both Jazz II & III are in good shape for DCMEA Jazz Festival
- Middle school visits have been made (including to recruit for marching band)
- Winter Guard is at WGI (pending results); Winter Percussion is finishing up this weekend
- Marching band planning, staffing, show design, etc are underway for Fall 2018
- Symphonic Band will participate in the NYSSMA Majors event at Spackenkill High School on 4/26
- Plaques are now mounted on the back wall of the band room; glass cases have been re-done; Awards will be mounted in 1202 this fall
- Sale of old items- information is ready to go; need to post items & info on ABBI Facebook page
- Mr. Keech shared a thank you note from the Kusior family (+donation) for allowing use of a school instrument
- DCMEA Jazz Festival: Holly Mangelsdorf will handle purchase of food for band director hospitality (assisted by Kat Catron); Susan Smith will facilitate setup

Finance - Chair – Carlos Velez

- Carlos presented the Treasure's report
- We currently show \$41,027.48 in Net Income. Please note we still have some end-of-season expenses associated with WG and WPE.

Action: Chris will check on our Amazon Smiles link and Daddy'O's program;
Tracy to post those programs on Facebook

- Carlos presented a draft of the 2018-19 budget; next steps include making edits, meeting with Mr. Keech and reviewing with Finance Committee to review and solicit feedback before making a formal presentation to the ABBI Board in May.

Communications - Chair- Chris/Susan

- No report

Social Media – Chair – Tracy Catron

- Tracy will post an announcement about Daddy O's
- We agreed it's a good idea to post ABBI meeting info on the Facebook page/set up as events

Good Will/Welfare – Chair – Katina Catron

- No report

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

- Check from Ford should be coming soon
- A new chair for this committee is needed to replace Sheila; Chris suggested that a fundraising schedule be created

Reports of Special (Select Committees)

Sponsorships- Chris Cox

- No report but this committee needs a chair!
- Suggestion was made to offer some form of incentive in order to attract a chairperson- finance committee will explore this option

Chaperones – Andrea Hagan

- No report

Uniforms – Andrea Hagan

Photography – Al Chen

- No report

Yearbook – Nancy Bessio

- No report

Props – Tracy Catron

- No report

Pit Crew- Brian Laferriere

- Winter Percussion pit crew needs help unloading trucks (final unload) this Saturday, April 14, at ~ 10:15 pm. The musical ends at about the same time that night so plans will need to be made to avoid conflict

Invitational- TBD

- No report

Barnes & Noble - Alan Mangelsdorf

- No spring event this year; we need two events next year!

Jazz Cabaret- Karen Locke

- Mr. Guillen has taken care of some tasks (tickets, program book)

Yard Sale- Gina Ragusa

- No Report

Community Days- Sheila St. Onge

- Sheila emailed an update: a committee has been formed but the format of the day may change; Mr. Rzodkiewicz will find out if Jazz groups will be involved, and Sheila will follow up if Color Guard is involved

Winter Guard- Sheila St. Onge

Winter Percussion- Lesley Harrison

- Final competition is Saturday, April 14 with send off show scheduled for 12:30 pm in Gyms 8 & 9 that day; awards night to follow soon

Scholarships-

- ABBI scholarship application process will be announced soon (Mr. Guillen will email the students)

Action: Susan will design a Google form to move the application online

Action: Chris will follow up with Paul Effman regarding their scholarship

(2) Special Orders

- Budget vote will take place next month (May)

(4) Unfinished Business

- Al checked in with Tom Spendly- he will sell merchandise at the Jazz Cabaret & ask the vendor about opening up the online store

(5) New Business

- Discussion was held about reading the minutes in advance of board meetings instead of at the meetings
Action: Minutes will be sent out within a week of the board meeting for members to review and comment, and will be voted on at next meeting. If changes are needed, a motion can be made to amend the minutes, then they will be posted to the website
- Carlos will serve as Treasurer for one more year, then a replacement will be needed. He will try to recruit an assistant who can observe for part of the year

Meeting adjourned: 8:54 PM

Next Meeting: Thursday, 10, 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