

ABBI BOARD OF DIRECTORS MEETING
July 13, 2017
AHS Senior Lounge

ATTENDEES: Katina Catron, Tracy Catron, Al Chen, Evan R zodkiewicz
, Chris Quinby, Susan Smith, Sheila St. Onge, Carlos Velez

Called to order: 7:03 PM

(1) Reading of Minutes of previous meeting

Motion: Kat Catron

Seconded: Al Chen

Passed

(2) Reports of Boards & Standing Committees:

Finance – Chair- Carlos Velez

- As of 6/30, income is \$173,240 (2017 Marching band tour fees were deposited before end of 2016 fiscal year so we are a bit cash heavy now)
- Winter Percussion tour fees deposited
- Summer band deposits have started to come in; started after July 1
- Expenses: no checks last month-some usual and customary marching band bills need to be paid
- FY ending 6/30/17 will break even pending further financial review
- Al and Carlos need to sign new card (adding Al as 3rd signer)
- Finance Committee members finalized: Tracy Catron (board member); Rene LaFeriére (general member); Tom Spendley (general member)
- Sheila will ask Lori Smalley and will attend first meeting
- Meetings will be held throughout the year and will run about an hour

Directors' Report:

Communications (General)

- Chris, Susan, Brian, Kate & Band Directors have access to Charms
- Alan still has access (as an alternate for now)
- Chris has password for ABBI email account and website (will give to Susan)

Social Media - Chair – Tracy Catron

- Al, Susan and Chris are admins on Facebook (Al and Susan are editors)
- Tracy will need access as an editor and will set up an Instagram and Twitter
- Chris needs to be in loop on all passwords; Carlos to set up a proper email domain account and put in request for transfer (Chris to request that Alan release the domain to a new host); **Arlingtonbandboosters** is our brand name for now
- Tracy will email Lesley Harrison to acquaint her with the social media processes

Directors: We cannot tag any pictures ever but we can post pictures of the kids; right there aren't any opt out forms

- Suggestion: Post to ABBI Facebook and Mr. Keech can post to the marching band page
- Lesley can be supplemental person-to share pictures, etc.
- Official announcements will come from Tracy
- Scope of this relates to **all band programs**
- Goal is to drive more traffic to ABBI page
- AI- photographers can post to ABBI page? They can share with marching band too

Good Will/Welfare - Chair – Katina Catron

- Staff appreciation (ongoing)

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

- People can send ideas to Sheila and she will coordinate
- We need those ideas! (Tracy will solicit thru Facebook)
- **Grants:** Jen had been working on grants; Carlos will start to fill out applications
- **Sponsorship:** need a chairperson (Alan)?
- **Parent Night Brown Bag Dinner-** Giveaway- gold flags (Sheila)
- **Pizza dinner for students-** Instead of charging parents separately for pizza, charge a bit more for the for the parent bag dinner & ABBI can subsidize

Chaperones

- **Andrea Hagan** will be appointed as liaison from ABBI to coordinate with Joanne (volunteer support!); Joanne has been contacted about this

Uniforms

- Bills will be paid that are outstanding
- Will need to look at long term plan (3, 5, 10 yr outlook)
- Will add gold brocade piece for this year for 50th recognition

Reports of Special (Select) Committees

Band Camp

Props

- Mr. Keech has seen prototype and approved it; Brian and Tracy discussed

Pit Crew

Yearbook

Invitational

Barnes and Noble

Jazz Cab

Yard Sale

Community Days

- Sheila will coordinate Tymor

Drive in

50th

- Sheila meeting with Mr. Keech next week

(4) Special Orders

(5) Unfinished Business and General Orders

(6) New Business

- Chris shared info from Mr. Keech about a **free** seminar on July 23 in Westchester, PA- 3 hr program covering a booster's role in advocacy, communication w/ administrators, run by booster people; Chris will forward the info to interested board members
 - Volunteer table at band camp on Wednesdays- do it again this year; Andrea will have the first week (July 19) to solicit band camp volunteers (one or two board members will still be there)- we need the banner (Alan has it); ABBI will table the following week (July 26): Need sign up sheets for:
 - Scoopers for Ice cream social (first Friday)
 - Pizza sign up
 - Bag lunch helpers
 - Tag sale
- ABBI Board tabling schedule:
- July 19- Chris
 - July 26 Catron's
 - August 2- Sheila
 - August 9- Susan
 - Catrons will develop the sign up sheets

Comments from the floor:

ACTION ITEMS:

<u>TASK</u>	<u>OWNERSHIP</u>	<u>DATE DUE*</u>	<u>DATE DONE</u>
Contact Renee Laferiere (sp?), Brian & Kate LaSusa, Gina (Color Guard) re interest in Finance Committee participation	Chris Quinby		
Contact Lori Smalley re interest in committee participation	Al Chen		
Contact Sheila St. Onge re Drive In plan.	Chris Quinby		
Discuss Guard Event/Fundraising logistics, ie: Spaghetti Dinner, Tag sale, Candy sales with Sheila St. Onge	Chris Quinby		
Review By-Laws and submit any changes by next meeting.	ABBI Board		
Finance report to be submitted by first week of August.	Finance Committee		
Reserve rooms for upcoming ABBI Board and General Membership meetings.	TBD – Secretary?		
Contact Lesley Harrison re assisting with Social Media	Susan Smith		7-11-17
Consult with Mr. Keech re Chaperone Chair (Andrea/Joanne?)	Chris Quinby		
Consult with Noreen Gurevich re Dome DVD process/ordering	TBD		
Propose date and plan for Drive In event	Alan Mangelsdorf		
Update ABBI website (minutes, calendar)	Susan Smith		
contact Zoe's for ice cream (first Friday of band camp)	Sheila St. Onge		

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

Motion to adjourn-Tracy

Kat- second

Meeting Adjourned: 9:00 PM

Next Meeting: Thursday, August 10, 2017