

# FOCB Officers Meeting

## Minutes

January 8, 2018, 6:00 – 7:30 p.m.

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### **Attendees:**

Cindi Carrell  
Karen Lenore  
Craig Lewis  
Tammy Lewis  
Jen Means  
Aaron Pearlman  
Heather Randol  
Gary Riler  
Isaac Szymanczyk

### **Director's Update**

- See attached Director's Report

### **Treasurer's Update/2017-2018 Budget Review:**

- Budget has money to spend, director's requests can be covered (instruments, upcoming travel, uniform racks, Disney t-shirts, see Directors Report) – Heather moved to approve these purchases, Cindi seconded; motion approved.
- See attached Budget Report.
- Bank balance is currently \$80,460.18; approx.. \$53,500 is for Disneyland trip
- Upcoming fundraisers include mattress sale, wine and jazz night, bake sales at concerts
- If there is extra money, perhaps something extra for the kids at the end of the year; there should be enough money for plaques for all of the seniors
- Other Fundraiser will be more detailed in the future, breakdown of current line: \$2500 donations, \$1100 car wash, \$350 t-shirt/clothing sells; suggestions for individual line items next year: "event fundraisers," "merchandising fundraisers," etc...

### **Upcoming Events & volunteer needs**

- a) Future Warriors Concert – Jan. 18 – a presence from FOCB recommended; approx. 84 eight grade band students who will be coming to Cleveland next year; see action items for board members.
- b) Mattress Sale - Feb. 3 – Gary is coordinating kids to stand on corners, coordination for publicity underway.

- c) Bridging the Gap – Feb. 8- no assistance needed
- d) US Navy Band - Feb. 17 – Saturday night, need volunteers for ticket distribution, publicity, concessions, in the gym; see action items
- e) Wine and Jazz at Hip Chicks to Wine – April 6<sup>th</sup>; Square page is set up for tickets
- f) Winter/Spring band trips and competitions – parent help needed as noted in Director’s report

### **Disneyland Trip**

- Truck rental/driver for Disney trip – Tom has reservation for a \$900 U-Haul truck, and he has a second driver.
- Final Payment reminders & exceptions policy
- Disney update at parents meeting January 22 at 6:30 p.m.: final payment reminder, meal reminder, date of pre-trip parent/student meeting

### **Review Mission Statement and Bylaws**

- On hold until after Disneyland trip, but to be completed by end of year
- In draft bylaws, consider adding additional board positions, such as volunteer coordinator, at large members, communications specialist, etc...

### **Other Items**

- The state opens the legislature with a band every morning, Tami sent Gary an email with details
- Several people are posting on Facebook; Board recommends that Isaac take the lead on posting scheduled events but leave open the possibility of others posting items like pictures from recent events
- Discussed possible logo for FOCB that could be used for printed thank you cards, letterhead, etc... Board to revisit at a future meeting

### **Review Action items from October officers meeting:**

- Aaron - Invite key volunteers such as Tammy and Isaac and Susan to attend executive meetings (Done)
- Jen - communicate with Brianne about logistics and recruiting participants for bake sale at Winter Concert (Done)
- Gary - find out how big the truck was they used at Madison for hauling instruments to Disneyland (Done)
- Gary to provide Jen with information about meals for Disneyland trip (Done)
- Jen to prepare info sheet re: meal options for Disneyland trip to hand out at parents meeting before Winter Concert (Done)
- Cindi to add a clause to bylaws about sharing costs (prorated) with PTA for a tax preparer

## **Upcoming Meetings**

- January 22<sup>nd</sup> 6:30 - All parents meeting, include Disneyland update; mention Board positions and volunteer opportunities for next year; elections to be held closer to the end of the school year; have a handout with a list of roles for people to think about for next year, sense of commitment, etc.; discuss upcoming fundraisers and events & volunteering for them;
- February 12<sup>th</sup> 6:00 FOCB Board meeting – further discuss ideas for new board positions
- March 12<sup>th</sup> – 6:30 Disney Parents/Students/Chaperone meeting
- April 9<sup>th</sup> – 6:00 FOCB Board meeting – finalized mission statement bylaws, discuss logo ideas

## **Summary of Action Items**

- Jen to contact the volunteer list for those who signed up as “pit crew” to see if we can get a truck to pick up uniform racks.
- Cindi to contact Monica about concessions at Navy Band Concert
- Cindi to research Event Brite for tickets at the Navy Band Concert
- Isaac can help with PSA text, and can connect with Oregon Military Department
- Heather to contact Veteran’s Affairs for possible help day-off; ticket takers, ushers, publicity
- Gary to contact PPS communication director re: Navy Band publicity
- Cindi will get mardi-gras beads for FOCB/parents at Future Warriors
- Jen to coordinate concessions at Future Warriors Concert
- Gary/Jen to coordinate on fliers re: mattress sales at Future Warriors concert
- Aaron to say a few words about FOCB and mattress sale at Future Warriors concert
- Isaac to draft a schedule for FB posts for scheduled events
- Gary to talk to Tom to confirm Disneyland truck arrangements are final, and will check payment/donation situation; Tom should probably put it on his card to cover insurance
- Cindi to ask Michelle about putting mattress sale on school sign
- Jen to contact volunteer list for people who signed up to chaperone for winter/spring trips Gary needs help with

## **Future/long-term action items for tracking**

- Identify a lead on go-fund-me for play-a-thon by April, i.e., replacement for Aaron’s function
- Recommend that Gary write to PTA in the spring and request that they include band sponsorship in their budget
- Review and approve bylaws and mission statement
- Advertise for more sponsors on Band Programs
- Consider planning Tag Day for late summer 2018