

MINUTES
FOCB Board Meeting
Cleveland High School
September 9, 2019

Attending: Cindi Carrell, Stacey Lovett, Jennifer Means, Gary Riler, Sheralynn Storr, Linh Vu, Debbie Wager. **Guests:** Tammy Lewis, Craig Lewis, Brian Richardson, Kelly Schauer, Liz Stevens

Absent: Maria Green, Heather Randol

I. DIRECTOR'S REPORT – Gary Riler

A. *See Attachment A*

B. *Growth of program:*

Currently 177 students are participating in the band program, including 60 freshmen. This is up from 148 students last year, and 78 students in 2015! The numbers for the smaller groups are still fluctuating, as students' schedules are being finalized.

C. *OMEA performance in January 2020:*

This performance will take place the same weekend as All-State. It is an incredible honor, as to Gary's knowledge, this is the first time a PPS high school band has been invited to perform. Wind Symphony has 62 musicians, so there may be additional chaperone and transportation needs.

II. TREASURER'S REPORT – Stacey Lovett

A. Further discussion requested on the following:

- New line item for purchase of insurance, proposed \$500 (see Action Item)
- Standard operating procedures (SOPs) for check writing and audit of bank statements (see Action Item)

Interim procedures are two signatories on checks and request for Janet Morgan to continue auditing bank statements.

B. Credit card – application pending with bank

C. Pending expenditures

- Disney scholarship - 1 student application pending
- Filing fee for non-profit status

III. FUNDRAISING

A. General discussion

- All fundraising outreach to parents to take place after Play-A-Thon
- Outreach to freshman parents;
- Employer matching programs
- Pie sales – individual student fundraising effort to support Disney trip

B. *PLAY-A-THON*

- Tammy and Craig Lewis, Play-A-Thon chairs, provided an update regarding logistics for the 10/4/19 livestreamed fundraiser, including coordination with the hospitality committee and volunteer needs.
- Additional discussion on communication strategies, promotion, and outreach for Play-A-Thon.

IV. BYLAWS – Cindi Carrell

Leigh Gill has been working on the proposed bylaws and a draft will be ready for circulation in the near future.

V. VOLUNTEER NEEDS

- 9/27 – Eighth grade night with pep band;
- TBD - Measuring for marching band gear

VI. ACTION ITEMS

- Cindi — soliciting bids for insurance
- Cindi/Jen/Stacey – develop proposed SOPs for checks/bank account for group consideration

VII. UPCOMING EVENTS

- 9/13 – Pep band, Football v. Wilson (unless rained out)
- 9/18 – Play-A-Thon fundraiser kick-off in class; link to Go-Fund Me site shared
- 10/4 – Play-A-Thon!

Director Report – Board Meeting September 19, 2019

\$\$ REQUESTS

DISNEY 2020

- More students are registering. We have 82 studnets

EQUIPMENT PURCHASING UPDATE

- We received the drumline equipment in July. Students are very excited!
- The tuba is being cleaned and adjusted, and will then be shipped. Looking forward to adding that to our stable of instruments.

GENERAL COMMENTS

I am starting to push kids to strongly consider auditioning for WIBC and/or ALL-STATE.

All of the groups are off to a great start.

MS students join us Sept. 27 for the football game vs Forest Grove. We will need to buy A LOT of pizza for this event. We will be feeding over 200 kids!

I plan to meet with MS band directors soon to discuss the Future Warrior Concert and any more improvements we can make.

UPCOMING PERFORMANCES

SEPTEMBER - 2019

13	Friday	ALL	Football vs. Wilson	5:45pm – 10pm
18	Wed	ALL	Play-a-thon Fundraiser KICK-OFF	In Class
18	Wed	PB	Back to School Night	5:45pm – 6:30pm
27	Friday	ALL	Football vs. Forest Grove (8 th Grade Night)	5pm – 10pm

OCTOBER - 2019

1	Tuesday	OPT	All-State Auditions DUE	
4	Friday	ALL	PLAY-A-THON	3:30pm – 11:45pm
5	Saturday	OPT	WIBC Auditions DUE	
10	Thursday	ALL	Football vs. St Helens	5:45pm – 10pm