**LHS Rebel Band Booster Executive Board**

**July 20, 2021**

**6:00pm/Band Hall**

**Board Members in Attendance:**

Ashley Blase, President Kayce Sellers, A/P Treasurer

Stacy Pitts, A/R Treasurer Katy Reid, Membership

Debbie Martinez, Fundraising Olga Padilla, Hospitality

Traci Tercero, Communications Rebecca Dominguez, Secretary

Others in attendance:

Tom Blase, Pit Boss/Crew Jessika Ramirez, Colorguard Committee Chair

Shane Dockrey, Uniform Committee Chair

Stella Clifton, Parliamentarian (Absent)

No Vice-President

**Proceedings:**

* Meeting called to order by Ashley Blase at 6:03pm
* Folders with information for each board member were distributed by President, which included:
  + Executive board member contact information
  + Band board member duties and expectations
  + Approved budget for the year
  + Bylaws of the LHS Booster Club
    - Stella will review and keep us in check with the bylaws.
* Minutes from previous meeting on May 20, 2021 were reviewed
  + Kayce Sellers made a motion to approve
  + Traci Tercero seconded the motion
  + All approved, none opposed.
* **Financials –**Treasurer Reports:
  + **Accts Receivable**—Stacy Pitts
    - Three new sponsorships were acquired, will push for more
      * Katy Reid inquired about how the sponsorships work
      * Ashley explained credits will show up on Charms accordingly
      * This is the first year the Sponsorships have been online
      * Fox has been inquiring for two months about getting their logo on our website with their sponsorship, which is already paid for
      * Traci will keep posting reminders on the website to push the sponsorships since the e-mail two weeks ago wasn’t successful
      * Freshman aren’t on charms, will send out e-mails as soon as possible and spread via word of mouth
    - No receivables for this month
  + **Accts Payable**- Kayce Sellers:
    - Statements were reconciled through current month.
    - Treasurer’s report will contain a summary on the first page containing the bank balance, and the balance for all three accounts.
      * Bank Account Balance: $67,686.51
        + Alamo JHS – $ 8,247.29
        + Abell JHS – $ 3,388.77
    - Earmarked Funds will be the fundraising amounts raising by the students, which will record the source and the amounts of money coming in, knowing that it can’t be spent by the Boosters.
    - Began reconciliation on June 1st; coding will be listed (Income & Expense by Category) each month, when available, to keep better track of expenses and catch missing receipts/amounts
      * Will help keep track of profits and losses/success of each fundraiser
      * Each account will have a page with the same breakdown to be updated each month to show what has happened since the last month (like a reconciliation report for each account)
      * The coding will be listed so that they can be reviewed and corrected as needed (i.e., Mr. Gonzales and the Colorguard Camp) and be placed in the books
        + Missing coding on two entries for JW Pepper & Concert Band supplies. Will visit with Mr. Dojahn to find correct category.
  + Per Ashley: during Budget Meeting, some items were moved and/or combined (which is why Kayce may not have been able to find the right account code): 5705 used to be Music & Music copyrights, but because it’s called Sheet Music, it would’ve been coded to 5705, but got moved to Marching Show Production 6402, which has $500 budgeted for the year
    - JW Pepper has a quick turnaround time for sheet music as compared to N-Tune, which takes two weeks; N-Tune is paid by the school budget, may need to use JW Pepper at times
    - Concert Band Supplies have been taken out of 5704 Marching Show Supplies; will take note to add new codes for next year’s budget since we’ll need concert band supplies/sheet music per Mr. Dojahn; definitely need money for Concert Band supplies for next year
  + Item numbers not on budget will be changed to Concert Band Supplies
    - Isaiah Gonzales will be reimbursed for Colorguard Camp Transportation/Travel and will be with us all year as the Guard Instructor
    - Mr. Dojahn stated that Isaiah will need a Timesheet to be turned in every two weeks to keep books straight and avoid falling behind in paying him (Colorguard instructor), $20/hour; e-mailing of time sheet will suffice. Kayce will provide him with a W-9 since it’s his first time working for the MRB
  + Guard Choreographer is Jennifer Henshaw & is coming in on Sunday; there is already a reservation for a rental car, but will need itemized receipts (not estimates) for:
    - Rental car
    - Hotel (Did Mr. Gonzales ask anyone to make a hotel reservation for her? One needs to be made thru Wednesday)
    - Southwest Airline Reservation
    - Person will need to contact Hotel & they will send form for signature for Tax Exempt Status (Ashley will do tomorrow)
    - Need to follow through better in the future to avoid them having to pay with their own card
    - She’s submitted an Invoice for $7,000; she wants two separate payments of $3500 includes payment for both 6406 Woodwind/Brass Choreography and 6407 Guard choreography:
      * The 6407 account only has $5000; will cover 1st payment but not second.
      * Will use 6406 to cover the remaining $2000
  + West TX A&M University Band Camp expenses:
    - Need receipt from Abell JHS (Jordan Frazier)
    - Alamo JHS has already provided receipt
  + Mr. Dojahn verified if TMEA Region 6 music check was mailed out? Kayce stated Debbie (Debbie Hammond) cut & mailed out the check for Abell JHS; Kayce just cut & mailed out the check for Alamo JHS since she received the checks (Debbie had previously run out of Alamo checks & had to re-order); Mr. Dojahn should have already received the Abell one; he only has Alamo’s; will check if he’s received the Abell check, will notify Kayce if he hasn’t.
    - Kayce mentioned improving the time frame from receiving a check request to paying it: Check request was three weeks difference from time requested to the time paid (June 23rd, but she didn’t have Alamo checks)
  + Century Resources had an outstanding invoice from back in March or April, which because it wasn’t paid on time, will include a late charge; need to pay on time going forward to avoid having to pay late fees/charges
  + There were no further questions on the budget.

**Board Updates:**

* Memberships– Katy Reid
  + Need volunteers to sign-up for Extrava“Band”za; will use Band App for sign ups and to spread volunteer information
  + Created signups and will tweak them as needed;
    - Mr. Dojahn told Ashley that the Band App has a way to create sign-ups (and events); he will give her access to familiarize herself with it so signups can be done with Band App going forward:
      1. Extrava”Band”za signup
      2. Uniform Fitting for students
      3. Uniform Volunteer signup
* Hospitality – Olga Padilla
  + Food will be provided at 11am for volunteers at Extrava”Band”za, including water, and drinks
* Communications – Traci Tercero
  + Now using the Band App, posted several items and is easy to use; likes it a lot.
  + Will keep using Facebook and Instagram; will slowly wean off of both and focus on Band App; afterwards, will continue to use FB and Instagram for recruitment; there are many who follow the band
* Uniform Committee – Shane Dockrey (Samantha Burgess, Committee Co-Chair)
  + Per Ashley: Uniform room was a mess; Shane and her daughter came in and cleaned it up
  + Shane and her co-chair Samantha are trying to come up with the best method to fit students for their uniforms more efficiently; no way to make it go faster; usually takes 15-20 minutes per student
  + Would like to have at least six volunteers during Extrava”Band”za
  + Have been fitting the freshman and percussion; will need help next week getting more students fitted on Tuesday and Wednesday morning (need three volunteers) at 8:30am – 12:30pm; Mr. Dojahn asked to be reminded via e-mail of the morning uniform fittings to include it on his newsletter
  + Shane and Samantha will be holding a training 30 minutes prior to the Parent Meeting with typed-up instructions to use as a reference
  + Will schedule Uniform Parent Meeting on July 29th prior to the Mandatory Parent Meeting and instruct volunteers on steps to successfully get remaining students fitted for their marching band uniform
    - Mr. Dojahn requested it not be done during rehearsal
* Spirit Sales - Debbie Martinez/Jessika Ramirez
  + MRB Website and Spirit Sales:
    - Total of $2,189 raised for online sales for the 2020-2021 school year and will continue sales online to lessen the amount of on-hand inventory
    - Online sales will either be mailed or may be picked up at Grande Stadium from 6:30pm-7:30pm
    - Requested business cards containing the QR code & the website on them to steer parents/students to the MRB online store/website, as well as having a website handout with the QR Code during spirit sales to order the sizes needed that aren’t in the current inventory; they will be able to order at their convenience if they don’t already have the QR Reader App
  + Fundraising Dinners: the goal is to have one dinner per month or every 4-6 weeks, depending on the Band calendar; Debbie will obtain fliers from the restaurants that have them & make them available for distribution by the Band Directors to the students once the dates are determined
    - Contacted Jason’s Deli and Grub Hub (waiting on response to e-mails), as well as Whataburger, Dickies and Texas Roadhouse
    - Currently partnered with the neighboring Whataburger who will provide handouts (no need to do anything else), we get 20% of sales, either a Monday or Thursday (no Wednesdays)
    - Dickies Barbecue will donate 10% of sales, can do two/year (fall and spring), will try to get in on their books for the fall
    - Texas Roadhouse will donate 10% of sales, can pick a Monday thru Wednesday, 3pm -10pm window for MRB sales & will also provide the fliers
      * They also have a peanut fundraiser: we can buy one box of 46 peanut bags for $25-$30, then we sell them for $5 each; all proceeds are ours to keep.
      * They also provide free appetizer cards (will inquire as to how many…per bag?)
      * Another fundraiser is frozen rolls for $8/dozen, will provide honey butter for $6/dozen; if so, need to sign up sooner rather than later (can get really busy around Thanksgiving and Christmas holidays)
      * will be a 50/50 profit
    - Menchie’s Frozen Yogurt (over by Walmart) may also be another possible business
    - Keep Midland Beautiful (KMB); $500 per session; can earn up to $3,000 max/year (can be done up to six times); goes by calendar year (Jan-Dec);
      * Ashley recommended trying one first to see how the turnout is again, since last year there was decent participation and money was raised.
      * Will try to schedule on a Saturday; Ashley stated maybe either in September or November (Debbie suggested maybe during the intersession); will try for 9/25/21
    - World’s Finest Chocolate: during audit, Kayce noticed that the payout will need to be changed.
      * The boxes have gone up; our support was a 50/50 split: however, each box was $33, but then we were charged $95 for each shipment (there were two), so the boosters actually ending up paying.
      * We’ll need to re-vamp if we decide to do it again because the students will only be getting 25% instead of 50%; the company sets the price per bar
      * The bars we sold were $1; however there are thicker bars that can be sold for $2
  + Snap Fundraiser-the band directors would like to do this again; the Snap folks are ready to go
    - We need a week to start the kick-off once we get a date set in getting e-mails from the students
    - Students will receive a portion of the online donations; Kayce had an idea to have a flyer at Extrava”Band”za to start collecting e-mails notifying the students
    - Once the date is set, the students will have 10 days to enter all the e-mails collected and the campaign will run for 28 days
    - Will need to jump on it now per Mr. Dojahn; he likes the idea of passing out a flyer at Extrava”Band”za, which will be on 07/31/21, kickoff will be a week after the students have time to key/enter the e-mails
    - The flyer will be placed in their packet upon check-in at Extrava”Band”za and will end on 08/28/21
  + Movie Nights
    - Regal Cinema will host at least 104 students at $10 each ($1,124 total); there are no other contingencies on whatever ticket sales we do
      * There’s not much of a break on the ticket price; there are no concession requirements.
      * We can set our own timeframe, with a movie that is currently showing
    - Cinergy will cost between $3000-$4000 because they have a food and beverage minimum
      * If a new movie was showing, it would cost more
    - Shane Dockrey checked with her youth minister to see how much it would cost to just do laser tag and video games vs. a movie, but it was still pretty expensive
    - Green Acres Putt-Putt is by reservation only; current time is set up is 6-7:30pm;
      * Will cost $10/student; looking at Saturday, 8/6/21; their tee time is every 10-15 minutes; need a head count (no minimum)
      * They provide snacks & drinks; they have a party gazebo where we can bring our own food; hospitality has money in the budget for food and activities; booster club will cover ½ of the cost since we feel most anyone can afford $5. (Currently have $3000 in the budget for social events)
      * Was thinking to have five students/team, they could pick their own team and maybe provide a prize
      * The Boosters will cover $5 so students only have to pay $5; Debbie will need a headcount before Wednesday, pay by Friday the 29th; students pay as they arrive
  + Band Olympics will be held with a Band Party/Dance to follow at the Youth Center; DJ will be provided at 6pm & set up at the Youth Center, party to begin at 7pm; band Olympics will be in the band hall
  + Spirit Sales: the koozies are ordered at $17.17 each; will cost $20 including the Band LHS logo; can pay $5 more for name on Koozie holder
  + Koozie holder for big water jugs were ordered and is optional to purchase and has a strap, as well as a big pocket (music folder may fit in the pocket, keys, etc.), which will also cost $20; for $5 more can have name on the Koozie bag
  + Band shirts: we typically have two generic ones, a band shirt, and one for Mom or Dad (Debbie proceeded to show us the print outs of all four shirt logos); we have opted not to put “Legacy” on the shirts this year, as we believe that they will not sell well; we’ll use LHS
  + There was a shirt that may only be for the girls; will only order a few to keep in inventory and the rest will be ordered online only.
  + All shirts will be on the website; the latter two (for Band Mom or Dad) will be able to get customized on the website (Brother, Aunt, etc.)
  + Different material of logos were discussed, including sublimation; prefer screen printing; Mr. Dojahn prefers the letters and logo stay the same, prefers the color gray; shirts will be posted on Face
  + Volunteers will be able to continue wearing their shirts; Ashley had her make some with only LHS, so wearing Lee ones should be ok.
  + Rebels being Rebels will be having a sale off campus with Lee gear, in a parking lot; will notify Debbie so they can set up to try and sell leftover Lee spirit wear
* Student Activities: There are two Saturdays rehearsals in August, so Boosters will provide a treat:
  + The first activity will be on 08/21/21; either popsicles or coke floats
  + Second date will be Kona Ice, also provided by the Boosters, on the 28th, the last Saturday rehearsal
  + Just a treat to reward them for being out here on Saturday

No further questions or comments on Debbie’s work, other than great job!

**Presidents Report –** Ashley Blase

* Extrava”Band”za on the 31st: in past years, all students walked out and away with their required gear; however, not this year because of the rebranding and also because the logo was just approved last week, so there was no time to order/prepare.
  + A form will be given to each student to pre-order their items and pay; once items come in, they will be distributed on Tuesday nights at Grande, but
    - The Treasurer table will have separate forms for returning students and new students to differentiate between the new students who have to pay and the returning students who don’t have to pay for the replaced Polo shirt and under uniform shirt and bottom
  + Returning students may still use their Lee Water jugs, will try to encourage to buy a jug koozie
  + Saturday from 10am-2pm; will have different stations set up like previous years
  + This year will have a Q & A table for Communications, one for directors to explain the Band App, and the Drill book app, and students will also be able to pick up their instrument if they didn’t get it the Friday before
  + N-Tune will be there to sell gloves and marching band shoes
  + Pam with the Branding Iron will have a table
  + Students will get fit for their uniform if they haven’t already
  + Students will need to turn in their physicals to the directors; directors will need to get a list of the students who had physicals done with the coaches back in May; trainers should have their physicals
    - Other standard medical forms will need to be completed and turned in to the nurse
  + A table will be set up for online registration for the parents who didn’t do it prior
  + A table will be set up for students to look at and try on the under uniforms prior to ordering, as needed for sizing
  + Will get with Katy Reid for various needed sign ups, as well as how many and what time slots
  + Olga will need to order food, drinks and water for the volunteers that day and have it delivered around 11am; will probably do sandwiches again; Jessika can help her decide various options to order from and will need Tax exempt form each time she orders food
  + Kayce will e-mail the tax exempt form to all of us in case we need one for future purposes; will need to keep receipt and turn it in and reimburse those expenses
  + We’ll need to sign up for a shift, if possible
  + Mr Dojahn created a Google Drive for the Booster Club last year, which has folders for all the executive board members to upload documents, minutes, etc.; Ashley will e-mail us the link to access and download forms
  + Will create a folder for Colorguard
  + Thursday, July 29th is the first required parent and student meeting at 7pm in the auditorium; we all need to be there, if possible, since we will be introduced as the new Board Members; in the past, students have been brought in, but this time will only be parents;
    - Mr. Dojahn will cover expectations, activities, requirements, etc. and will be recorded for parents who are unable to attend
    - The treasurers will be available after the meeting in case any parents would like to make assessment payments

**Other Committee Updates**

* Pit Crew – Tom Blase:
  + No updates, but asked if props needed to be painted or anything: he will visit with Mr. Dojahn to see what needs to be done, if anything

**Director’s Report** – Mr. Dojahn

* Mr. Dojahn mentioned that every sophomore, junior & senior will receive a replacement polo shirt, as well as one replacement under uniform short and shirt; this wasn’t an original part of rebranding, but he turned it in and it was approved
* Band App: MRB will be using “Band App”, which is free; has many great features, which include the calendar, polls; created a private chat room for the booster board; Ashley will add people for communicating
  + 184 people are currently signed up; both students and parents need to sign up; it’s absolutely free and he wants all family members to sign up
* Leadership/Colorguard/Drumline Camp (Summer Band LCD Camp per Mr. Dojahn)
  + 98% attendance
  + Kids are excited about the show
  + Camp ends today; but leaders will keep showing up if they have specific duties (two librarians are running off copies as needed); received three boxes of paper, two will probably be gone by the end of the week
* Summer Band Camp begins next week at 1pm-4pm & 6pm-9pm on Monday in the auditorium; students will be able to drop off physicals and will be given their name tag, which were made by the leaders
  + Attendance will be taken with nametags, which were given to each student (about 170 band and colorguard students) which will be collected at the end of every night, then get passed out the next day by the section leaders (in lieu of calling out names)
  + This year, a Colorguard choreographer will be added and will also be doing a Brass/Woodwind choreography; Directors are grateful for booster club adding money to pay for a winning choreographer
    - all students will be learning a three-four minute dance routine/warmup which will be the visuals for the show;
    - will learn during summer band in three days during the 1-4pm block, will be breaking out into three groups, which will be rotated
    - Students will be learn ballet terminology (just the top bands do this for their shows); will be done at the beginning of every rehearsal for the show
    - Students will know to be in their place when they hear the song playing to start their visual warmup
* “Pass-Off” Charts- will serve as a visual representation of how much the students have learned and what music has been “passed off”
  + There are seven objectives that are needed to be passed off and played by memory;
  + If played well enough, the directors will give the student a sticker to place on the chart by their name
  + This may seem very elementary, but directors are bringing back “Section of the Week,” which will help determine, simply by looking at the progress on the charts every Friday, which section will be deemed as Section of the Week.
  + Section Leaders can see the progress, and this will also help with the more competitive students who will work hard to earn a star
  + There will be no challenging this year for spots or anything; however, if some students aren’t “hacking it,” the directors will trade out that student for someone who is
  + The data speaks for itself (avoids directors from intervening)
* Spring Trip Info: Planning to go to Orlando, Florida, but has not officially been approved by the district due to the huge admin changes downtown
  + LHS principal has already approved the trip
  + Will announce Spring Trip on the first day of Band so that we can begin registration and will keep it open for two to three weeks after the parent meeting
* Texas Bandmasters Association Convention in San Antonio-Mr. Dojahn and Mrs. Marin will be attending; Mr. Gonzales and Mr. Connell will be available and will be leading the Colorguard and drumline on Wednesday-Friday
  + This convention is mainly just for band directors to attend clinics to help them become better marching band directors; it’s geared towards marching, whereas the February convention is geared towards Concert Band Contest

**New Business**

* Intersession: There will be a Marching Band Clinic at Grande Stadium, held by LHS on October 23rd, 2021 from 8am-12pm at one-hour increments;
  + Ratliff stadium will be used as an area contest; there are no other band contests happening on the 23rd, so Mr. Dojahn has created his own band clinic and invited judges, as well as the other four 6A bands to participate
  + No volunteers will be needed (he’s happy to say!); the directors are completely in charge of their group and will be bused over, just like for band contest
  + Each band has one hour on the field to either perform their show twice for the clinicians with critiques after each performance OR they may choose to warmup for 30 minutes and perform their show once, just like UIL allows
  + The director’s plan for the MRB students is to warmup just like UIL allows in the parking lot, perform once, judges will come down and talk to the band one-on-one (hear the critiques), then perform the show again, working on what clinicians/judges told them; they’re following the same preliminary and finals rules
  + Kids will need to bring their water jugs and will be bused over to Grande (no water refills needed since there’s no rehearsal prior)
  + Needs help from the boosters to pay for the clinicians/ judges, but will charge the other bands to pay:
    - The cost is $75/hour each for the three judges;
    - has informed the other band directors that they will be charged to participate and that it is not for profit
  + Need to be out of the stadium at 12pm because UTPB has a game and needs to set up
  + MRB will perform either at 10am or 11am; will need bus chaperones and parents to help with uniforms just like for a football game
  + That Saturday is in-between Region UIL and Area UIL (it’s a really important Saturday), so we had to create an event to hold the kids accountable so we don’t relax (since it’s intersession)
* Calendar Location Change: There will be no practice at Grande Stadium on 08/3, 08/10, 08/17, or 08/24; practice will be at LHS, NOT at Grande (This will be helpful with distributing required gear pre-orders from LHS)
  + Grande does not have their dots on the field to begin practice on 08/02/21
  + Parking lot on campus already has dots, which are a grid to help students learn how to march and where their spots for the show are
* First Grande rehearsal will be on the 31st, which is great because it’ll be the first practice for performing the show on the field
* The Team Up Calendar has expired, Remind will be phasing out since we have the Band App
* Ashley asked about an instructions page for Extrava”Band”za to help parents know how to see/use the calendar on the Band App
  + Mr. Dojahn explained how there’s a button for each calendar (marching band or Colorguard) which makes it very simple, which can also be added to your Google Calendar or phone calendar; marching band is called Full Band on the app
* Mr. Dojahn asked if there were any other questions or comments:
  + Debbie asked if he wanted the Drumline to perform at dinner nights? Yes!
  + She also asked about Centennial Park (he asked about a possible fundraiser or donation being made); he prefers not to do random performances unless a donation will be made since it takes up Director and student time (which is where the MRB Sponsorship forms come in)

**Volunteers**

* Per Katy Reid: Volunteering will be done different this year; at this time, volunteers will need to go in to the school office to have their driver’s license scanned by Raptor and then request to complete a background check.
  + The clerk in the office will keep a list of the people who have volunteered
  + The clerk has no date as to when the online volunteer form and background check will be up and running
    - Will still be able to use the volunteers who were approved from last year through the middle of September or so
    - Freshman parents will not be able to volunteer until then unless the online volunteer link is ready before then
  + For the first football game: will need to let parents know that only the previous year’s approved volunteers will be able to sign up; hopefully, by the second football game, things will be in place for new volunteers
  + The required form for volunteering and the background check may be completed at any school, but parents need to select LHS as one of the campuses besides the one their child is at (where they are completing the volunteer request)
    - MISD will have the master list for volunteers so Katy can get a list of approved volunteers

**Next Meeting**

* Monday, August 9th at 6pm-7pm in the Band Hall, General Booster Meeting to follow

Meeting was adjourned at 7:57pm.

RHD