

MEETING MINUTES

Meeting/Project Name:	SY 2017-2018 Kickoff		
Date of Meeting:	July 26, 2017	Time:	7:00 p.m. – 8:00 p.m.
Minutes Prepared By:	Elaine Munson	Location:	Panera 1397 Fordham Drive VB
1. Meeting Objective			
School Year 2017-2018 Overview			
2. Attendees			
Board Members: Tim Rossettini (Band Director), Micole Aristy (President), Jen Bailey (2 nd Vice President), Sandi Music (Treasurer), Mike Episcopo (Secretary)			
Department Head: Elaine Munson (Uniform)			
Absent: Davida Wright (1 st Vice President)			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
SY 2017-2018 Calendar	<p>Tim:</p> <ul style="list-style-type: none"> Varsity football games Competitions Parades Assessment Invitational Practice/Rehearsal <p>THSBB and General Meetings</p> <p>Location: THS band room</p> <p>Date: 2nd Thursday of every month except August, December 2017 & May 2018</p> <p>Time: 7:00 pm to 8:00 pm</p> <p>08/25: Parent picnic first General/Parents</p> <p>09/14: Executive Board</p> <p>10/12: General/Parents</p> <p>11/09: Executive Board</p> <p>No December meeting due to December concerts and holidays</p> <p>01/11: General/Parents</p> <p>02/08: Executive Board (*may be rescheduled)</p> <p>03/08: General/Parents</p> <p>04/12: General/Parents</p> <p>05/17: General/Parents</p> <p>06/04: Announcement of new 2018-2019 THSBB members at Awards Night Appreciation of 2017-2018 outgoing THSBB members</p> <p>06/07: Meet and Greet with 2018-2019 THSBB members</p> <p>See https://tallwoodband.com/calendar/</p>		
Tallwood High School Marching Band Invitational	<p>Mike:</p> <ul style="list-style-type: none"> o After action report re: 2016 o Map/Schematics o Timeline <p>DELEGATED:</p> <ul style="list-style-type: none"> o Fundraising: <ul style="list-style-type: none"> ▪ 50/50 ▪ Sponsorships ▪ Donations ▪ Gates: front & back (admission) o Bleachers (3-locations) o First Aid o Lights o Signs & Banners—Jen o Bathrooms/Port-O-Potties—Tim 		

	<ul style="list-style-type: none"> o Trophies—Tim o Tents o Food & Beverages: <ul style="list-style-type: none"> ▪ Food trucks ▪ Judges ▪ Bus & Pit truck drivers ▪ THS band students <p>Sponsorship levels Director: (\$1,000 & above) Plus Drum Major level Name and logo Tallwood Band web site Preferred seating (10 free tickets)</p> <p>Drum Major: (\$750-\$999) Plus Section Leader level Name included in <u>THS Marching Band Invitational name</u> (i.e. SPONSOR NAME presents the Tallwood High School Band Invitational) Preferred seating (5 free tickets)</p> <p>Section Leader: (\$500-\$749) Plus Member level Name and logo on <u>all printed materials</u> related to the event (i.e. Invitation, Save the Date card) Logo placement on <u>banner</u></p> <p>Member: (\$250-\$499) Plus Booster level Name and logo 5.5" X 8.5" ad in <u>THS Marching Band Invitational program</u></p> <p>Booster: (\$25-\$249) Name recognition announced at <u>all press releases</u> during the THS Marching Band Invitational and varsity football home games</p>
Seniors' Parents Co-operative	Elaine: Charter Facilitator SENIORS' PARENTS: Corsages Banners Senior Trip
Finance	Sandi & Tim: THSBB account balance as of July 26, 2017 = \$33,607
Ways & Means	Sponsors Donations Programs 50/50 THS MB Invitational Festival of Music Fundraising Merchandise: <ul style="list-style-type: none"> ▪ Buttons ▪ Seat cushions ▪ Inventory in THS 2nd floor storage
Fall Athletic Program	Jen: Format Photographer Pictures Sponsors Previous years THS athletic programs

Administrative	<p>Tim:</p> <ul style="list-style-type: none"> • Web THSBB update • Create & add Uniform email address • CHARMS • Roster of students' by section & grade (for Elaine & Sandi)
Band Camp August 14-18, 21-25, 28-30	<p>Tim & Micole:</p> <p>Meals:</p> <ul style="list-style-type: none"> • Staff • Students <p>Parents/Volunteers</p>
2017 Marching Band Show Theme	<i>Machino</i>
Uniforms	<p>Tim & Elaine:</p> <ul style="list-style-type: none"> • LED on shakos • Hoodies • Inventory to Sell • Parents/Volunteers
Spring Trip	<p>Tim:</p> <p>Minimum 48 people = 8 staff + 40 students</p> <p>Incentive for parents/students: 100% fees paid \$150 deduction against spring trip global cost</p>
Other Business / Public Comment	<p>Positions to be filled: Hospitality (food)</p> <p>THSBB By-Laws THSBB Meeting SOP, Structure & Planning:</p> <ul style="list-style-type: none"> • Establish SOP, Structure & Planning • Monthly Agendas planned prior to next meeting • Monthly Itemized Financial Report • Focused Efforts • Calendar of Events: Committee Chairs <ul style="list-style-type: none"> ○ Marching Season <ul style="list-style-type: none"> ▪ Assessment ▪ Tallwood Marching Band Invitational ○ Concert Season <ul style="list-style-type: none"> ▪ Assessment ▪ Festival of Music

4. Action Items

Action	Assigned	Due Date	Status
1 Solicit sponsorships, donations of vendors, services, products for THS MB Invitational & THS band	ALL THSBB & parents		
2 THS MB Invitational detailed plan	Mike		
3 Seniors' Parents Co-operative Charter (1 st Draft)	Elaine	August 4, 2017	completed
4 Roster of students' by section & grade (Elaine & Sandi)	Tim	August 2, 2017	completed
5 Web THSBB update	Ben Carr	July 28, 2017	completed
6 Create Uniform email address & add to tallwoodband.com	Ben Carr	July 28, 2017	completed
7 Photographer for band	Jen	August 9, 2017	completed
8 Previous years THS athletic programs to Jen	Elaine	August 9, 2017	completed
9 Inventoried hoodies email to Tim	Elaine	August 8, 2017	completed
10 Images of & inventoried items to sell email to Tim	Elaine	August 8, 2017	completed
11 Band camp meals			
12 Eating accoutrements (forks, spoons, plates, napkins, table cover)			
13 <i>CHARMS</i>	Katie Baynor		
14 Volunteers	2 nd VP—Jen		
15 Fundraising	1 st VP—Davida		
16 First Aid supplies			

