

Meeting Minutes

Committee Name:	Waukee Band Parents Organization
Date of Meeting:	January 5, 2023
Location:	Waukee High School Band Room
Minutes Prepared By:	Laurie Johnson, Secretary

1. ATTENDANCE AT MEETING

Kylene Blanchard	Kevin Chaloupecky	Karen Hatch	Tadd Hatch
Laurie Johnson	Jon Koch	Teresa Koch	Lynette Kohtz
Steve Kohtz	Rishi Kolusu	Sandy Landin	Laura McPike
Cali Mills	Jeff Patterson		

2. MEETING AGENDA

Waukee Band Parent Organization
January 5, 2022
7:00 PM
Waukee High School Band Room

1. Call to order
2. Minutes of previous meeting
3. Brian and Shelley Hughes on Corporate fundraising
4. Treasurer's Report
5. Director's Report
6. ACTION ITEM: Programmable combination padlock for can shack (Jon and Teresa Koch)
7. ACTION ITEM: \$2600 for Alan Feirer leadership workshop for marching band leadership on May 31st, 2023. (Mr. Kolusu)
8. ACTION IEM: \$150 plus mileage for Dr. Robert Washut to come do a clinic with Jazz One on Tuesday, January 24th. (Mr. Kolusu)
9. ACTION ITEM: \$150 for Carnycia Royce as a commission for creating a new Waukee Jazz One logo. (Mr. Kolusu)
10. Committee Reports
 - a. Equipment
 - b. Fundraising
 - c. Concessions
 - d. Uniforms
 - e. Volunteers
 - f. Warrior World
 - g. Website/RevTrak
 - h. WMI
 - i. Winter Showcase
11. Old Business
12. New Business
13. Adjourn

3. MEETING NOTES, DECISIONS, ISSUES

1. Meeting was called to order at 7:03 PM by Tadd Hatch
2. Meeting Minutes:
 - Motion to approve the November 2022 meeting minutes by Kylene Blanchard, Sandy Landin 2nd. Motion approved. Note: No meeting was held in December 2022
3. Brian and Shelley Hughes on Corporate fundraising
 - Brian and Shelley Hughes attended the meeting to briefly present possible sponsorship options supporting the Waukee Warrior Regiment (WWR) with recognition space on the trailer. Timeframe: Brian Hughes goal is to have the sponsorships and decals completed by March of 2023.
 - The prior sponsors will be reached out to for opportunities to continue support of the WWR, however if there are additional sponsors recommended by the WBPO he requested he be contacted. Rick's Towing will be considered a sponsor for their support of the WWR.
 - Mr. Patterson noted that there is an opportunity to place the sponsor names on the inside of the trailer doors as well, which can then be viewed at competitions when the doors are open, to celebrate the sponsors.
 - The sponsors, dependent on sponsorship level, may receive an announcement at events or in the program.
4. Treasurer's Report:
 - Motion to approve the November 2022 Treasurer's Report by Kevin Chaloupecky, Laura McPike 2nd. Motion approved. Note: No meeting was held in December 2022
 - The CD has been established for an 8 month period and includes only the WBPO funds as the NWBPO funds were paid to the NWBPO account prior to setting up the new CD.
5. Band Directors Report
 - Mr. Kolusu
 - Jazz One performances have been great
 - Jazz One to visit Lincoln Center Concert in Omaha on February 1, 2023
 - Jazz One to play at Nocce on February 15, 2023 - come watch!
 - Jazz clinic is coming up January 28, 2023
 - Mr. Patterson
 - Perry Band Olympics preparations are in the works. Perry Band Olympics will be held February 18, 2023.
 - Preparations are underway for the February 13, 2023 concert
6. ACTION ITEM: Programmable combination padlock for can shack (Jon and Teresa Koch)
 - Jon and Teresa Koch recommended that a combination padlock or lockbox be utilized at the can-shack for convenience and to increase productivity of shift time when the prior shift is a no-show or alters their scheduled time.
 - How the code could be provided to the volunteers was discussed and possible options included: including the code within the sign-up details, providing the code within the confirmation email, or texting the code prior to the scheduled shift.

- A motion of up to \$300 for the combination lock or lockbox for the can-shack was made by Kevin Chaloupecky, Karen Hatch 2nd. Motion approved.
7. ACTION ITEM: \$2600 for Alan Feirer leadership workshop for marching band leadership on May 31st, 2023. (Mr. Kolusu)
- Mr. Kolusu shared that the foundational leadership training is held each year for the section captains and drum majors. The course would be held in May and be paid in June 2023.
 - It was determined that the best option at this time is to request the funds from the Waukee Foundation. Mr. Kolusu will reach out to request funds.
8. ACTION IEM: \$150 plus mileage for Dr. Robert Washut to come do a clinic with Jazz One on Tuesday, January 24th. (Mr. Kolusu)
- Mr. Kolusu requested \$150 for the Jazz One clinic to be held January 24, 2023. The clinician changed from Dr. Robert Washut to Paul Lichty due to scheduling.
 - A motion was made by Jon Koch to pay Paul Lichty \$150 for their time as a clinician at the January 24, 2023 event. Kevin Chaloupecky 2nd. Motion approved.
9. ACTION ITEM: \$150 for Carnyia Royce as a commission for creating a new Waukee Jazz One logo. (Mr. Kolusu)
- A request was made by Mr. Kolusu for commission payment to Carnyia Royce of \$150 for creation of the new Jazz One logo.
 - A motion was made by Kevin Chaloupecky to provide commission payment of \$150 to Carnyia Royce for the Jazz One logo creation. Kylene Blanchard 2nd. Motion approved.
10. Committee Reports
- Equipment Committee: Jon Koch - no report
 - Fundraising Committee: Laura McPike
 - Can-shack is doing great thanks to committed volunteers
 - T-shirt quilt raffle to be held. Tickets can be sold for only 2 weeks prior. The plan is to begin the sale of the raffle tickets at the February concert. The raffle license is required to hold the raffle.
 - A motion was made by Kevin Chaloupecky to apply for the raffle license, Jon Koch 2nd. Motion approved.
 - Based on the approved motion, Laura McPike will submit the application for the license.
 - Additional fundraising ideas are being considered such as text campaigns. The research will continue as future trips are pending destination confirmation at this time.
 - Concessions Committee: Steve Kohtz - no report
 - Tadd Hatch noted that Becky Lachenmeier, NWBPO President, is taking point in conversations regarding the use of the Athletics Booster facilities and inventory for the band. Further meetings to be held.
 - Uniforms: Kylene Blanchard
 - All volunteer spots were taken for uniform washing. Pickup was Saturday January 7, 2023. The uniforms are to be returned on the date listed on the Sign-Up Genius of Tuesday January 17, 2023.

- Volunteer Committee: Lynette Kohtz - no report
- Warrior World: Karen Hatch - no report
- Website/RevTrak: Karen Hatch - no report
- WMI: Cali Mills - no report
- Winter Showcase: Karen Hatch
 - The Showcase is scheduled to be held March 25, 2023

11. Old Business: no old business during the meeting

- On December 12, 2022 Mr. Kolusu requested coverage of \$40 for the ticket cost for Jazz One students attending the optional Jazz concert at the Lincoln Center in Omaha on February 1, 2023. A vote was passed unanimously by the WBPO via email on December 13, 2023 to approve the expense not covered by requested donations for the trip. Ticket cost is \$40 per ticket for 19 students.
- On November 8, 2022, Mr. Patterson requested \$3305 for purchase of a bass flute for the flute ensemble. A vote was passed by the WBPO via email on November 9, 2022 to approve the cost of the bass flute in the amount of \$3305.

12. New Business:

- Mr. Patterson and Mr. Kolusu will reach out to the NWHHS Band Directors for information regarding the Winter Drumline and Winter Guard
- Mr. Kolusu advised the Jazz Clinic to be held January 28, 2023 will be set up differently this year with three clinicians (Jackson Churchill, Gabe Scheid, and Mr. Patterson), an improv masterclass, socializing and a jam session. Students will learn to improvise and apply the skills for the remainder of the year. An honorarium of up to \$350 for each clinician plus the cost of cookies was requested. A motion was made by Kylene Blanchard to approve up to \$1250 for the event to cover costs of honorariums for three clinicians and cookies for attendees. Karen Hatch 2nd. Motion approved.

13. Adjourned at 8:30 pm. Motion by Kevin Chaloupecky, Karen Hatch 2nd. Motion approved.