

## Meeting Minutes

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|----------------------|----------------------------------|
| Committee Name:      | Waukee Band Parents Organization |
| Date of Meeting:     | March 2, 2023                    |
| Location:            | Waukee High School Band Room     |
| Minutes Prepared By: | Laurie Johnson, Secretary        |

### 1. ATTENDANCE AT MEETING

|                  |              |               |                |
|------------------|--------------|---------------|----------------|
| Kylene Blanchard | Karen Hatch  | Tadd Hatch    | Laurie Johnson |
| Jon Koch         | Teresa Koch  | Lynette Kohtz | Steve Kohtz    |
| Rishi Kolusu     | Sandy Landin | Laura McPike  | Jeff Patterson |
| Sophia Patchin   |              |               |                |

## 2. MEETING AGENDA

### **Waukee Band Parent Organization**

March 2, 2023

7:00 PM

Waukee High School Band Room

1. Call to order
2. Minutes of previous meeting
3. Treasurer's Report
4. Director's Report
5. Update on concessions meeting with Athletic Booster (Tadd)
6. Formation of Nominating Committee for 2023-2024 School Year (Tadd)
7. ACTION ITEM: \$250 for lunch for Jazz One after Ron Battani performance before Blue Note performance on 3/4/2023 (Mr. Kolusu)
8. Committee Reports
  - a. Equipment
  - b. Fundraising
  - c. Concessions
  - d. Uniforms
  - e. Volunteers
  - f. Warrior World
  - g. Website/RevTrak
  - h. WMI
  - i. Winter Showcase
9. Old Business
  - a. \$2600 for Alan Feirer leadership workshop for marching band leadership on May 31st, 2023. (Mr. Kolusu)
  - b. Concessions with Athletic Boosters
10. New Business
11. Adjourn

### 3. MEETING NOTES, DECISIONS, ISSUES

1. Meeting was called to order at 7:04 PM by Tadd Hatch
2. Meeting Minutes:
  - Motion to approve the February 2023 meeting minutes by Teresa Koch, Karen Hatch 2<sup>nd</sup>. Motion approved.
3. Treasurer's Report:
  - Motion to approve the February 2023 Treasurer's Report by Laura McPike, Lynette Kohtz 2<sup>nd</sup>. Motion approved.
  - Wellmark donations are to come in through EFT in future and paperwork has been completed
  - Follow-up from the February meeting pertaining to WBPO funds used to cover the Lincoln Center Jazz event in February: \$440 in donations, total cost of \$738, WBPO cost \$298
4. Directors' Report
  - Mr. Kolusu
    - Successful concert bands on February 13, 2023
    - Jazz Band had an eventful February with taking second place at Jack Oatts Festival and first place at Indian Hills. This weekend Jazz One will participate in the Ron Battani jazz event and the NWHS jazz competition on Saturday, followed by the Timberline showcase on Tuesday.
    - Marching season planning is underway
  - Mr. Patterson
    - The Perry Band Olympics was a success.
    - Payment for the accompanist utilized by the WHS band students is being aligned with the payment for NWHS students.
    - The student teacher begins working with Mr. Patterson next week. Her name is Sophioa Patchin.
5. Committee Reports
  - Equipment - Jon Koch
    - An estimated timeframe for marching equipment conversations was discussed. The result: soon.
    - Truck driver conversations are on the horizon for the fall marching season. Mr. Patterson and Tadd Hatch will work closely to move discussions forward and identify possible driver options.
  - Fundraising - Laura McPike
    - The raffle was successful with \$430 raised. Jenn French was the winner.
    - Can shack signup was sent out today, March 2. Several new volunteers have signed up in recent months.
  - Concessions - Steve Kohtz
    - Upcoming event for concession sales will be the Winter Showcase on 3/25. It was noted that the WBPO will need to stock the concession stand for the event.
  - Uniforms - Kylene Blanchard

- All uniforms are washed and returned. The gauntlets and undershirts have been washed as well.
- Volunteers - Lynette Kohtz
  - Winter Showcase volunteer signup to be sent in the near future
- Warrior World: Karen Hatch - no report
- Website/RevTrak - Karen Hatch - no report
- WMI - no report
- Winter Showcase Karen Hatch
  - The Showcase is scheduled to be held March 25, 2023
  - Discussions are being held to determine what needs to be done prior to the event.
  - The gym is not available until noon on the day of the event.
  - Karen mentioned that volunteering at the event is a great opportunity for silver cord hours. Many volunteers will be needed.
  - Concessions will need to be available early as many groups come early.

#### 6. Old Business:

- Mr. Kolusu - requested \$2600 for Alan Feirer leadership workshop for marching band leadership on May 31st, 2023. This item has been tabled for discussion at the April 2023 WBPO meeting.
- Concessions conversations with the Athletic Boosters continue - Becky Lachenmeier and Tadd Hatch met with the Athletic Boosters to discuss options, final plan is to be determined. Potential options include tracking of inventory in Square APP, self-stocking the concessions for events, or a split of profits. More to come in upcoming months.
- Sponsorships: Brian Hughes continues to search for WWR sponsors

#### 7. New Business:

- Tadd Hatch requested a nominating committee be formed for the open board position of secretary for the 2023-2024 school year. Kylene Blanchard and Karen Hatch volunteered to be on the nominating committee.
- Tadd Hatch requested that if a WBPO member is interested in a different role for the 2023-2024 WBPO year to please let him know so that he is able to relay open positions at upcoming concerts.
- Mr. Woodard requested WBPO funds for pizza for the ninth grade students prior to their concert. Motion to cover cost of up to 5 pizzas for the ninth grade students by Kylene Blanchard, Sandy Landin 2nd. Motion approved.
- Mr. Kolusu requested the WBPO cover meals for Jazz One between events on March 4, 2023. A motion to cover up to \$250 for student meals between Jazz festivals was made by Jon Koch, Kylene Blanchard 2nd. Motion approved.
- Mr. Kolusu received an email pertaining to the copier lease and a review of insurance from the WCSD. Sandy Landin confirmed that the WBPO has insurance on the machine, and will provide proof of insurance to Mr. Patterson and Mr. Kolusu.

8. Adjourned at 7:57 pm. Motion by Kylene Blanchard, Laura McPike 2<sup>nd</sup>. Motion approved.

