

Meeting Minutes

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| Committee Name: | Waukee Band Parents Organization |
| Date of Meeting: | May 4, 2023 |
| Location: | Waukee High School Band Room |
| Minutes Prepared By: | Stacy Pearce, Secretary |

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|---------------------------------|----------------|-----------------|-------------------|
| 1. ATTENDANCE AT MEETING | | | |
| Kylene Blanchard | Karen Hatch | Tadd Hatch | Laurie Johnson |
| Jon Koch | Teresa Koch | Lynette Kohtz | Stacy Pearce |
| Rishi Kolusu | Sandy Landin | Bill Mabuice | Callie Mills |
| James Mohammed | Jeff Patterson | Laura Hinspeter | Kevin Chaloupecky |
| Sophia Patchin | | | |

2. MEETING AGENDA

Waukee Band Parent Organization

May 4, 2023

7:00 PM

Waukee High School Band Room

1. Call to order
2. Minutes of previous meeting
3. Treasurer's Report
 - a. Cost splitting of joint activities with Northwest. 50/50 or based upon participation
 - b. Surety bonding for Treasurer
 - c. Dual signatures on checks over a certain amount
4. Appointment of new members (Tadd)
5. Director's Report
6. ACTION ITEM: \$350 plus gas reimbursement for Dr. Justin Mertz, clinician for concert band (Mr. Kolusu)
7. Committee Reports
 - a. Equipment
 - b. Fundraising
 - c. Concessions
 - d. Uniforms
 - e. Volunteers
 - f. Warrior World
 - g. Website/RevTrak
 - h. WMI
 - i. Winter Showcase
8. Old Business
 - a. Concessions with Athletic Boosters
9. New Business
10. Adjourn

3. MEETING NOTES, DECISIONS, ISSUES

1. Meeting was called to order at 7:03 PM by Tadd Hatch
2. Motion to waive reading of the previous month's minutes by Teresa Koch, Karen Hatch 2nd. Motion approved.
 - Introductions
3. Treasurer's Report:
 - Motion to approve the April 2023 Treasurer's Report by Teresa Koch, Bill Mabuice 2nd. Motion approved.
 - Winter Showcase Expense Resolution–Revtrak came to WBPO last year, but expenses came from NWBPO. \$7.78 was split between WBPO and NWBPO.
 - Discussed how to split program expense overages/excess donations beyond expenses, should it be 50/50 or based on participation of each feeder. Ongoing discussion to come at future meetings.
 - A Surety Bond is required according to by-laws in the amount of \$50,000. This should go to the title of treasurer, not the individual. Required by by-laws so no motion necessary.
 - Sandy Landin recommends having 2 signatures on large checks. Motion to have both treasurer and president sign checks over \$2500 by Sandy Landin, Kevin Chaloupecky 2nd. Motion approved.
 - Sherry Steger will join next month as the new Volunteer Coordinator.
4. Directors' Reports
 - Mr. Kolusu
 - Jazz season has ended, lots of growth during the season.
 - Justin Mertz held a clinic at the high school with 7, 8, 9th grades during the day and a great concert Monday night.
 - Considering creative ways to recruit from lower grades
 - Getting close to the show reveal
 - Mr. Patterson
 - Received rejection letter from Macy's on Wednesday.
 - Working on a new proposal for an Orlando trip for 2024/25.
 - Will need volunteers for cakes at band awards held May 9 at 7pm. (Please bring a serving utensil!)
 - Bus loading at 8:30am Saturday for DCG large group band.
 - Football schedule is out, there are 4 home games. Travel/events planned include:
 - Rosemont 9/16
 - Papillon 9/23
 - Homecoming 9/30
 - ValleyFest
 - WMI
5. ACTION ITEM: Mr. Kolusu requests \$350+gas to reimburse Justin Mertz for the clinic held 5/1/23.
 - Motion to reimburse Justin Mertz \$350+gas by Kylene Blanchard, Kevin Chaloupecky 2nd. Motion approved.
6. Committee Reports
 - Equipment - Jon and Teresa Koch-no report
 - Fundraising - no report
 - Concessions - no report
 - Uniforms - Kylene Blanchard - no report
 - Volunteers - Lynette Kohtz - no report
 - Warrior World- Karen Hatch - no report

- Website/RevTrak–Karen Hatch
 - Karen needs pricing and will provide a list of items to Mr. Patterson. Would like to add a disclaimer that says used items will be provided if items are not purchased (jacket, shoes, gloves, burp).
 - Discussion of the supply fee. Was suggested camp snacks be a separate sign-up, and call the supply fee “Marching Band Donation” instead. Possibly raise the fee to \$25.
- WMI - Cali Mills - no report
- Winter Showcase - Karen Hatch - no report

7. Old Business: None Discussed

8. New Business: None Discussed

9. Adjourned at 7:45 pm. Motion by Jon Koch, Karen Hatch 2nd. Motion approved.