

Meeting Minutes

Committee Name:	Waukee Band Parents Organization
Date of Meeting:	November 2, 2023
Location:	Waukee High School Band Room
Minutes Prepared By:	Stacy Pearce, Secretary

1. ATTENDANCE AT MEETING

Stacy Pearce	Karen Hatch	Tadd Hatch	Rishi Kolu
Sandy Landin	Jeff Patterson	Callie Mills	Sheri Steger
Laura McPike	Bill Mabu	Jason Gulliford	Heidi Gulliford
Kylene Blanchard	Jon Koch	Teresa Koch	
Kevin Chaloupecky	Lynette Kohtz	Steve Kohtz	

2. MEETING AGENDA

Waukee Band Parent Organization

November 2, 2023

7:00 PM

Waukee High School Band Room

1. Call to order
2. Minutes of previous meeting
3. ACTION ITEM: Wes Williams (student at Waukee High School) would like to present an idea for improvements to the trailer. This would be for his Eagle Scout Project.
4. Treasurer's Report
5. Director's Report
6. ACTION ITEM: Band Director Travel Policy

Waukee Band Parent Organization Policy on Reimbursement of Director's Travel

On occasion when the Band Directors ("Directors") have cause to travel on official business to conferences, meetings and related activities. The first point of cost coverage or reimbursement will be from the school budgets (The "District").

In those cases, where the District will not cover necessary costs such as lodging, travel or meals, the Band Parent Organization ("WBPO") will provide payment or reimbursement for directly associated costs.

Details:

1. All requests under this policy must be pre-approved prior to travel by the WBPO. Directors should do their best to estimate travel costs that will need to be reimbursed. 2. Costs will be covered up to:
 - a. The amount or the lesser of the cost of the conference or meeting location hotel as described in the conference or meeting information.
 - b. Per diem meals up to the amount designated by IRS guidelines as described in the related IRS guidelines provided on the IRS website. 2023-2024 amounts are located in <https://www.irs.gov/pub/irs-drop/n-23-68.pdf>.
 - c. Directors may pay for expense using their own finances and request reimbursement after the fact or use a WBPO provided credit card to make payments.
 - d. In either case, appropriate receipt documentation should be provided to the WBPO Treasurer upon completion of the request travel.
3. WBPO reserves the right to deny requests based upon WBPO circumstances.

7. ACTION ITEM: \$300 for Jazz One's fall clinic: Dave Kobberdahl, Dan Meier, and Gabe Scheid (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. Middle School Stickers
10. New Business
11. Adjourn

3. MEETING NOTES, DECISIONS, ISSUES

1. Meeting was called to order at 7:02 PM by Tadd Hatch
2. Meeting Minutes:
 - Motion to approve October 2023 meeting minutes by Laura McPike, Karen Hatch 2nd.
3. Presentation by Wes Williams, Eagle Scout project.
 - Tenor Drums do not currently have more than straps to secure them in the trailer. Wes has worked with the Directors to develop a plan to build secure storage for up to 3 tenors and also hangers for harnesses, along the wall near the front of the trailer.
 - Approximate cost would be \$180. Possibly could use some of the band prop wood.
 - Would build this winter and have ready for spring.
 - Motion to approve Wes Williams' Eagle Scout project by Kevin Chaloupecky, Bill Mabuca 2nd. Will discuss fundraising at future meetings.
4. Treasurer's Report:
 - WMI was good, approximately \$44,000 ticket sales and we are splitting a profit of approximately \$6000 concessions.
 - Motion to accept the October 2023 treasurer's report by Laura McPike, Kevin Chaloupecky 2nd.
5. Director's Reports
 - Mr. Kolusu
 - Sit-down band mode now that marching is done.
 - 1st Concert Band concert Monday December 11, 7pm in the auditorium.
 - 26 students auditioned for All-State. 10 students were accepted, including 3 freshmen. 7 made band, 3 made orchestra.
 - Perry Band Olympics, Winter Guard and Winter Drums are meeting and gearing up.
 - 2 competitions have been removed from the calendar to reduce travel, time away for students.
 - Approximately 40 students signed up for Orlando trip so far. Initial payment/deposit is due November 21. More information about fundraisers to come.
 - There is a Timberline concert on November 9 and a South Middle school concert on the 14th. Mr. Kolusu would like a liaison from WBPO to attend each to talk about opportunities for future involvement, wants to keep up recruitment efforts. Directors will provide a script.
 - Mr. Patterson
 - Reminder that All-State accommodations have historically been paid by WBPO, includes rooms for students and Directors.
 - 22 rehearsals left before the winter concert.
 - Clarinet and flute choirs will start to meet.
 - Big push for Perry Band Olympics involvement.
 - Battery played at and toured the new Vibrant Music Hall and they loved it. Also played at Eason Pumpkin Parade. Mr. Patterson has been approached by new McDonalds, Home Show, etc., for small groups to play at openings and events.
6. ACTION ITEM: Band Director Travel Policy.
 - Some edits were proposed by Jon Koch. Motion to accept edited policy by Jon Koch, Karen Hatch 2nd.
7. ACTION ITEM: \$300 for Jazz One's fall clinic: Dave Kobberdahl, Dan Meier, and Gabe Scheid (Mr. Kolusu)
 - Clinicians to work with students in sections for an hour, then will come together for ensemble. Mr. Kolusu requests a total of \$300, \$100 to be given to each of the 3 clinicians. Motion to approve \$300 for Jazz One clinicians by Kevin Chaloupecky, Laura McPike 2nd.

8. Committee Reports:

- Equipment - Jon and Teresa Koch
 - Props are torn down.
 - Can shack door is fixed.
 - Question about drum major stands, they should be stored for winter. Jon replaced a pin on one and will help to store them.
 - Extension cords basket—needs to find its home.
 - Gong needs castors, Jon will send what is needed to Directors to order.
 - Discussion about potentially selling, or what to do with, the tarp. Mr. Kolusu will follow leads.
- Fundraising - Laura McPike
 - Can shack is going great, should be mentioned at the Timberline concert to get the word out to the 9th graders.
 - Santa's Rocking Lights@Living History Farms on Thursday December 7—we will receive \$3/car. Will also share this info with the younger grades, can put on Facebook pages and in weekly emails.
- Concessions - Steve Kohtz
 - Winter Guard and SCIBA Jazz coming up.
 - Will use what concessions we can that are left for next events.
- Uniforms - Kylene Blanchard
 - Uniforms have been picked up for cleaning/washing, and will be returned by November 13.
 - Plume holder discussion, many are broken, more to come.
- Volunteers - Sheri Steger
 - Upcoming sign-up needed for SCIBA in December, Sheri will find one from last year for a model for this year.
- Warrior World- Bill Mabuice
 - Bill plans to inventory what's left.
 - Karen Hatch mentioned there is a final band apparel delivery to come in the next week.
- Website/RevTrak - Karen Hatch - no report
- WMI - Cali Mills
 - WMI went great.
 - Callie is putting together ideas for next year and for the next volunteers.
 - Question and discussion about when Waukee and NW are performing, if they are spread out more we might get more volunteers willing to participate. More discussion in the future on scheduling.
- Winter Showcase - Karen Hatch - no report

9. Old Business:

- Middle School Stickers—Karen will check to see if the sheet can be changed, so that there are 7-8 of the same size. Pricing is for 100 sheets, cost is \$4.87 for current sheet with one large and 6 small stickers. More discussion to come.
- December WBPO meeting is scheduled on the same night at Jazz One preview, discussion about whether we should reschedule or cancel? Mr. Patterson would like to meet so that we will still have a meeting before SCIBA which is on December 9. Next meeting will be Tuesday December 5 at 7pm.

10. New Business:

- Mr. Patterson recommends that we give Bill and his wife a gift card for driving the truck for us. Possibly get a thank-you card that the kids will sign. Motion to approve giving a \$100 restaurant gift card to Bill by Kevin Chaloupecky, Bill Mabuice 2nd.

- Sandy Landin explained that there will be a reimbursement for the copier expenses from the Vocal Music Boosters. We should have been splitting the cost but have not been for some time. The amount owed to us is \$7411.08.
- Mr. Patterson announced his retirement this week. He will finish this school year. He will be missed.
- Tadd Hatch shared that Mrs. Roland was very touched by the flowers that were sent after her mother passed.

11. Adjourned at 8:05pm. Motion by Karen Hatch, Laura McPike 2nd. Motion approved.