

Meeting Minutes

Committee Name:	Waukee Band Parents Organization
Date of Meeting:	September 7, 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	Heidi Gulliford	Jason Gulliford	Steve Kohtz
Kylene Blanchard	Jon Koch	Teresa Koch	

2. MEETING AGENDA

Waukee Band Parent Organization

September 7, 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. ACTON ITEM:
 - a. Purchase hot spot router from US Cellular \$100. Purchase monthly service for needed months @\$25-\$40 per month (currently, September 16-October 16, potentially December and possibly January.).
 - b. Purchase 1 square device from Choir Parent Organization which will be shared with them as well. (Karen)
6. ACTION ITEM: Lodging and per diem for directors attending conferences (Mr. Kolu)
7. ACTION ITEM: Stickers for students (Mr. Kolu)
8. ACTION ITEM: Flowers for Ms. Roland's mother passing (Mr. Patterson)
9. Insurance for WMI (Tadd)
10. Concessions with Athletic Boosters update (Tadd)
11. Cost of required items and payments by students/district/WBPO Update (Tadd)
12. Committee Reports
 - a. Equipment
 - b. Fundraising
 - c. Concessions
 - d. Uniforms
 - e. Volunteers
 - f. Warrior World
 - g. Website/RevTrak
 - h. WMI
 - i. Winter Showcase
13. Old Business
14. New Business
15. Adjourn

3. MEETING NOTES, DECISIONS, ISSUES

1. Meeting was called to order at 7:04 PM by Tadd Hatch
2. Directors' Reports
 - Mr. Kolusu
 - Great progress on the marching show
 - Jazz band is off to a good start
 - Recruitment/retention efforts plans are being made with other directors
 - Upcoming: 9/15 Football game (1st time in uniform)
 - 9/16 Rosemount
 - 9/23 Papillion-LaVista
 - 9/29 Homecoming—9th grade band will join high school for pregame
 - Mr. Patterson
 - District might be covering only \$1800 for 2 charters for Rosemount, will check into coverage from last year. They pay the difference between yellow buses and charters, WBPO pays lodging and food for drivers.
 - Plenty of extra bus seats for overnight chaperones so no extra vans will be needed.
 - Snacks will be needed for the morning before going to Mall of America. Kylene Blanchard and Sandy Landin have lots of snacks left over from band camp. Sheri Steger will create a sign-up for drinks like juice boxes/apple juice.
 - Pictures of seniors need to be taken for the banner. Kylene Blanchard's dad is a professional photographer and can come take pictures before the game next Friday.
 - Rosemount itinerary has been shared, Papillon-LaVista possibly leaving 8:30-9am, but late awards so a very late arrival home is expected.
3. Meeting Minutes:
 - Motion to approve August 2023 meeting minutes by Teresa Koch, Karen Hatch 2nd.
4. Treasurer's Report:
 - Sandy Landin flipped the CD, rolled to 18 months at 3.55%. She also opened a money market account with \$55,000 to earn additional interest.
 - 78% of sign-ups donated \$25 for required items.
 - Tadd asked Mr. Kolusu to add a donation reminder and a link with his week-at-a-glance.
 - Revtrak collection breakdown: \$3150 MN Trip
 - \$150 Yard Signs
 - \$15 Stickers/Decals
 - \$1575 Member Jackets = \$8605
 - \$290 Optional Apparel
 - \$3425 Required Items
 - Motion to accept the August 2023 treasurer's report by Laura McPike, Karen Hatch 2nd.
5. ACTION ITEM: a. Purchase hotspot router from US Cellular \$100. Purchase monthly service for needed months @\$25-\$40 per month (currently, September 16-October 16, potentially December and possibly January.). b. Purchase 1 square device from Choir Parent Organization which will be shared with them as well. (Karen)
 - Karen Hatch shared discussion with Choir about purchasing a Square device from them to use for WMI and Warrior World. We will own it but will share it with Choir as needed. A Hotspot is also needed for the internet connection. It can be turned on during the months it will be needed, and can be also used for concessions and shared with Choir.

- Cost is \$100 for the router and the smallest data plan to start is \$25/month, which can be upgraded if necessary (up to \$40/month).
 - Karen will verify with the Activities Office which carrier they use and get the same.
 - Motion to approve purchase of a \$100 router and monthly wifi service as needed at \$25-40/month by Kylene Blanchard, 2nd by Callie Mills.
6. ACTION ITEM: Lodging and per diem for directors attending conferences (Mr. Kolusu)
- Mr. Kolusu discussed opportunities for the Directors to travel for professional development. Currently Vocal Boosters cover hotels and \$40/day for meals. Tadd proposed that a policy is written and in place before it is approved, but that it should be in line with Vocal Boosters.
 - Motion for creation of a policy covering lodging and meal per diem for Director's professional development trips to be presented at the next meeting by Jon Koch, Karen Hatch 2nd
7. ACTION ITEM: Stickers for students (Mr. Kolusu)
- Mr. Kolusu would like to give stickers to students in lower grades as a recruitment/retention effort. Karen Hatch shared that there are 71 sheets with 7 stickers each in inventory that could be cut to separate, which should be plenty. Can give other directors the sheets and let them cut and hand them out.
 - Motion to pull sticker sheets out of WW inventory and give them to students by Sheri Steger, 2nd Karen Hatch.
8. ACTION ITEM: Flowers for Ms. Roland's mother passing (Mr. Patterson)
- Mr. Patterson shared that Judy Roland's mother has passed away and would like to send flowers.
 - Motion to approve up to \$125 for flowers by Laura McPike, Kylene Blanchard 2nd.
9. Insurance for WMI Update (Tadd Hatch)
- Tadd contacted our agent and the policy does not cover golf carts and atvs. We need to provide the value of items we need covered, the agent will give us a quote for a supplemental policy.
10. Concessions with Athletic Boosters Update (Tadd Hatch)
- Recommended model is that we pay 40% of gross to Athletic Boosters +credit card fees (same as what Valley pays for Valleyfest). We will need to consider how we manage the separate items that we need to purchase for ourselves. We can work directly with Jason Johnson, the president of the Athletic Boosters, to come up with a plan and then share it with Northwest.
11. Cost of Required Items/Payments by Students/District/WBPO Update (Tadd Hatch)
- Tadd and the Directors met with Mr. Boyle. Items to be paid for must go through the activities budget, the money does not come directly from the district. Personal items such as gloves, shoes, etc.--we will continue to ask for donations and cover shortfalls. Global items such as props, flagpoles/bags, sticks would be covered by the Activities Department. District would pay for bus drivers, maintenance, insurance and inspection for the trailer. Winter Guard/DrumLine--Tadd proposes that we request donations and have the Activities Dept cover shortfalls or we split. UDB is still being considered, the District won't cover if installed on a personal device.
12. Committee Reports:
- Equipment - Jon and Teresa Koch
 - Props are done.
 - Total expenses \$735 +\$500 for tarp.
 - Fundraising - Laura McPike
 - Please encourage only one shift per family per month at the Can Shack.
 - Going forward Sandy Landin will include what is earned for each shift/month in the treasurer's report.
 - Butter Braids discussion, Mr. Patterson shared that there is an upcoming meeting on trip funding so no decision yet.
 - Concessions -Steve Kohtz

- 8th grade SCBA is coming up in October, Steve will work with Sheri Steger to get sign-ups for volunteers for concessions.
- WMI concessions will not have any 3rd party/food trucks etc., will just be the concession stand and a table for candy and soda.
- Uniforms - Kylene Blanchard
 - Ready to go for the first time on Friday.
 - Remember Black Socks!
- Volunteers - Sheri Steger
 - 4 men and 8 women signed up for the Rosemount trip.
 - There will be a sign-up for props volunteers for the Rosemount trip.
 - Any requests for enhancements or changes to sign-ups should be sent to Sheri as soon as they are known.
- Warrior World- Karen Hatch
 - Apparel shared with lower grades, open for 2 weeks, for the high school will be open until October.
 - \$780 made at the first football game.
 - 1st Apparel order should come in next week.
- Website/RevTrak–Karen Hatch
 - Working on FaceBook
- WMI - Cali Mills
 - Callie attended a productive meeting with Northwest.
 - Discussion about using Silver Cord hours in order to fill volunteer spots. Band kids can help if needed and are of age to earn Silver Cord hours, they will just need to record them.
 - Callie is still working on fireworks but golf carts, trophies, announcers, lunches, and the judging panel are all set.
 - Schedule will not be ready until after the registration deadline.
 - State tickets cost \$10 adult, \$7 senior citizens, \$5 K-12. Will have separate lists for morning and afternoon ticket prices to avoid confusion.
- Winter Showcase - Karen Hatch - no report

13. Old Business: None

14. New Business:

- Karen Hatch discussed the band tailgate and is going to order the food. It is for anyone who has volunteered or supported the band. Takes place before the last football game, board members serve food in the cafeteria. Karen will work with Sheri to create sign-ups for chips/drinks/etc.

15. Adjourned at 8:33pm. Motion by Laura McPike, Heidi Gulliford 2nd. Motion approved.