



Cougar Band Booster Club

Meeting Minutes: 23 July 2013

7:00 PM CSHS Band Hall

Board Members present: Dennis Macha, Jacqee Park, Stacy Cohn, Dell Hamilton, Amanda Martin, Susan Roberman, Connie French, Linda Watson, Leigh Neaves, and Eric Eaks

General Membership present: Cody LeBlanc, Melissa Garza, Scott Miller, Darby Macha, Cheryl Gallaher, Kaye Fitz, Jill Batson, Angie Medina, Megan Reynolds, Sharon Duke, Winston Duke

Proceedings:

7:02 Meeting Called to Order – Dennis Macha

Approval of Minutes for May CSCBB Meeting

- **MOTION:** to approve May minutes by Jacqee Park, 2nd by Connie French. No discussion, approved unanimously.

Financial Report – Dell Hamilton

- Detailed financial report available through Treasurer
- We are working to set up student records in the CHARMS system. We will discuss structure and definitive system for student records at our next meeting.

Fundraising – Amanda Martin

- There are volunteers signed up for the Fundraising Committee. They will be meeting in the next few weeks to discuss fundraising ideas.
- We will be helping sell programs at home football games again to share in profit of sales.
- Aggie Flags: The contract was automatically rolled over with Consol and they kept the contract, so we are jointly working with them for sales. The door hangers and all literature reflect supporting both bands. Cheryl Muñoz will be the point of contact again. They will intake the money and the forms and keep records for ALL students. There are no geographical boundaries. There are handouts explaining how the fundraiser works. Next year we will probably sign our own contract and the district will be divided. Door hangers have been sent to the printer and should be available soon.

- Sponsor Forms: We need to adjust pricing for sponsorship options to attract more sponsors. **MOTION:** to change the cost of a half-time sponsor announcement to \$25 per game, 2nd by Leigh Neaves, approved unanimously. Dell will edit the sponsorship forms and Cody will repost them on the website.
- T-shirt Sponsors: There are 3 new sponsors and we are following up with sponsors from last year to see if they will sponsor again. There is an August 1st deadline.
- Inventory: We have several cups left from last year; CC Creations will work with us to change some of our items or add to what we have

Uniform Chairperson –Susan Roberman

- The process should be much easier this year! Previous students need to try on last year’s uniform and make sure that everything still fits. There will be Freshman fittings. We will try to take care of it during summer band. The shoes are the same. New gloves will be ordered for everyone.
- We will have a show shirt AND a generic CSHS band t-shirt.

Chaperone Chairperson-Leigh Neaves

- The Chaperone system will stay the same, but we will need to add more slots due to the increase in kids and adding another bus.
- We will try to recruit a “Pit Crew” from CSMS to help move equipment.
- Leigh is going to look at how to set up a Jooners account in order to make it easier to recruit and track volunteers.
- There will be computers available at registration for parents to complete the volunteer form for the district on-line that evening.

Membership Chairperson-Connie French & Linda Watson

- Get roster from Mr. Eaks so that phone numbers can be divided among the Board members and we can call parents about registration next week.

New Business

- Registration
 - Stacy will create a phone script to share with Board members for the phone tree [the script will also be posted on the CSHS Bands website]
 - We need to have 2 people at each station as well as roamers who can help move people through the process.
 - A “Strategic Plan” will be put together for Summer Registration to include suggestions and ideas for improvement for next year.

- Hot Dog Howdy: Jacqee has submitted a request to HEB for donations and we are waiting to hear back from them. Dennis has contacted Brenham National Bank.
- CSCBB email account: This email is rarely, if ever, used by parents or sponsors. Cody will set it up to forward directly to him as the webmaster until it is phased out.
- Reporter Position: We need to consider identifying Cody's position as an official Board position and put his title and duties into the By-Laws. Tabled for later.
- Spring Trip: A handout will be provided at registration explaining the Spring Trip. Guard will not perform, but can come on the trip.
- Drum Line Competition: Mr. Seale is working to host a competition here on our campus. We might raise a little money, or just break even, but the idea is to get something rolling that can continue in the future. It is tentatively scheduled for November 9th.
- Mr. Eaks is working with the Cougar Club for a photo and ad in the football program.
- Texas Band Association Conference information: Here are some "take-aways" from the TBAC in July:
 - We need to structure and run like a business, not a social group.
 - Create a Strategic Plan. It can be concise, but it needs to exist so WE know our purpose and function and that it is communicated to everyone involved.
 - Think about "co-" offices... especially for treasurer... this somewhat protects us from scrutiny.
 - Do we have a business license?
 - Create an improvement plan at the end of each event and at the end of the year.
- Student Records: Buddy Reed attended a CSISD district meeting and after reviewing our documents and By-laws says that we have a model set of guidelines governing our organization and we look to be meeting the intent of IRS guidelines for Booster Clubs☺ Here are some more suggestions from the TBAC:
 - No student accounts, this is illegal. We can award students points based on participation and they can request/apply for monetary support from the band director for specific band-related activities. Parents can put money into the student's financial record to track payments for a trip or other activity, but of course this is not a donation or fundraising... we are just managing their money for them. This can all be tracked in CHARMS.
 - If we purchase items with our tax-exempt status and sell for a profit, make sure we are addressing tax issues.
 - We should do an annual internal audit by someone not on the Board.

MOTION: Adjournment of meeting at 9:02.

Minutes submitted by Secretary, Stacy Cohn.