

**McQUEEN BAND PARENTS ASSOCIATION
MINUTES OF THE December 3, 2009 MEETING
McQueen High School Band Room**

Meeting called to order at 7:10 p.m. by President Pete Hull

Ann Mink verified that a quorum was present

Approval of Minutes: Members received minutes from the November 4, 2009 meeting via email or in the mail.

Motion: Approve the minutes of November 4, 2009 meeting. Moved, seconded and approved by voice vote.

Director's Report-Rick Moffit- Since last meeting band members won State. Trophy is gone getting engraved. He was very proud of them. They were pleased with their performance too. Concert next Tuesday. Currently recruiting for Winter Guard. Hopefully, the larger guard will carry over next year. Major trip will be announced at concert. We have been invited to many exciting place, but with the economy he wants to make it affordable for everyone. We need to work hard at new fundraisers that make large amounts to help us. He received a new bill for the buses for the school buses due to increased fees by 300%. Basketball games after we get back from the Winter Holiday. The band will perform at all home games. It is required for all band members to participate at each game. It was asked what Winter Guard is. It is rifles and flags and they compete on a basketball court to recorded music for a 5 minute show. It is a good way for them to keep up their skills.

Treasurer's Report – Ann Mink (Mary out of town on business). Reviewed Bank of America account. The account will be closed and funds deposited into the Wells Fargo account by the next meeting. The large amounts that appear on the report are a wash. We purchased 3 tubas from Mr. Moffit's special purposes account. Funds from that account were transferred into the general account to cover the check that was written on Mr. Moffit's behalf. Peterbuilt and Reno Rodeo checks are now stale dated and won't be honored if they attempt to cash them. A third check is outstanding as well to Rob DuPriest for \$362. Food receipts are still being collected from Peggy. Two deposits are not shown on the report, as well as several checks that were written to reimburse parents for expenses that were approved by the board.

Motion: Approve Treasurer's Reports of December 2, 2009. Moved, seconded, and approved by voice vote.

Fundraising – Karla Hull – (not present) Diane Wood reported about a Facebook fundraiser. Everyone gets 20 votes. If we get all the band members, alumni, parents, and friends of parents to vote they are giving \$20,000 away. Diane suggested other local charities to vote for as well - McQueen Booster Guild gives money to the band. Washoe County Safe and Sober Foundation – for celebration after graduation. Reno Philharmonic music foundation and VHI Save the Music. Monica will send an email out about it. Pete – requested ideas for fundraising. We need to be creative as possible to get as much money as possible. Another possible fundraiser-Feeding the Varsity Football team every week. They would pay for the food plus a little extra. We would provide the manpower. We would need more parent volunteers to make this happen, but possible to make a lot of money for the BPA, possible option for next season. We need more details.

Office Report-Cindra Marandola- Tomorrow night Honor Band concert at Nightingale Hall at UNR. Solo and Ensemble Feb. 6. Solo Ensemble procedures changed. Moved associations and made it difficult to participate. Those eligible to participate have been given applications. Zone Concert March 9 & 11, Winter Extravaganza March 13 -We need a chair for this event. Trophies, food, program, entrance fees, and judges' hospitality – we will need lots of help with this event. Honor Band Concert March 17. The trophies in the band room are overflowing. Cindra suggests making plaques for some of the past years and place the name plates. To purchase plaques, very expensive. Diane Wood said her son Bob would like to make the plaques but would need help. Monica said Rich Anderson has a router and would ask to see if he would like to help Bob with it. Spanish Springs HS and McQueen HS bands are doing their own Solo and Ensemble this year. It was suggested to reuse the trophies for that event to save costs. Thanks for everyone getting your band fees and uniforms fees in.

Uniform Committee – Diane Wood -Thanks to everyone that helped out this past marching band season. Selix Tuxes-Diane will call to see when they will be ready.

Grant Writing-Tina Ford (not present) Ann Mink reported she is ready to get going.

Pit Crew -Dan Green- Thanks to everyone that helped out and looking forward to next year.

President Report-Pete –thank you to everyone - committee chairs, committee members, and everyone else that helped. "Thank you very much for all your help this season." Pete mentioned Ray, new band truck driver that doesn't have a child in the band, and wants to give him a gift card from the BPA as a thank you for donating his time. **Motion to purchase a \$50 gift card as a thank you from the BPA. Motion, seconded, voice vote, approved.**

Old Business-Audit Committee Report (Kris Authier) Kris wanted to thank Anita Parker for her help to answer questions regarding the audit. The committee recommendations are: Parents seeking reimbursement with a lost receipt. The parent needs to hand write a receipt with the date purchased, where purchased from, and amount. It has to be written and signed off by a board member. VERY IMPORTANT. Make sure to make purchases for the BPA on separate receipts than personal purchases. It makes it easier to account for all the expenses.

Purchases made out of multiple accounts – document on receipt what taken from where for what and cash taken out. When making purchases from Mr. Moffit's special purposes account include a note documenting what the purchases and expenses were for. Money received for his purchases – more clearly documented. Mr. Kandaras made recommendations as well –Separation of duties. Treasurer and check writer not the same person. In the Bylaws, it states that the treasurer and one other designated board member need to sign all checks (Article 7, Section 4b). The board needs to look into this.

Uniform racks -Home Depot donated the wood and supplies for the shako racks. They are cut out and ready to assemble.

Food Storage Trailer – new storage container was delivered since last meeting. Thank you to all the parents that came to help empty out the old storage unit and put it back into the new container. We need to add shelves to keep organized and we could store old BPA files in it as well. Kris suggested using ink jet cartridges credits to purchase organization supplies for these files.

New Business- Janet has season highlight DVD's with her and will have order forms at the concert.

Sponsorship Committee – A chair person is needed. We haven't had anyone soliciting business sponsorships this year. Possibly because the BPA was overwhelmed after Rose Parade etc. The BPA would like the new chairperson to develop a packet for parents and/or other committee members to use to solicit sponsorships from local businesses. We already have some information. The packet would need to be concise. It was suggested to make up a short DVD of the band performances as a thank you to past donors and ask for another donation. Dan's sister works for the RGJ – we could tap into her to possibly help out with advertising upcoming events.

Screen Projector: We need to finish the wall used as a screen for the projector. It was suggested to use the art department to help out with finishing (painting) the wall - Mr. Moffit will check into it. He said there were some transitions going on and he will see. Pete asked the dimensions. Mr. Moffit doesn't have the necessary equipment to measure. He will ask the custodian to help out.

There being no further business the meeting was adjourned at 8:15 pm

Minutes submitted by
Monica Anderson, Recording Secretary

Minutes accepted by
Pete Hull, President

Upcoming Meeting – WEDNESDAY January 6, 2010 in the Band Room. General Membership Meeting at 7:00 p.m.