

The Cape Coral High School Band Parent Association

BOARD OF DIRECTORS MEETING MINUTES

October 19, 2015

Meeting called to order at 7:05 pm at Cape Coral High School by Co-President Hien Phan.

Board Members in Attendance:

President(s): Hien Phan & Lydia Masters Secretary: Absent
Uniform Chair: Absent Treasurer: Margie Levesque
Fundraising Chair: Absent

Others in attendance:

1. Approval of minutes from September, meeting. Minutes from September meeting were reviewed. Motion to approve by: Lynne VanDyke seconded by: Margie Levesque All in agreement. Minutes approved.
2. Report of Officers:

Co-President – Hien Phan

- **Lehigh Competition**-Cape Coral Marching Band Seahawks won Most Outstanding in the Percussion and Drum Major Categories. Seahawks placed 3rd overall in the 3A Division. We were only a few points away from Second. Congratulations to our Marching Seahawks! Job Well Done!
- **Tarpon Springs**-This was a very competitive competition and our students were very excited to participate in this competition. There were able to watch some of the very best marching bands in the State performed. Results from this competition: Cape Coral Marching Band Seahawks won Most Outstanding in the Drum Major Category. Seahawks placed 5rd overall in the 2A Division. Congratulations to Noah Burns, Amanda Garcia and the Marching Band Seahawks! Awesome Job!
- **Thank you to all the Chaperones especially John and Jeff for helping the kids with the equipment on and off the trailer.** These competitions not only require enormous practice, time, and effort from Ms. Green and the students but they also require a lot of help from the parents. We hope to continue to have that support from you to make the Cape Coral Band successful through the year for all events.

Co-President – Lydia Masters

- Applebee's Fundraising Event- Applebee's 99 tickets sold – we had a profit of \$594 (\$4 per ticket went to Applebee's). All of the kids really enjoyed the event and would do it again. Next time we will try to schedule for a bye week
- Thank you to Andrea for preparing such a wonderful emergency kit it has everything from extra socks, gloves and sewing kit. We even had a near chance to use it this past weekend.

Secretary – Hien for TerriLynn Shippey

- **Upcoming Events:**
 - October 23, 2015-Away Game vs Charlotte (7:30pm-10:30pm)
 - October 24, 2015-Band Rehearsal (9am-12pm)
 - October 24, 2015-Palmetto Ridge Competition
 - October 30, 2015-Away Game vs North Fort Myers
 - November 6, 2015-Away Game vs Mariner High
 - November 12, 2015-Mayor's Scholarship Reception
 - November 19, 2015 Fall Band & Choir Concert
- **Treasurer – Margie Levesque**

The Cape Coral High School Band Parent Association

BOARD OF DIRECTORS MEETING MINUTES

October 19, 2015

- **Marching Band**

- **Expenses Paid:**

▪ Staff Payment for Month of Sept:	(\$2000.00)
▪ Tarpon Springs Band Booster Wristbands	(\$143.00)
▪ Tarpon Springs Bus Deposit	(\$800.00)
▪ Tarpon Springs Bus Balance	(2000.00)
▪ Color Guard Uniforms	(\$664.55)
▪ Props Materials Cost	(\$206.93)
▪ Band Paint & Honor Band Mailing	(\$61.92)

Total Expenses Paid: (\$5943.00)

Student Dues: (56 Students @ \$150/Student): \$8400.00

Student Due Paid in Full 2015-16: (22 Students @150/Student): \$3300.00

As of October 12, 2015, the total amount in unpaid dues is \$4349.34.

- It is imperative that outstanding dues be paid as soon as possible or the students must participate in fundraising events to pay for their fees. Students that are delinquent have been out on fines and fees which mean no homecoming dance, prom, or graduation.
- Student Accounts have been updated with a new, easy to read format. If a student's account is paid off or has a credit, the statement is enclosed in the envelope. If a student has a balance, the statement is attached to the envelope. This should prompt the parent to use the attached envelope to enclose a payment. The statement does require a parent's signature regardless if a payment is made or not. We want to ensure parents are reviewing these statements when sent home. For those students with a balance, we will send home statements every 3rd week of the month (same week as the BPA meeting). Those students with a credit, statements can go home quarterly to show credit from Fundraising proceeds if any.

Lynne VanDyke-Concession Chair

▪ Lehigh Home Game	
▪ Total Sales	\$1529.00
▪ Inventory Expenses	(\$622.74)
▪ Profit Total	\$692.00
▪ Starter Money	\$225.00
▪ Total Cash Turned in to Ms. Green	\$917.00
▪ Island Coast Home Game	
▪ Total Sales	\$1495.16
▪ Inventory Expenses	(\$410.16)
▪ Profit Total	\$1085.00
▪ Starter Money	\$200.00
▪ Total Cash Turned in to Ms. Green	\$1285.00
▪ TOTAL Profit for 2015 Football Season	\$4003.25

Fundraising Chair – Lydia Masters

- **Poinsettia Fundraise** Poinsettia- we ordered 500 plants. The sale will begin in November. Last year we sold each Poinsettia for \$12. A suggestion was made to increase them to \$15.
- **5K Event**- We are securing a date for the 5k Race – perhaps in March. We will check with The Run Shoppe to schedule. Runners and sponsors are needed to make this a successful fund-raiser. We will

The Cape Coral High School Band Parent Association

BOARD OF DIRECTORS MEETING MINUTES

October 19, 2015

develop a marketing brochure to use when we approach potential sponsors so they have a clear view of what their sponsorship will entail.

Band Director – Stacey Green (Absent)

3. Old Business: Co-President Hien Phan

- **2nd Band Trailer**-We have reached out to several businesses for donation of the 2nd trailer. We are waiting to hear back from them. If you know of a business that would like to donate the trailer in return for their business logo on the trailer, please let Lydia and Oscar know. The estimated cost of the trailer is \$3000.00.
- **Water Supply**- We will continue to request water donations from parents to ensure we have enough to supply to the kids during events until the end of the year. We will discuss a new method of ensuring the students are well hydrated the end of the year for school year 2016-2017.

4. New Business: Co-President-Hien Phan

- **Palmetto Ridge Competition**–Competition will be held at Palmetto Ridge High in Naples on October 24, 2015. Travel to Naples at 3:00 and performance will be at 5:30 PM.
- **Marching Band MPA**-This Music Performance Assessment will be held on November 7 at Barron Collier High School in Naples. Marching Seahawks will perform at 4:30 PM according to the District 18 MPA schedule.
 - Chaperones will be needed for these two events. Chaperones will assist with students, uniform, equipment, and water, etc. (Please see the chaperone guidelines for proper attire and duties.)
- **Volunteer Committees**-**Since we have a growing number of volunteers, the officers would like to propose to start three committees.** Assigning each volunteer to a committee will allow ownership of responsibilities and better communication among the parents.
 - **Three Committees:**
 - **Chaperone Committee**
 - **Fundraising Committee**
 - **Concession Stand/Special Event Committee**
 - There was no agreement to form committees as parents feel we have the same volunteers for every event. We will table this idea.
 - We will continue to find ways to recruit more volunteers.

5. Date and Time of next meeting: November 16@ 7:00pm.

6. With no further business to discuss the Meeting adjourned at 7:58 pm by Co-President Lydia Masters.

Respectfully Submitted,

Terrilynn Shippey

Terrilynn Shippey
Secretary