

The Cape Coral High School Band Parent Association
BOARD OF DIRECTORS MEETING MINUTES
September 21, 2015

Meeting called to order at 7:07 pm at Cape Coral High School by Co-President Hien Phan.

Board Members in Attendance:

President(s): Lydia Masters & Hien Phan	Secretary: Terrilynn Shippey
Uniform Chair: Trudie Landford	Treasurer: Margie Levesque
Fundraising Chair:	

Others in attendance: Sory Valdes, Colleen Howe, Cathy Brown, Andrea Feikle, Lynne VanDyke, Sandrine Eveque, Sviflano Canko, John Levesque, Oscar Garcia, Cesarina McKinney, Diamelys Martinez

1. Approval of minutes from August 31, 2015, meeting. Minutes from August meeting were reviewed. Motion to approve by: Cathy Brown seconded by: Sory Valdes. All in agreement. Minutes approved.
2. Report of Officers:

Co-President – Hien Phan

- **Chaperone Guidelines**-If you have not sign the agreement, please let me know. You can take one, sign it now or take home, review it and sign and send it back with your child.
- **Uniform Chair**-We would like to announce our new Uniform Chair Trudie Landford and her assistance Pearl Reidleward. The students looking their very best is crucial prior to each event, so we appreciate you both very much for taking on this position.
- **Fundraising Chair**-We would like to take a nomination tonight so we can fulfill the Fundraising Chair position. Many of us have ideas on ways to fundraise, we just need someone to take the lead with the details, contacting sponsors, and executing these events successfully. Oscar Garcia was nominated and accepted the nomination.
- **Carwash**-This was our first fundraising event. We had about 20 students there washing and drying cars. Color guarded profit \$87.00 and the band profit \$267.00. This was not bad considering the weather. The kids account had not been credited at this time to show credit to this fundraising event.

Co-President – Lydia Masters

- **Meet & Greet**- 3 new band parents volunteered
- **Football Games**-
 - August 28th, Home Game
 - September 4th, Away Game to South Fort Myers
 - September 18, Home Game-Thank you to all the volunteers esp. the New Volunteers-Diamelys, Oscar, & Lana.
- **Band Trailer**- Renee' has volunteered to pull the trailer to the football game against Ida Baker on October 2nd. Thanks Renee! We will need someone to pull it to the competition at Lehigh on October 10th. We are currently seeking a permanent volunteer to pull the trailer to away games and competitions. We will attempt to locate a current student's grandfather (Jim or Joe) who pulled the trailer last year if he is able to do the same this year. Mr. Green (Ms. Green's father) will pull the trailer to Tarpon Springs Competition.

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Secretary – Terrilynn Shippey-

- Thank you Letter or Card to OMG Nails & Spa 3013 Del Prado Blvd for its donation of the Popcorn Machine.
- Upcoming Events:
 - September 24, 2015-Homecoming Parade & Powder Puff Game
 - September 25, 2015-Homecoming Game vs Cypress (7:30pm-10:30pm)
 - October 2, 2015- Away Game vs Ida S. Baker High(7:30pm-10:30pm)
 - October 3, 2015- Applebee’s Breakfast Fundraise (8am-10am)
 - October 3, 2015- Band Rehearsal (12:30pm-4:30pm)
 - October 9, 2015-Middle School Night (5:30 pm-)
 - October 9, 2015- Home Game vs Lehigh (7:30pm-10:30pm)
 - October 10, 2015- Band Rehearsal 9am-12pm)
 - October 10, 2015- Lehigh Tournament of Bands
 - October 16, 2015- Home Game vs Island Coast (7:30pm-10:30pm)
 - October 17, 2015-Tarpon Springs Competition
 - 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

Treasurer – Margie Levesque

- **Carwashing Fundraiser**
 - Band \$267.00
 - Color Guard \$87.00
- **Marching Band**
 - **Expenses Paid:**
 - Staff Payment #1: (\$1895.00)
 - Wheels for Drum Set Cart (\$152.00)
 - Fender Replacement and Repairs for Band Trailer (\$200.00)
 - Props (Front Screen) Materials cost as of today for 1 (\$72.00)
(Will need to Build 4 more)
 - **Expenses: (\$2319.00)**

**Student Dues : To be reported during Next Month’s Meeting
Deficit To Cover w/Fundraising:**

- **Other Expenses Paid:**
 - Band Shirts (\$700.00)
 - Lehigh Registration (\$150.00)

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○ Tarpon Springs Registration	(\$150.00)
TOTAL:	(\$1000.00)

Colleen Howe was asked to explain to the new officers students' ledgers.

- At the last BPO Meeting in June of 2015, the previous officers had a big final push to collect outstanding dues. As a result, we now start 2015 - 2016 with a previous balance (Past Due Payments) of (\$1,447.60). Now with that being said, you have several students that started the school year with a credit; therefore, it brought that figure down to (\$871.34).
- In addition, I have updated the records for the 2015 - 2016 School Year with all of the payments that have been received through 8/31/15. We already have 9 Students that are paid in full for the 2015 - 2016 School Year.
- 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.

Lynne VanDyke-Concession Chair

- September 18, 2015 Concession stand business-Though we didn't have the guest band, concessions did well with the following:

○ Total Sales	\$1242.00
○ Inventory Expenses	(\$542.00)
○ Profit Total	\$700.00
○ Starter Money	\$200.00
- **Total Cash Turned in to Ms. Green** **\$900.00**
- Powder puff game logistics-Concession Stand will be opened with no Grill. We will need 4-5 parents along with 4-5 students to assist.

Fundraising Chair – N/A

Band Director – Stacey Green (Absent)

3. Old Business: Co-President Hien Phan

- Lynne Van Dyke proposed “band pre-ordered” meals for home games. We have decided to put a hold on this proposal until we can figure out the logistics of taking orders, packing the food, and students paying for food. For now, we will open up an additional window just for our band students.
- Bottled water to be donated by students to replace current squirt water bottles for all band events. Coolers will continue to be filled with ice and water for refills. No motion taken. We will lay this item on the table until we discuss with Ms. Green.

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4. New Business:

Co-Presidents- Lydia Masters

- **Applebee's Breakfast** - tickets went home with students last week. Each student is *required* to sell 2 tickets.
 - The profit from the first 2 tickets will go toward the general band dues.
 - When a student sells more than 2 tickets, \$5 per ticket will go toward the student's individual band account.
 - If you need additional tickets, please turn in \$10 per ticket to Miss Green and she will give your student the additional tickets.
 - The students will be hosting, serving and busing the tables at this fund-raiser. You may sign your child up tonight.
- **Another Band Trailer** - we are currently seeking sponsorship for an additional trailer. This will mean an additional person to pull that trailer.
- **Next week homecoming game and parade** - Parade at 5:30pm, students report at 4pm. We will be in full uniform. After the parade students will be dismissed.
- **Competitions**
 - Chaperones will be needed for competitions. Chaperones will assist with the students, uniforms, equipment, water, etc. (Please see the chaperone guidelines for proper attire and duties.)
 - There is an entrance fee to competitions.
 - Each competition will allot a certain number of wristbands for chaperones. Miss Green will distribute the wristbands once she knows the amount we will receive.
 - Ms. Green will have a meeting with chaperones on the competition days to go over what is expected.

Co-President-Hien Phan

- **Tarpon Springs Competition** – Ms. Green plans to rent 2 charter buses which will cost a little over \$3,000 and hold 56 passengers. She will have about 30 spots for guests to ride along so that you don't have to make the 2 hour drive. If you choose to ride on the charter bus, the cost is \$20 per person. Additional information regarding the cost of charter bus for students will be provided by Ms. Green. Tickets for the show are \$15 per adult, \$10 for students ages 13-18, \$5 for children under 12. However, there is a \$2 discount for tickets purchased in advance. ONLY chaperones that have chaperoned other events will qualify for the wristbands and these parents will be the designated chaperones for the night. Ms. Green will make that decision and let you know if she will have a complimentary wristband for you. (If she has an overwhelming response to people wanting to ride the charter, she can get a 3rd bus, however it will be about \$1500 for that bus.
- Subway for lunch prior to getting on the bus to leave for competitions on Saturdays. The cost will be \$5 for a 6 inch sub, chips, and drink. It will be delivered to the band room. All parents in attendance agreed this method is more convenient for the kids and parents.

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- **Middle school band night is October 9th.** We will need a few extra parents to help with the middle school students. The middle school band directors are usually there to help out as well. Each 8th graders will be given a “goodie” bag put together by our students. Inside the “goodie bag”, they will get a coupon for the concession stand to get dinner, a T-shirt, and a souvenir.

5. Date and Time of next meeting: October 19@ 7:00pm.

6. With no further business to discuss the Meeting adjourned at 8:00 pm by Co-President Lydia Masters.

Respectfully Submitted,

Terrilynn Shippey

Terrilynn Shippey
Secretary