Meeting minutes for August 15th, 2023

6:03 pm Board Meeting begins:

1. Approval of last month’s minutes

Motion to approve Amber Morgan, second by Renee Sheflin

1. Appointment of new board members
2. David Gass for communications chair

Appointed by Lauren Martin

1. Executive Treasurer

Tanya Malone appointed by Lauren Martin

1. Treasurer’s report
2. Review and approval of band camp purchases

See treasurers report for balances, cc debt, outstanding invoices.

1. Uniform fundraiser update

Outstanding balance of 32,280 for new uniforms. Fundraising has raised 18,421.60 for new jackets. The balance owed of 13,809.25 still needs to be covered, trying to get to 96% of the payment covered.

1. Expenses: Summer expense sheet shows the budget allotted for band camp and how much was actual expense. Food and instructors are a big-ticket item at band camp. The budget is renewed annually. The annual Band Kick off is key since this is when the band budget numbers are based.
2. Events/ concessions
3. Band camp wrap up, volunteers were amazing, lots of donations, it was very successful. Parent involvement is key, there was a shift downward in sick kids and attributed to healthy snacks. Vendors and challenges: surveying the kids as top three favorites for ideas, the underclassmen and upperclassmen, having a small concession for outside kids and parents. Has to be approve by Szlabo who the events coordinator. Possible idea of providing a survey at band kick off for band camp lunch ideas.
4. Middle school night is Sept 22nd, this is a teacher workday and student holiday. Middle school directors are on board for holding the event this night. Beginning early in September, there will be an email sent out to order pizza for the event. We are planning on feeding approximately 300 kids at this event. It has been decided that the band will be discontinuing the “future hawks” shirts at middle school night. This will be put on hold until there is a more substantial budget. It was noted that the kids who did not wear the shirts were easier to identify the kids in their school colors. Middle school will have their own volunteers/ chaperones.
5. Band Banquet committee- form a new committee, Michelle James, this year anyone can be a part of the committee. Need to secure a board and locate a caterer and venue. Ms. Martin will announce in the newsletter the date. There was issue with costs, food distribution and the event. The committee needs to decide if the venue is appropriate, and an emphasis will be placed on lowering costs.
6. Uniform Closet Update

Kelly Higgins is still fitting a couple of kids, fitting is wrapping up and getting ready for the first There are candid photos, professional pictures taken of the band and of football at the end of this week. Turnaround time to generate the books is 7 days.

Board vote for Cut Time, the band is currently using Quick Books. Some of the reasons for shifting over to Cut Time include parents having access to their child’s account. Cut Time was previously called Charms. The Martins have shopped, and they want to use Cut Time in lieu of Quick Books. One of the positives is a link can be shared if a family member wants to contribute to the account. The cost is 450.00 a year for Cut Time versus Quick Books which is 200.00 per month. If Cut Time is approved, it will be slowly integrated into the program over the course of this year. The plan is to start with Wind and Ensemble for fundraising for the Indianapolis trip. Board vote: approved, unanimous vote.

Introduced Ms. Hannah and Ms. Orlando as new of instructors.

Meeting adjourned at 6:56

General meeting on 8/15/23

Meeting began at 7:07 pm

1. Approval of the minutes
	1. Approved: motion to approve by Renee Sheflin and seconded Amber Morgan.
	2. Currently there is work being done to update the website to include the bylaws, meeting minutes and budget.
2. Board members
	1. Elizabeth Love- Historian
	2. Kelly Higgins- Uniform Coordinator
	3. Karla Green- Colorguard Liaison
	4. Amy English- Field Crew Coordinator, assists with the equipment to the field for drum line, front ensembled and drum majors.
	5. Claudette Akarjalian- Volunteer Coordinator, she runs the sign-up genius web site for volunteers, there are lots of spots available for the first game and a link will be sent in the weekly newsletter.
	6. David Gass- Communications Chair.
	7. Tanya Malone- Executive Treasurer.
	8. Renee Sheflin- Vice President.
	9. Archana Patel- Fundraising.
	10. Nicole Chapman- Luminaries.
	11. Amber Morgan- Luminaries.
	12. Yolanda Sims- Accounts Payable Treasurer.
	13. Michelle James\_ Event coordinator.
	14. Laura Kramer- Accounts Receivable Treasurer.
3. Treasurers report
	1. Outstanding balance of 32,280 for new uniforms. Fundraising has raised 18,421.60 for new jackets. The balance owed of 13,809.25 still needs to be covered, trying to get to 96% of the payment covered. This includes replacing the colorguard uniforms.
	2. Review of funds spend for band camp.
4. Events and concessions
	1. Thank you for all that provided donations for band camp. Kids really enjoyed the fresh fruit and watermelons.
	2. Middle school night- This is the night where the Middle School Kids plays with the band here at Spruce Creek. The band will cater in pizza for all the students, currently we are looking for volunteers for September 22nd.
	3. End of year band banquet- Commonly called band prom. The kids have a great time, we are currently looking for a committee to organize and execute the event. Currently there is a tentative hold at the Brannon Center for a May date. The decision has not been solidified, decisions on picking a venue and the caterers. Info coming out. Approximately 300 to 450 people attend.
5. Football program/ fundraising update
	1. Archana Patel- There are 84 pages in the book this year, 56 of the pages are ads sold by the band kids. Currently we are on track to make $9500.00 for band ads. Last year $8850.00 were sold and the band made 4000.00. In June, we had a preliminary kick off and sold ads as a group effort. Books will be sold at every home game.
6. Cut Time Integration
	1. Currently, all invoices go through Quick Books. Challenges with Quick Books include difficulty in seeing the entire invoice. Cut Time integration has been approved and slowly implement over the course of this year. You have the ability to share your child’s link and if someone wants to donate specifically to your child’s account. The plan is to have Cut Time fully implements by next kick off and Quick Books will be removed.
7. Luminary Fundraiser Update
	1. Every year the band sells luminaires in December. Last year the band raised approximately $32,000. Amber and Nicole are looking for Volunteers to assist with driving students through the neighborhood. This is the biggest boots on the ground fundraiser. Need drivers to move 4 to 5 students each throughout Port Orange. This Fundraiser is held the first two Saturdays in December 2nd and 9th. Christmas parade is on the 3rd of December.
8. Volunteer needs
	1. Sign up genius. Must be approved by the county to volunteer. Information is submitted through Raptor for volunteers by the school district and renewed every year. You can also submit information through the Volusia County school page and type volunteer or Creekband.org website under volunteer. When signing up for volunteering at games, sign up for one position only. Husbands and wives are to list each name individually. Field Crew is physically demanding, and you will need the field crew orange shirt. Chaperones were black polo or dry fit shirts. You can purchase tonight or before games. You will be issued a badge which provides access to the field. Wear enclosed toe shoes.
	2. Volunteers needed for MPA, and we are always looking for people to pull the band trailer. We have a driver for the parade is covered as well as MPA. We are still looking for a drive for the event being held at One Daytona.
	3. We are looking for volunteers to stage the hydration station for the band practices. Set up pop up tent. We need 2 people at the station.
9. Director’s report
	1. Wind ensemble trip- The band is traveling to Indianapolis. A recording was sent to Music for all, several hundred schools submit and approximately 20 bands are selected. This includes 2nd period and the percussionist. There is a 45-minute program with college band directors and a live composer. Last time Volusia was selected in 2018, we were one of three schools selected in Florida. The current plan is to travel Wednesday through Saturday before spring break. The approximate forecasted cost is approximately $1400.00 to $1500.00. This will include air flight, hotel, and most meals. Found direct flight from Sanford. Looking for fundraisers to offset the costs. The payment plan is set at 25% in October, 50% in November and balance in February. Chaperone are needed, there will be a 12 to 1 ratio. The expected need is 7 parents.
10. Old business
	1. NA
11. New business
	1. Appreciate the parents showing up and a great turn out.

Meeting adjourned at 7:03