

LHS Band Parent Executive Board Meeting

July 9, 2023

Board Members Present: Elli Nyberg, Aaron Nyberg, Wendy Bergen, Justin Endsley, Dawn Endsley, Sheena Lewis, Kristina Schaefer, Stephanie Gongopoulos, Ande Carlson, Todd Barlett (via Zoom), Erin and Monte Johanning (via Zoom), Drew Balta (via Zoom, first 30”), Dan Carlson (via Zoom, first 30”)

Call to Order: Meeting called to order at 4:06 p.m. by Elli Nyberg.

OPEN SESSION:

Secretary’s Report: Ande reported minutes from the June, 2023 Board Meeting .

- Minutes approved by Justin Endsley, seconded by Aaron Nyberg.

Director’s Report: reported by Drew Balta and Dan Carlson

- Macy’s tour- close to securing travel company for Macy’s trip next year; want to incorporate a friends and family option that parallels student tour; discussion on how to proceed with payment schedule for Macy’s trip- for simpler logistics, it was advised to utilize just one ISA account for payments to travel company and ISA account
- discussion to utilize this past year’s choir tour payment rules as template for payment structure for Macy’s, including initial deposits to secure a spot for Macy’s trip, payment due dates, fundraising goals, etc

Treasurer’s Report: reported by Wendy Bergen

Balances as of 7/1/2023

1. Checking - #527	\$19, 612.74
2. Box Truck - #2296	\$103.25
3. Scripts - #329	\$1532.33
4. Alumni Association - #5025	\$1887.78

- Approval for Payments to the following approved by Ande C, seconded by Justin E. .
 1. Continental Western- general liability insurance \$500
 2. Alphagraphics -sponsorship forms \$37.19
 3. Hyvee grocery Cards \$24,000.00
- Payments have been made for color guard jackets, guard costumes, and digital props and flags.
- Department of Revenue annual report and Secretary of State reports have been submitted by Wendy.
- Check for new trailer payment should be available by early July.
- Still awaiting delivery of check for \$4400 for sale of sound system to be delivered by Dan C to Wendy

ISA Treasurer Report: Reported by Kristina Schaefer

- reported two seniors that had previously received a scholarship opted to pay back that amount in dues owed.
- Need guard ISA amount- Kristina will contact Julie Hadley
- considerations of billing ISA dues quarterly (starting in 2023-24 season) and including a due date for payments

Travel & Lodging Report: Reported by Elli Nyberg

- Krista Larsen has stepped up to be travel coordinator, thanks!
- Lori Devries has agreed to be food coordinator, thanks!

Fundraising Report: Reported by Elli Nyberg

- Introduced Zeffy- a zero- fee, fundraising platform for nonprofit organizations, no transaction fees, processing fees, or platform fees. Zeffy is paid through donation by its users and contributions are optional
- Introduced Merchandise Sales- merchandise to be sold at school events (ie. breakfast with the band, preview night, football games, utilizing a concession stand area at HWF) but not online.
 - merchandise sales can be paid via Zeffy, utilizing its credit card touch pay function, cash, or check
 - products to include: blanket, water bottles, baseball cap (both low profile and mesh) bucket hat, pom poms, rain jacket, window sticker decals (small and large) cross-body bag, LHS band sticker
 - goal to achieve 40% mark-up
 - \$3042.12 initial product cost approved by Wendy B, seconded by Dawn E.
 - first sale will occur at Breakfast with the Band on August 12, 2023
 - only online store will be via Monarch Sales for show-themed shirts
- Introduced Car Raffle details
 - the BPA is purchasing a 2024 Subaru Crosstrek from Schulte, Schulte is paying for sales tax and document fees ONLY
 - will require sale of 2000 tickets to cover the cost of the car and the cost of the ISA payouts to student accounts for the tickets the kids have sold
 - Raffle tickets can be purchased either in paper form or digitally via Zeffy
 - Tickets being designed by Ben Hodgins
 - Car will be made available to view on LHS band website lincolnband.org
 - Car Raffle will be advertised multiple ways, including 2-5 retractable signs in area businesses like Hyvee on Minnesota Ave, Schulte Subaru, banks.
 - ***PARENTS: If you have a business that would advertising via signage, please contact Elli Nyberg or any board member***

- To contact Sanford Premier Center, AKA “the Denny” to ask if raffle advertising QR code signage can be posted during workshifts
- Signups for students to sell tickets outside of businesses will be created. Could be sections that sign up together, etc
- board approved to purchase 2-5 signs at approx. \$130 each- 8 foot, retractable banners displaying QR code for digital ticket purchase via Zeffy; to be designed for multiple year usage
- Car Raffle to begin July 27, 2023 (first full day of SPAT camp)
 - Flyer to be created and handed out to students on July 27th introducing car raffle, QR code, how to get paper tickets, rules
 - communication via email an Heja will introduce start of raffle sales
 - Elli Nyberg and Zac Carlson (SPAT camp visual tech) will be at camp every day and will have paper tickets for students to pick up as needed
- Car Raffle to end September 15, 2023 (LHS Homecoming)
 - to draw winner of raffle between third and fourth quarter from the field within 3-4 minutes. Drawing done by Murph, the LHS Patriots dog mascot
 - must stop paper ticket sales by September 8th in order to coordinate sales list with digital sales list into one spreadsheet
- Car Raffle ticket sales not to exceed 10,000 tickets sold
- Elli has drafted a 2023 Lincoln BPA Car Raffle Official Rules document for board to review
- Students expected to sell at least 20 tickets each
 - will require sale of 2100 tickets to cover cost of car, plus cost of supplies (printing , signage)
 - Sale of 2100 tickets is the break-even amount needed to achieve. If this number is not reached, the car is not purchased from Schulte and the raffle is converted to a 50/50 drawing
 - Ex. 2100 tickets sold= \$42,000 minus ISA payout (\$10,500) minus raffle expenses (\$1000)= \$30,500. At that point, BPA makes \$15,250 and winner of 50/50 raffle receives \$15,250.
- The Car Raffle is the ONLY product raffle the students will be doing this school year for marching band- no other direct-sale fundraisers will be held. This is the fundraiser for the band and is necessary to fund the gap in the budget for this current year. *Ticket sales are imperative by every single student.*
 - Ex. If every student sells 179 tickets, all ISA’s are paid in full by September 15. If students sell above this amount, their funds stay in their ISA toward their next year’s expenses (including Macy’s trip)
- Fans of the Band fundraising updates
 - flyer being created by Ben Hodgins to advertise opportunities for individual donations

- anticipate a soft start of this fundraising campaign in approximately two weeks.
- Goal is to raise \$40,000 through Fans of the Band campaign
- Zeffy will be utilized for securing Fans of the Band donations
- Sponsorship updates
 - email letter being drafted for band families to send to businesses they think might sponsor, with follow-up from a fundraising board member to secure sponsorship
 - all 2022 sponsors logos have been delivered to Ben Hodgins, logos for trailer are being created and will be applied to trailer very soon
 - Fundraising committee has delivered pitch to Amazon and SD Furniture Mart- awaiting responses
 - Kevin has secured some sponsors- will report to fundraising committee

Work shift Report: Reported by Elli Nyberg for Tim Eden

- continue to email work shifts as they become available
- will start notifying that work shifts have become available on Heja to speed up communication, directing families to Lincoln website lincolnband.org for sign ups
- AirShow work shifts were filled within an hour! Will be selling airshow merchandise at the airshow.
- Need to create Hyvee raffle ticket sales work shifts for students and adults
- Need to create HWF merchandise set up and sales work shifts for adults only (students will be busy with band)

Alumni Report: Reported by Elli Nyberg for Sue Mollison

- Want to do Alumni event on March 4, 2024 (Marching Band Day)

Roadies Report: Reported by Justin and Dawn Endsley

- building pros at LHS underway
- Has purchased some new equipment and labeling BPA- owned equipment with LHS Roadies stickers to delineate from LHS school-owed equipment
- short review of BPA equipment owned with question raised on a line item of drums donated in 2014 to the BPA- will discuss this with directors for clarification
- continued need to set meeting with directors to discuss logistics with K&J trucking for moving equipment for rehearsals and competitions throughout the season- Jeremy Teas needs this done asap for his scheduling needs
- Justin has a lead on a golf cart and possibly a Razor to use this season. Need to check on liability for using Razor to transport students

Color guard Report: Reported by Sheena Lewis

- color guard car wash to be help Saturday, July 22nd at LHS from 10:00a to 3:00p

Festival of Bands Report: Kristi Eglund absent, nothing to report

Vice Presidents Report: James and Marissa Oppenheimer, via Elli Nyberg

- James gathered all 2022 sponsorship logos and delivered to Ben

President's Report: Reported by Elli Nyberg

- New position created to assist in managing large volumes of data within the band organization-
Database Coordinators:
 - Stephanie Gongopoulos to manage Zeffy databases, thanks!
 - Dave Herbst and Sonja Ohling to manage Charms excel spreadsheet, social media contacts, and alumni contacts, thanks!
- Need to get Lissa Murrowski (Webmaster) new information about sponsorship levels and benefits, fans of the band info, car raffle info. to add to website
 - Need to set meeting to update and clean up website, make donation routes clear and organized, to include Wendy, Elli, among others from fundraising and marketing positions.
- Ande C and Marissa O working on updating the LHS New Bandparents Survival Guide
 - utilize guide tips on social media platforms to increase family understanding and involvement
- Introduced idea of digital programs at concerts and competitions, including QR codes for donations, listing sponsors, providing marching band show concept information, etc
- Grants update- have applied for 1 grant for \$10,000 and in the process of applying for a couple other grants. Should hear about the \$10,00 grant within the month
- Scholarship application reviewed- Elli will communicate with family
 - Elli updated application on website with changes discussed at last meeting
 - discussion on timeframe for scholarship applications and awards, with consideration of fundraising opportunities; to be taken on a case by case basis

Meeting adjourned at 6:30p , moved to adjourn by Ande Carlson, seconded by Aaron Nyberg.

Next Meeting: Sunday, July 23, 2023 at 4:00pm, Nyberg residence (phone or text Elli for address)

Respectfully submitted, Ande Carlson