

## LHS Band Parent Executive Board Meeting

December 11, 2022

**Board Members Present:** Justin and Dawn Endsley, Wendy Bergan, Lisa Teas, Aaron and Ellie Nyberg, Andrea Carlson, Dan Carlson, KC Carlson, Tim and Kristi Eden, Sheena Lewis

**Board Members Absent:** Jason and Maria Ratliff, Kristina Schafer, Drew Balta

**Others Present:** Kevin Carlson

**Call to Order:** The meeting was called to order by Elli Nyberg at 6:55pm, seconded by KC Carlson.

### OPEN SESSION:

**Secretary's Report:** read by all via the webpage and corrections noted, Approved by Wendy Bergan, seconded by Elli Nyberg. Will follow up with Jason Ratliff on the Oct. 23, 2022 minutes to be posted onto the website.

**Treasurer's Report:** reported by Wendy Bergan

Checking Balance: \$77,998.27  
Alumni Balance: \$1887.78  
Scrips Balance: \$1049.33

Bills presented for payment via email on Dec. 6-8, 2022. Approved by Lisa T and Justin E, Seconded by Elli N and Lisa T via email.

1. Black Dog Storage - Dec-Feb storage fee - \$390
2. Eric Miller - chicken dinner tablecloth reimbursement - \$161.47
3. Nyberg's Ace - props - \$15.13
4. Hauff Sports - apparel for LHS staff - \$1,072.55
5. The Band Mans Company - last four pair of shoes - \$199.70

**ISA Treasurer Report:** none to report

**Band Directors Report:** reported by Dan Carlson

- \$20,000 was officially received from an anonymous donor, directors to determine distribution of donation. Portion of donation to go toward building LHS Jazz program including a flugelhorn and guest clinicians
- 96 students auditioning for All State Band
- want to replicate this past season's marching band success

**Vice President's Report:** Elli and Aaron Nyberg

- search continues for VP's for next year

**Alumni Report:** reported by Sue Mollison

- no new business to report

**Travel Report:** reported by Sue Mollison

- no new business to report
- {see season reflections section of minutes for Sue's contribution to the list}

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**Roadies Report:** reported by Justin and Dawn Endsley

- semi trailer has been winterized
- sale of helix prop metal-\$36 (at \$40 per ton)
- will make second box truck key for KC Carlson so she can move truck if needed
- will make second lift key for Dan C
- discussion on purchasing aluminum trailer, designated to travel always with the band (ie to rehearsals while traveling, etc) or with other ensembles (ie Jazz band)
  - seek lighter, smaller trailer (approx 18x7 1/2) and sell existing 22/12 trailer
  - Dan approves to seek pricing information on this- Justin will research and submit findings at next meeting
- discussion on the need for new front ensemble frames- Justin will meet with Dan about this in the Spring
- still in search of off-season, climate -ontrolled storage space for sound equipment (no room available on school property, not allowed to heat current outside storage space)
- will use LHS shop space for next season's prop builds but not allowed to use LHS equipment. Permission to leave trailer at school with prop-building materials and equipment next season
- Justin shared idea of purchasing 2nd welder table- Justin to research pricing and report to upcoming budging meeting
- recommend sustaining Box Truck be insured year round instead of just during season
- {see season reflections section of minutes for Sue's contribution to the list}

**Chaperones Report:** reported by Lisa Teas

- no new business to report
- {see season reflections section of minutes for Sue's contribution to the list}

**President's Report:** n/a

**Motion to Close:** Meeting adjourned 8:47pm by Wendy B, seconded by Elli N.

**Next Meeting:** January 8, 2023 at 4:00pm at Jason and Maria Ratliff's home 1812 S Hawthorne Ave SF, SD 57105

- ***will schedule separate meetings for Fundraising and Budget, date TBD***
- ***All committee chairs to send long and short term projected expenses as well as wish lists to Elli prior to January meetings***

## ***Reflections on what went well, what to improve, suggestions for next season***

### ***Travel committee suggestions and observations:***

- communication with chaperones before travel events
- solidify hotel student lists closer to hotel deadlines
- recommend 2-3+ volunteers to head travel committee, is too much work for 1 person (ie. 1 accommodations liaison, 1 meal planner, 1 hotel keys manager, etc)
- Dan suggests attempting to stay in St Joseph so to increase rehearsal time and BOA show viewing time for students
- Dan consider overnight hotel stays for Waukee and/or Minneapolis shows vs overnights in gym vs travel back to SF the night of event

### ***Fundraising committee suggestions and observations:***

- consider exploring a set number of work shift to be filled per student as a strong recommendation (cannot require fundraising per SFSD policy) using Brandon Valley as an example
- work shift earnings could go to individual students' ISAs or toward other ISA's (ie Roadie ISA, Scholarship ISA account, other students' ISAs, etc)
- to consider if there are enough work shifts offered in order to set a strong suggestion of a set number of shifts to be completed per student- how many shifts? 2-4?
- further discussion will commence in separate fundraiser meeting on these ideas and more

### ***Roadies committee suggestions and observations:***

- consider moving show reveal date back to March (instead of April) to assist with securing numbers of students committed to program and therefore be able to start travel planning earlier
- question of where SPAT camp will be held next season, considering LHS turf field availability; consider football practice schedule at LHS, attempt to minimize number of moves from LHS to Axtell, consider minimizing use of HWF and utilize LHS field as much as possible; attempt to have winds, battery, front ensemble, color guard all at same rehearsal location as much as possible; consider SPAT camp rehearsal time adjustments if needed- pros and cons; Dan C will consult LHS football practice schedule and make some decisions on use of LHS and/or Axtell
- discussion on marching band show events and transitioning props and front ensemble to the venue at the same time with limited staff/roadies/chaperones/students to facilitate; if planning to ask chaperones to assist with equipment moves next season, chaperones need to plan accordingly and gather enough volunteers to accommodate equipment moving needs
- develop a Standard Operating Procedure for execution of all equipment moving, set up, etc for next years' show and rehearse (both verbally and physically) these logistics at rehearsal run-thru's with all students and volunteers; incorporate visual and music warm ups that mimic procedure for warming up at BOA
- improve communication between directors, roadies, and chaperones by sending information contained in directors packets for shows to all volunteer parties as early as available
- suggest more front ensemble staff- this is being addressed by directors at this time
- suggest that staff be committed to pre-defined dates and responsibilities when volunteering or hired through the entire season
- recruit more sound technicians now for next season, Jason and Paul a good team, went well this season
- improve communication amongst HWF staff and Roadies when at that venue

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- Roadies and Chaperones will continue to coordinate to assist students in loading equipment quickly in order to get back into stadium for award ceremonies; designate a loading/unloading rehearsal to work on efficiency and organization
- suggest chaperones be in charge of uniform trailer from now on, as KC Carlson is able to tow uniform trailer
- suggest directing any props design discussion/needs/ideas/questions to roadies first in order to collaborate effectively and stay organized
- experienced great communication between roadies and chaperones this year!
- storing water and snacks in the semi for battery, front ensemble, tubas and adding garbage cans to the trailers were both very helpful
- continue to store semi trailer on upper pad at LHS- works well
- inclusion of colorguard and front ensemble is improving!
- suggest requesting SBI busses as early as possible with specific request for coach bussing so as to accommodate instruments and equipment most efficiently
- idea to place a water station at SPAT camp, could coordinate with the base and get a big water tank with multi-spickets to fill water bottles while at SPAT camp

**Chaperone committee suggestions and observations:**

- how to manage issue of no available water for students after YIM show and how to manage this differently
- improved and more frequent communication with roadies and color guard improved throughout the season and will continue to build into next season
- suggest improving upon pre-planning with more steady communication from directors (ie show itinerary earlier and more easily available)
- seek ideas for increasing methods of communication with parents (Heja, website calendar and updates, FB communications page, email, etc)
- improve communication within and from the BPA to committees