

LHS Band Parent Executive Board Meeting

January 15, 2023

Board Members Present: Jason Ratliff, Maria Ratliff, Lisa Teas, Justin Endsley, Dawn Endsley, Sue Mollison, Wendy Bergen, Kristina Schaeffer, Aaron Nyberg, Elli Nyberg, Drew Balta, Dan Carlson

Call to Order: The meeting was called to order by Jason Ratliff at 4:06pm, seconded by Wendy Bergen.

OPEN SESSION:

Secretary's Report: Minutes approved by Justin Endsley, seconded by Kristina Schaefer.

Treasurer's Report: reported by Wendy Bergan

Balances as of 01/1/2023

1. Checking - #527	\$32,102.76
2. Box Truck - #2296	\$2,170.95
3. Scripts - #329	\$1,260.74
4. Alumni Association - #5025	\$1,887.78

Events

N/A

Checks presented for Payment

1. Design Loft - \$10,000 – band yearbook
2. Tim Eden - \$87.33 – props JV - winter guard
3. Hyvee - \$25,500 – grocery cards

Payments made (budgeted)

Winter Guard (Which are ISA-\$10,190 and which are under BPA-\$7600)

1. Costumes – Varsity - \$981.30
 2. Costumes – JV - \$654.57
 3. Flags – Varsity - \$117
 4. Flags II – Varsity - \$563
 5. **Flags – JV - \$**
 6. WGI entrance – Varsity - \$970
 7. WGI entrance – JV - \$395
 8. Heartland entrance – Varsity - \$1,450
 9. Tarp – Varsity - \$2,597.85
 10. Tarps – JA - \$1,357
- TOTAL \$9,085.72**

Budget Forecast

\$30,000 minus any ISA payments due.

Notes

1. Filed the Dept. of Revenue report for 4th quarter. Since we only have activity in the fall we are able to change our filing requirements from quarterly to twice a year. getting reimbursed as we pay taxes on wreaths but was done differently and we are getting those back.
2. Yearbook – Cost \$10,000 Rev \$11,100 = \$1,100 income to BPA (\$5k budget) Jason wonders if Jen will continue doing that.

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3. Budget for Winter Guard and ISA account – what is covered by which account
 - Winter Guard will have higher expenses this year d/t going to Dayton OH-Travel should run through ISA
 - How did \$550 and \$190 get decided? – Kristina asked-Sue has email of details, sending to Kristina and Wendy (Kristina doesn't pay bills out of ISA so doesn't know – she only deposits)
 - Staffing & travel expenses will take most of \$10K – BPA budgeted \$7600 of this, ISA covers the remainder
4. Should have ~\$30K going in to next year
5. 990 form due April 15, 2023- Wendy will put a plug out on Heja to ask for help with 990
6. Wendy may have found someone to take over for her after next year.
7. Drew: How to pay for BOA next year – need to do even today, by Jan 31, 2023.

ISA Treasurer Report: Kristina Schafer

- Had some missing checks – waiting on sending out ISA statements until these came.
- ISAs for Yearbook info from Jen just arrived so will be applied coming up.
- Parent of an 8th grader wants to be set up in ISA – they have an older sibling and will use this until they can have their own account. Work-around is through the older sibling and family to let Kristina know how much they want transferred after student
- Kristina noted web link to pay is broken – Lissa knows about this but if go to Donate/Pay tab, that works

Band Directors Report: reported by Dan Carlson and Drew Balta

- BOA is paid for now
- Going to Indianapolis this year not St. Louis d/t St Louis weekend being on All-State Orchestra/Chorus.
 - When attended BOA Indianapolis last time, band stopped and practice in Peoria or Davenport. Bussing is a factor. If staying in Peoria, band should practice there, but would like to stay in Davenport
 - Leave Thurs morning, practice Thurs night and in Indy Friday night – perform Sat - can't pick time but can pick day
- BOA email that we can pick our time in IA and we pick last time slot – more schools coming
 - Sept 30, 2023 – not an overnight
- Joey sending home football dates to Drew to coordinate SPAT camp rehearsal venue(s)
- \$3500 line item for winter guard for Julie. She will be submitting an invoice.
- Potential to start Winter Percussion Guard: \$12K to start w/ an ISA – not enough – unknowns with staffing of this. Possible use \$6K to support – for lessons for Patrick kids, the other \$6K to create a scholarship to participate in Groove

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- Lead on Front Line Instructor – looking promising, Leo not with us next year
- Kristina asked about more percussion time during winter season – working on possible percussion something for next concert
- Julie – props – nineteen bases for next season for use
- Great All-State Band audition day yesterday.
- Upcoming events: (directors will update Google calendar)
 - Recital night Jan 19, 2023 at Lincoln
 - Band concert next Friday (1/27)
 - Solo/Ensemble Contest Jan 31 @ Augie
 - Jazz busy – Whittier on Tuesday, Patrick on Thursday, Lincoln WIN time Friday
 - Jan 2 – bringing in 4 musicians to work w/ Jazz 1 – potential for Jazz 2 & 3 in future
 - Feb 10 Morningside Jazz Festival in Sioux City
 - Feb 24-25 Coe College Jazz Summit/U of I Clinic
 - Fundraiser for Jazz on Wed – coupon books \$20 – keep \$12 of each – prizes for students - \$ will go to 1st ever Lincoln Jazz Summer Camp – 3-day camp – our students & incoming 8th grader – in June
 - Lincoln & OG & Mitchell – combined jazz concert – rent the District – April 17 – each bringing in a guest artist – meeting w/ SDPR for broadcasting
 - Applications getting put together for Macy's – due Jan 31 – Tourn of Roses not due until May
 - Pavilion Concert end of March
 - Pep bands coming up
 - Show Reveal day April 22, 2023

Vice President's Report: Elli and Aaron Nyberg

- Thank-you to Linda Baker sent
- Fundraiser Meeting on Dec 28 went well. Lori Blom talked with her friend with marketing/fundraising specialty in non-profit organizations and felt we could do well. Jason motioned to move forward with finding out cost information – Justin seconded.
- SDSYO does not have a scholarship algorithm but they are working on it and Connor will keep me informed of what they work on.
- Possible Work Shift Coordinator referred to Tim for more info.
- Next VPs – working on a potential option.
- Wendy suggested put up table at next Band Concert for positions and see if any interest.

- Volunteer hours – Sue noted her company will donate up to \$500 to the nonprofit they volunteer for. Lisa mentioned her work also donates to the nonprofit their employees volunteer for as well. I wonder how many other companies do this – some also pay their employees a certain amount of hours to volunteer for non-profits. Worth exploring/working in to all-band parent information.

Alumni Report: reported by Sue Mollison

- has picked up all old LPs – can do alumni raffle? Dan wondering if we want to capture these – digitize these? Elli noted Legacybox.com has been fantastic to work with. CDs, LPs, 8 mm film – some years are missing – possibly reach out to Kyle? Dan found some 8mm film up in loft. Would this come out of Alumni account maybe as responsible to keep history – concern w/ copyright info. Highest priority would be shows.

Travel Report: reported by Sue Mollison

- Des Moines dinner – Roadies in MSP, St Joe, Pizza, Parking Bkfst, Taco – etc
- \$51,168 not bussing – budget \$45K-Jason noted this is good considering what was planned in the Spring
- Wendy wondered what school invoiced for – what is BPA responsible for vs school vs ISAs; also question on bussing costs – Sue and Drew to get details on this before we work on budget.
- Bussing: School gives \$19,600/year. Bussing this year \$65K – this was prior to the season and didn't get charters, got school busses – this is just competitions, not games (President's Bowl & FOB d/t parking) BPA \$25K
- Approximate bussing costs per show: MSP or IA = \$10K; St Louis \$42K; Marshall \$4200
- Dan & Drew talked to Dr. Perkins re: budget line not adjusted for years. We decide to travel, not the school district.

Roadies Report: reported by Justin and Dawn Endsley

- Jazz has new drum kit – old one can still be used – used Jazz account – need cases for old kit – old one being used for pep band.
- Separate smaller trailer possibly used for Jazz but could travel with busses for instruments – tubas, battery – an aluminum trailer –
- Uniforms – possibly new trailer – lighter so any pickup can pull it
- Lighting in semi – pending – roof leak done, seal done around door
- Outfitting it – depends on what we want – if get trailers for tubas/battery – but for props, sound/front ensemble – no plan but open to thoughts
- Long-term – lower pad – 2024 city will be re-doing off-ramp – want to move lower pad back a bit
- Can use shop space – Justin has talked to welding and construction instructors – willing to help us out – shop space is nice – 2 lifts, multiple car bays – can't use during school days up to patriot Power Day. Prep prior to this can be at Bill's or Justin's shops.

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- Possibly purchase another welder, especially if need for next season's show
- 4-wheeler – for props, for students with injuries – wish list
- Justin gave Wendy check for \$36 for scrap metal from helixes ☹️
- Box truck gas needs bigger budget

Chaperones Report: reported by Lisa Teas

- Uniforms are delayed from cleaners
- Next year last year with these uniforms

President's Report: reported by Jason and Maria Ratliff

- Budget time: All committees have reports by Feb 12 then set Budget Meeting for end of Feb – have two meetings. Goal: New budget ready by Reveal Night
- Directors get Julie info
- Need Jazz numbers
- Winter Guard, Drum \$
- Watched Macy's audition video

Motion to Close: Meeting adjourned 5:47pm by Elli N, seconded by Jason R.

Next Meeting: February 12, 2023 4:00p Ratliff House

**Reflections on what went well, what to improve, suggestions for next season
(WITH UPDATES AS OF JAN 15, 2023)**

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

Additions from January 15, 2023 meeting:

- increase fuel budget for box truck
- 4 wheeler for props, injured students, etc (wish list item)
- Separate smaller trailer possibly used for Jazz but could travel with busses for instruments – tubas, battery – an aluminum trailer –
- Uniforms – possibly new trailer – lighter so any pickup can pull it
- Possibly purchase another welder, especially if need for next season's show

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