**Waller High School Band Booster Meeting Agenda**

**September 9, 2021**

**Current Board**:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Attendance** |
| Steve Meeves | President | ✓ |
| Joanna Alvarado | VP Fundraising | ✓ |
| Lorna Chandler | VP Concessions (Home side) |  |
| Danny Chandler | VP Concessions (Visitor side) | ✓ |
| Andrea McKamie | Treasurer |  |
| Leslie Acker | Volunteer Coordinator | ✓ |
| OPEN | Assistant Volunteer Coordinator |  |
| Jessica Page | Secretary | ✓ |
| OPEN (Bethany today) | Food Coordinator |  |
| Mr. McWilliams | Waller High School Band Director | ✓ |
| Mrs. Alice | Schultz Junior High Band Director |  |
| Mrs. Smith | Waller Junior High Band Director | ✓ |
| OPEN | Color Guard Rep |  |
| Alexa Bayles | Percussion Rep |  |

**IN ATTENDANCE:** Regina Hartigan, Jennifer Anweiler, Teresa Cavazos, Juanita Gonzalez, Maria Guadalupe Cruz, Sandra Lechuga

**WELCOME / CALL TO ORDER / INTRODUCTIONS (Steve Meeves):** The meeting was called to order at 6:37 pm. Steve welcomed all members and board members. Introduction of all attendees.

**SECRETARY’s REPORT (Jessica Page):** Minutes from August 12, 2021 meeting were reviewed with no modifications. A motion to approve minutes was made by Danny Chandler and seconded by Joanna Alvarado. Motion carried.

Jessica further discussed the modifications to the wallerband.org website, discussed the remind option for Waller Band Boosters (text @wallerbb to 81010) and discussed the creation of a QR code and volunteer database (work in progress). All documents to be created in English and translated to Spanish.

**DIRECTOR’S REPORTS:**

WHS BAND DIRECTOR REPORT (Mr. McWilliams): Our first home game, August 27, was canceled. The game on September 3 went well and the students did a great job on their performance. Our first away game is September 10. A sign-up genius was published to solicit volunteers. We still have a few open spots on the sign-up for volunteers. A volunteer / chaperone meeting will occur prior to the departure of the buses to discuss the expectations. The buses (4) and band truck are scheduled to depart at 5:30 pm.

September 17 is our next home game and is also junior high night. The junior high students will sit in the stand with the band and will be on the field during halftime. Students will eat on their own campus prior to transporting to the high school stadium. Junior high directions are to communicate the numbers to Leslie Acker to order the pizzas for the students.

We have a bye week on September 24; however, the football coach is attempting to find an opponent to play on the bye week. More details to follow if an opponent is identified.

The Capital City Contest is on September 25 in Austin. We are scheduled to perform at 2:00 pm. An itinerary will be sent early next week to parents and students. We are scheduled to depart at 7:00 am and return time is questionable based on final qualification. Props have been picked up today and will begin practicing with the props on Tuesday. We will have school buses for the Capital City contest and charter buses for the contests in Waco and San Antonio.

October 4 is an away game and will occur prior to our next band booster meeting.

WALLER JUNIOR HIGH DIRECTOR’S REPORT (Mrs. Smith):Mrs. Smith is sending an email with the itinerary for junior high night at the September 17 football game. She will be soliciting parent volunteers to serve pizza, crowd control, water, and bathroom breaks.

SCHULTZ JUNIOR HIGH DIRECTOR’S REPORT (Mrs. Alice):Not in attendance

**OFFICER’S REPORTS:**

PRESIDENT - Steve Meeves: We discussed the by-laws last month and the by-laws are to be reviewed and updated to be applicable to our organization. We have an attorney that will need to review and file the bylaws for our 501c. We will table the by-law discussion and hold a special meeting with the board members in late fall to review and discuss the by-laws.

VP FUNDRAISING – Joanna Alvarado: Joanna contacted Igloo on 08/24 to discuss donations of coolers to the Waller Band. She received no response and will continue to follow-up with the community relations department.

Joanna is also coordinating with Kroger on their community reward program. Communication will be sent from Kroger to President Steve Meeves email address. Jessica will update passwords and ensure all board members have access to their Waller band email accounts.

Three (3) volleyball seniors painted their parking lot squares and they look great! We are scheduled for seniors to paint their parking lot squares on September 18 & 19, but still need forms with designs turned in. Joanna created and printed half flyers highlighting the parking lot design fundraiser and put a flyer on every car in the high school parking lot.

We will reopen the band store for the next home game and communicate to all the band directors to send an email to all parents / students.

VP CONCESSIONS – LORNA/DANNY CHANDLER: The concession stands needs to be cleaned weekly due to the construction of the high school. Danny communicates with the school on ticket sales, and orders CFA based on the anticipated ticket sales (20% of ticket sales). We are cashless in the stands and purchased cell phones through track phone. There are no monthly plans as the devices run off the schools Wi-Fi. Every window will have 2 phones with chip readers. Payment also through Samsung and Apple Pay.

We were very light on volunteer assistance in the concession stands and need at least 30 volunteers on the home side and 16 volunteers on the visitor side for each game to effectively manage the crowds. Ideally each window needs 4 volunteers, and we need to run 4 windows open per game. In addition, we need runners for food and drinks. We are expecting a large crowd for the home game on September 17 and need adequate volunteer participation. Sign up genius for the next game is already published.

Our soda machines are fully functional. We have a new gas company – American Welling & Gas – which is in Waller. We received an invoice for 4 bottles delivered. We will not be charged monthly and will pay per bottle and delivery charge. Coca Cola handles everything pertaining to the soda fountains.

TREASURER – Andrea McKamie:

Total working funds: $10,805.07

Current Balance: $16,141.97

Pending Receipts: $455 – Mr. McWilliams delivered the money to Steve Meeves for deposit this morning

Less pending payables:

* $2,741.45 from 99 pledges deposits to be paid to the band
* $1,000 scholarships pending student details
* $240.95 AWG – new CO2 provider (Danny to provide details on new rate)

Less outstanding checks/debits: $1,809.50 outstanding checks

Game recap: $4,083.66 from 09/03 game

New Business: Treasurer is requesting to move over to QuickBooks Online. Changing over will allow for access on any computer / phone. The first 3 months are $12.50 then we would need Simple Star plan at $25/month and includes the following.

* + - 1. Track income & expenses
      2. Invoice & accept payments
      3. Maximize tax deductions
      4. Run general reports
      5. Capture & organize receipts
      6. Track miles
      7. Manage cash flow
      8. Track sales & sales tax
      9. Send estimates
      10. Manage 1099 contractors

Jessica Page made a motion to approve QuickBooks online and Leslie Acker seconded the motion. Unanimous vote ‘yes.’ Motion carried.

VOLUNTEER COORDINATOR – Leslie Acker: We are having trouble securing volunteers. The last home game was on a holiday weekend, so we are hopeful that is what impacted the number of volunteers. The sign-up genius is published for the away game on September 10. PIT volunteers are low; however, bus chaperones may be able to be used for other tasks.

Next week will be focused on soliciting home game volunteers. Leslie needs volunteers to complete the VIPS packets. These will be sent to Jessica Page to post on wallerband.org and send out via the REMIND app.

FOOD COORDINATOR – OPEN: Leslie is the acting food coordinator until a new one is identified. Leslie ordered pizzas for this week’s game (3 pizza slices per student) and the amount owed is $230. We will be set up and ready to feed the students at 4:00 pm. Steve Meeves will provide the water.

COLOR GUARD – OPEN: no update

PERCUSSION – Alexa: no update

**NEW BUSINESS:**

Talk Tuesday – we are considering a Talk Tuesday where we invite parents to attend on a Tuesday evening during band rehearsal. We will open the concession stand (soda machine) and talk about volunteer opportunities and host an orientation on working a concession stand.

Winter concert in Stone Creek Ranch – this is a potential fundraiser for the Waller Band Booster. Developer Cary Dunham may donate money for a band performance to the residents of the community. Potential: tree lighting, Santa, vendors, hot cocoa, hayride?

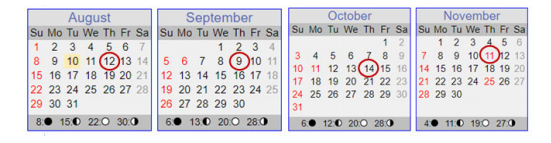
Mr. McWilliams wants to get the band out in the community more – this would be a great recruiting opportunity and great exposure for the band.

**Upcoming Events:**

* + Fri 09/10 Away need volunteers
  + Fri 09/17 Home need volunteers
  + Sat 09/25 Capital City Marching Contest need volunteers
  + Fri 10/01 Away need volunteers

<https://www.wallerisd.net/site/Default.aspx?PageID=3811>

[www.wallerisd.net](http://www.wallerisd.net),



**Next Meeting:**

Thursday, October 14, 2021 @ 6:30 pm

Thursday, November 11, 2021 @ 6:30 pm

Adjourn at 7:55 pm by Steve Meeves. Second by Danny Chandler. Motion carried.