

**Elkins Band and Elite Booster Club
Elkins High School
Missouri City, Texas**

Meeting Minutes

Date:	July 24, 2007
Time:	6:30p
Next Meeting Date:	August 14, 2007
Next Meeting Time:	6:30p

Name	Present Yes/No	Name	Present Yes/No	Name	Present Yes/No
Brenda Farley	Yes	Virginia "Ginny" Farley	Yes	Melissa Diamond	No
Camille Garcia	Yes	Carol Nicoladis	Yes	David Lawson	Yes
Scott Estes	Yes	Drew Farmer	Yes		
Nora Garcia-Lepovitz	Yes	Jackie Lehnhoff	Yes		
Brenda Chan	Yes	Brian Waites	No		

Topic	Discussion	Plan of Action
Meeting called to order Approval of meeting minutes President Report Parent's receipt Meeting with Ms. Whitaker	<p>Called to order by Brenda Farley at 6:42p</p> <p>Approved as revised by Jackie Lehnhoff, 2nd by Nora Garcia – Lepovitz</p> <p>Brenda Farley reports that the parent's receipt is ready. Camille Garcia and Brenda Farley met with Ms. Whitaker July 23, 2007. The following items were discussed:</p> <ul style="list-style-type: none"> Ms. Whitaker would like copies of any documents that are to be turned into the district Ms. Whitaker stated that she will work with the booster clubs; Ms. Carroll will look at student activities Ms. Whitaker would like to see the booster club meeting minutes Is ok with hiring off duty police officer for student events Prefers not to have prom mothers day weekend All fall activities need to be approved by September 8, 2007. The dates can be changed at a later date if necessary. Sponsorship was approved. 	<p>Carol Nicoladis will send copies of approved meeting minutes from the last three meeting in the morning and will subsequently send approved minutes monthly</p>

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Activity Forms	Need to pursue clarification of forms to be used for activities Scott Estes needs to copy the booster club on all forms submitted to the district.	Scott agreed and stated that all forms have duplicates available
Vice President Report Meeting with Dr. Whitaker	Camille Garcia reiterated the need to have all fall fundraising forms to her by September 8, 2007 Camille Garcia listed the four priorities that need to be submitted by the deadline: fall marching shirt, spirit items (polo shirt for parents, etc), fall golf tournament and fall banquet.	
Clinician Contract	Draft given to all. Brian Waites needs to send contract examples to Brenda Chan. Further discussion will be tabled until Steve Chan arrives.	Camille Garcia will contact Brian to send this information.
Drumline Fundraisers Organizational Structure	Need to be submitted to Ms. Whitaker separately. Needs to be defined per Brian Waites.	
Director Report Elite	Scott Estes reported that the Elite director Melissa Diamond could not be here. He will report for her. Elite budget for uniforms needs to be increased due to increase in number of dancer from 32 to 40 due to transfers from Hightower.	
Band	Nothing at this time.	
Bylaws	Steve Chan will critique the current bylaws. Camille Garcia proposed that all suggestions for amendments to the by-laws are included in meeting minutes.	Steve Chan stated that he would have this ready by this weekend.
Clinician Contracts	The draft that Camille Garcia distributed was reviewed with the executive committee and Steve Chan.	Steve Chan will take all comments, including the information that Brian Waites has and work on the draft.
Treasurer Report Budget	Jackie Lehnhoff presented amended budget. The following items were amended: Rock a thon information	

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Annual Audit	<p>Addition of new line for Spring band trip; \$250.00/student for 181 students</p> <p>Meals and Entertainment: Addition of a line for Band pizza during Bands of America (BOA) trip \$1500.00</p> <p>Amended cash on hand at end of school year \$12, 220.85.</p> <p>Mum expenses reduced from \$3000.00 to \$2000.00</p> <p>Scott Estes proposed adding \$500.00 for local contest entry fees.</p> <p>Elite costumes amount will be changed from \$75.00/costume to \$100.00/costume for 40 students.</p> <p>Carol Nicoladis proposed accepting amendments to budget, 2nd by Nora Garcia-Lepovitz.</p> <p>Will take place August 2, 2007 conducted by Brenda Farley, Ginny Farley and John Hogue.</p>	Jackie Lehnhoff will add to the budget
Standing Committee Reports		
Ways and Means		
Rock a Thon		
Prize list	Nora Garcia-Lepovitz distributed draft to committee.	David Lawson will post on the web site.
Volunteers	Volunteers that have signed up need to be contacted by Brenda Chan.	
Raffle guidelines	Brenda Chan will need to compose the volunteer/chaperones areas of responsibility. Jackie Lehnhoff suggested that Brenda contact Robin Broxson, in charge last year, for information and suggestions	Brenda Chan will contact Robin Broxson
Student labels	Previous years guidelines were reviewed and the decision was made to leave unchanged.	
Admission arm bands	Jackie Lehnhoff stated that she needs student labels prior to the event to make student admission envelopes.	Brenda Farley will make the labels for Jackie
Menu	Jackie Lehnhoff will inventory the amount of arm bands on hand and purchase more if necessary.	
Entertainment	Nora Garcia-Lepovitz discussed menu for event. Emails two weeks prior and one week prior to the event will need to be sent to all parents to request donations of bagged baked goods and single serving size bags of chips.	David Lawson will send out emails
	Nora presented the idea to change the entertainment from the previous years due the number of times the students have	

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<p>Golf Tournament</p>	<p>seen the same entertainer and the cost. Fred Lepovitz band will perform for the event for \$400.00 for the amount of time that we request. The suggestion was made to set up in one of the gyms with a drink station available to the students. Other entertainment options were also suggested.</p> <p>The country club has been reserved for November 9, 2007. This activity still needs approval.</p> <p>Drew Farmer suggested obtaining event insurance in case of rain out.</p>	<p>David Lawson will post the flyer on the web site</p> <p>Nora Garcia-Lepovitz will follow up</p>
<p>Fall Banquet Baskets</p>	<p>Nora distributed ideas for baskets for silent raffle at banquet. The idea presented is for each section to make a basket to be raffled at the event</p>	
<p>Membership and Sponsorship Membership forms</p>	<p>Brenda Farley created new membership forms and volunteer job descriptions</p>	
<p>Sponsorship</p>	<p>Ginny Farley reported that the sponsorship initiative was approved.</p> <p>Ginny Farley reported that Post Net will donate \$500.00 of their services. This includes copying and the post office box. They will need the tax number.</p> <p>All copying will go through Ginny Farley.</p> <p>Ginny Farley distributed sponsor brochures. These will be due August 10, 2007.</p> <p>The sponsor information will be included in a parent packet for the 1st week of marching band.</p> <p>Suggestion also made to have information table at Rock a thon.</p> <p>Suggestion was made to create banners with sponsor's names. This would have to be approved.</p> <p>Approval was given to announce sponsor names at halftime.</p> <p>Brenda Farley suggested having an information table available at castle camp.</p>	<p>Jackie Lehnhoff will give this to Ginny who it turn will give to Post Net.</p> <p>David Lawson will send out email, Friday, July 27th to all parents about the sponsorship initiative.</p> <p>Ginny Farley and Brenda Farley will be in charge of setting this up</p>
<p>Spirit</p>	<p>Chaperone guidelines were discussed.</p>	<p>Brenda Chan will send out final copy of Chaperone guidelines with approved changes</p>

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Web site and newsletter	<p>Committee discussed shirts that chaperones are required to wear. Decision was made that they will be required to wear the approved booster club polo shirt. They will also be required to wear a lanyard identifying them as a chaperone. Polo shirts need to be discussed with Leonetti.</p> <p>David Lawson reported that the band web site has been up and running for 2 months with 1300 hits. He would like to see a new parent's page. Scott Estes suggested having a student/parent handbook instead</p> <p>David Lawson is requesting links, photos, articles for the newsletter David presented draft of newsletter to committee Will be distributed via email and posted on the web site. Scott Estes would be prefer that the 1st newsletter by published before August 17, 2007. Emails need to go through the band web site in the future. Jackie Lehnhoff requests BOA information in the newsletter</p> <p>Band camp newsletter will be sent the week of August 1st.????</p>	<p>Ginny Farley will follow up.</p> <p>Pending approval of guidelines, David Lawson will post on web site.</p> <p>Scott Estes and Drew Farmer will be in charge of creating this handbook. David will place on web site after approval by committee.</p> <p>Jackie Lehnhoff will contact David Lawson with information on BOA for the newsletter</p>
Other Committees Mums	<p>Brenda Chan and Camille Garcia have set tentative dates for mum workshops of September 4, 2007 and September 10, 2007. Will set time later. Work days for making mums will be Mondays and Tuesdays.</p>	
Drumline	<p>All discussion tabled until Brian Waites is present.</p>	
Old Business BOA	<p>Jackie Lehnhoff distributed revised draft of cost/student.</p>	

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<p>New Business Spring Band Trip</p>	<p>Suggestion was made to discuss at parent meeting before Rock a thon Brenda Farley made motion to approve Jackie Lehnhoff's proposal, 2nd by Camille Garcia. Scott Estes will inform Elite director about increase in cost of trip.</p> <p>Other old business deferred.</p>	
<p>Executive committee meeting date</p>	<p>Needs to be coordinated with state Taks testing and UIL concert and site reading competitions. Scott Estes will make the decision about Spring band trip destination.</p>	
<p>Meeting adjourned</p>	<p>Brenda Farley proposed that the meeting be held the 2nd Tuesday of the month. This will start in August and begin at 6:30p.</p> <p>Adjourned at 10:55p by Brenda Farley, 2nd by Scott Estes.</p>	

Submitted By:	Carol Nicoladis Secretary
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