

BBPO Board Meeting Minutes
Thursday, February 8, 2018
Band Room

Meeting was called to order at 6:30 P.M.

Minutes from January Meeting

1. All approve
2. For future minutes, include a list of attendees

Bylaws

1. Due to low attendance at board meetings, a Bylaws committee was formed
 - a. Committee will meet toward the end of February to finalize bylaws for an approval vote at the March meeting
 - b. Please review bylaws and let Tracy know of any comments or suggestions prior to the Bylaws committee meeting

Trivia Night

1. New Beginnings Church from 7-9 on February 24th
2. Ticket sales are low as of now (only 6 of 300 have been sold)
 - a. We need to sell 200 to break even
3. Facebook promotions are underway
4. More promoting needs to happen
 - a. Possibly ask the school to promote it
 - b. Have the band kids make posters
 - c. Check with contact at Channel 6 to see if they will mention it

Treasurer Report

1. Renee reported an unencumbered cash balance of \$63,584.68
 - a. Concessions profits remained stable this year

- b. A few of our fundraisers made less money than previous years
 - i. We didn't have the mattress fundraiser
 - ii. Possible fundraiser fatigue impacted the winter concert bake sales
 - iii. BTOB profits were down
 - 1. Coweta didn't participate which lowered entrance fees as well as concession sales
 - 2. Meal tickets were not sold so many bands & spectators left campus for meals impacting concession sales
 - a. Meal ticket sales will be a priority for next year's BTOB
 - 3. Air grams did well making about \$800
 - a. Pure Profit
 - b. Mr. Collins does an amazing job delivering the messages
 - c. Make a bigger push for sales next year
- 2. Some people are still behind on band fees
 - a. All band fees must be paid before a student can buy band banquet tickets
- 3. Mia Iden & Danny Ball have been working on London accounts
- 4. Mia plans to meet with Mr. Parker to make the 2/15 London payment
 - a. There are also a few questions to go over with the travel company about refunds
 - i. There is conflicting information in the paperwork vs. what we were told
- 5. Mia will not be continuing on in her position next year
 - a. New person needs to begin training
 - b. Priority needs to be made in properly accounting for Guard, Parent Organization, and student accounts within their ledgers
 - i. Everything works out in the end, but we could do a better job determining exactly what should go into and come out of each account
- 6. Next year's Treasurers need to meet with Parker
 - a. Provided the BBPO voters approve, the following volunteers will be the new treasurers:
 - i. Renee Huffaker- Parent account
 - ii. Kim Kirk- all purchase orders
 - iii. Tracy Jackson- Guard
 - iv. Carrie Cooper- Student accounts

- v. Danny Ball- London
- 7. The credit card fee issue is still being researched
 - a. Chams and AffiniPay will not provide a definitive answer on their possible solutions
 - b. There is not a way to add a drop down bar to add the fee in Charms
 - c. The best option may be to add in a buffer to cover fees
 - i. Or possibly adding a miscellaneous operations fee to band fees
- 8. London payments
 - a. October we had received about \$59k of the \$61k owed at that time
 - b. February we have received \$192k of the \$242k owed
 - c. There is a form in Charms that keeps this information readily available

Fundraising Report

- 1. Gourmet food sale is currently underway
- 2. All fundraisers have been added to the calendar on the Bixby Bands website
- 3. The battery sales fundraiser will begin at the end of the month
- 4. Other fundraisers in the next couple of months:
 - a. BBQ sauce
 - b. Easter Lilies
 - c. Mattress sale
 - d. Fireworks
 - i. We need to double check with Ken that this has been approved by the school
- 5. About \$3,400 was made during the ink fundraiser
 - a. 18-19 participants

Pasta Dinner

- 1. April 16th at South Tulsa Baptist Church
- 2. Raffle baskets need to be organized soon
 - a. Possibly put the band leadership kids in charge of organizing & gathering basket items

Band Banquet

1. DJ and Venue have been booked
2. Menu planning is underway
 - a. Will be a determining factor in ticket prices
3. Ticket forms should go out toward the end of March
4. The compilation of photos is underway for the year in pictures video
5. Seniors have been asked to gather a baby photo and their senior photo
6. A note was made that guard was inadvertently left off of the program last year so we want to make sure they are included this year
 - a. They would also like to contribute their own video and photos for the event

London Committee

1. Tracy is forming the committee now
 - a. Anyone interested should contact her
 - b. She will also mention it at the upcoming Mandatory Band Parent meetings
2. Committee will be meeting soon

Bixby Band Parent Organization Nomination Committee

1. All positions are almost filled
 - a. We are still lacking a Water Brigade chairperson
 - i. Whoever takes this position will have help, we just need a person to head it up
2. A vote will be taken by paper ballot at the upcoming mandatory band parent meetings*
3. The following people are the 2018-2019 BBPO nominees:
 - a. President- Tracy Rubis
 - b. Vice President- Dawn Glimp
 - c. VP Uniform/Band Management- Tracy Rubis & Dawn Glimp
 - d. VP Fundraising- Jennie Knight/Monica Bein/Katie Naugle

- e. VP Concessions- Cassie Mitchell
- f. VP Communications/Secretary- Rebecca Eckert
- g. Treasurers-
 - i. Parent Account- Renee Huffaker
 - ii. Student Accounts- Carrie Cooper
 - iii. PO's- Kim Kirk
 - iv. London- Danny Ball
 - v. Guard- Tracy Jackson
- h. VP of Classes
 - i. 12th- Lisa Michael
 - ii. 11th- Cathy Peters
 - iii. 10th- Brandi Short
 - iv. 9th- Kim Kirk
 - v. 8th- Traci Jones

**** The mandatory band parent meeting on 2/09/18 was attended by the BBPO's needed quorum of members to pass a vote. Tracy Rubis held an oral vote in which all board members listed above were unanimously voted into office by the BBPO members saying "aye". The need for paper ballot was bypassed at that time.***

Website

1. A London page has been added along with the fee schedule
2. Board roles were also uploaded

Miscellaneous Business

1. The band will not be attending BOA in St. Louis
 - a. The date changed and is no longer on fall break due to a conflict at the dome
 - i. This conflicted with the OBA schedule when the decision was made not to go

- b. State Championships will now be held the weekend of fall break
- 2. Corporate Sponsorships
 - a. We should look into how to thank any corporate sponsorships the band has
 - i. It was mentioned that Mr. Parker would gift them with a band photo
 - 1. This matter needs to be discussed further so that our corporate sponsors feel appreciated

Meeting adjourned at 7:32 P.M.

Next BBPO Board meeting

Thursday, March 8, 2018

6:30 P.M.

Band Room

BBPO Meeting 2/8/18 Attendance

Janine Bowlin

Tracy Rubis

Brandi Short

Cathy Peters

Rebecca Eckert

Renee Huffaker

Traci Popp

Danny Ball

Jennifer Pardue

Jeff Beach

Derek Meyer

Chandria Meyer