

BBPO Board Meeting Minutes
Thursday, November 9, 2017
Band Room

Meeting was called to order at 6:31 P.M.

Minutes from October Meeting

1. All approve
 - Pending a change to the fundraiser document attachment
 - Kettle corn sales and the ½ beef raffle should be separate items

Fundraising Report

1. Ken Lakin reported that poinsettia and greenery sales were outstanding
 - \$24,000 worth of items were sold
 - 77 students participated
 - Double the number of students that participated last year
 - Items should be in 11/30 with possible distribution that evening or on 12/1
 - Depending on when items arrive and can be sorted
 - Help will be needed for sorting and distribution
 - Tracy will check with Mrs. Coleman about using the black box for storage and distribution
2. 1 of the 2 big raffles for the year will be starting soon
 - 5 items are available to win
 - There are two ½ beefs available
 - A date night out in Tulsa, with a hotel stay
 - Yeti Cooler
 - Thunder package (Includes QT gift card, dinner, & Thunder tickets)
 - Possible dates are still up in the air for the raffles as to not interfere with other raffles
 - A raffle and bake sale to benefit the Band Banquet will be going on during winter concerts
 - It was also noted that the Trivia night fundraiser will also have a raffle

- January and August may be the best options for the 2 big raffles

3. Fireworks will not be sold for New Years

- A local fire chief informed us it is not in compliance with local law to have fireworks for NYE
- The summer fireworks stand is still on, with the possibility of having 2 stands

4. Tracy Rubis mentioned that Mr. Parker is strongly suggesting the band pick up BOK concession sales for fundraising

- She is currently looking over the contracts
- Workers have to be over 18
- Very Labor intensive
- Difficult hours to schedule
 - Events go late into the night
- Workers have to drive downtown
- Very rigid rules
 - Every shift must be covered or a fine is involved
- Very tedious
- Each supply is monitored and you are charged for waste
- Definitely need someone to coordinate schedules and volunteer signups
- Has the possibility to be very profitable
- Possible trade off for gate work
- Workers earn an hourly wage
- A percentage of profits is also earned
 - How to apply funds to accounts would need to be worked out with Mia and Mr. Parker

5. Spirit store is now open

- 11/1-11/30
- We do make profits on sales
- Should have items by Christmas

6. Bixby Winter Wonderland

- 2 weekends in December from 5-9
- Possibly sell kettle corn

- Operate the hot cocoa/coffee stand
 - All items have been donated
 - Straight profit from sales
- Possibly sell kettle corn
 - Operate the hot cocoa/coffee stand
 - All items have been donated
 - Straight profit from sales
 - This event may not be a big money maker now but in a few years as the event grows, it could potentially be a great opportunity
 - Ken will get more info
- This event may not be a big money maker now, but in a few years as the event grows, it could potentially be a great opportunity
- They would also like the band to play
 - Possibly ensembles

7. Other possible fundraisers

- Expo square concessions
- Drillers concessions
- A Big Time Wrestling event
 - Possibly a summer event
- Mattress fundraiser
 - Possible in the spring/summer
 - The former mattress sales company went out of business, but a company in OKC picked up the fundraiser

8. The general idea is to bring in new fundraisers and move away from cookie dough and cheese cakes, and toward more community wide fundraisers

Treasurer Report

1. 8th Grade Charms accounts are good
2. London trip
 - As of the first deposits, we have about 325 travelers
 - About 200 travelers are students

1. The rest are parents, grandparents, aunts, uncles, and siblings
 - As of the 2nd payment not all 325 have paid
 - With board approval, Mia Iden would like to have a list posted in the band room of the London travelers for which she has paperwork and that have paid their fees
 1. Would help students know if they need to locate lost paperwork or speak with their parents about fee payment
 2. Board unanimously approved of posting a list of London travelers
3. Poinsettia money is currently being sorted
4. Band fees are ok, about the same as usual
5. Credit card fees have the possibility of becoming an issue
 - London will cost more than we will have collected due to fees we incur for processing credit cards through Charms
 - We need to resolve this issue soon
 - Possible convenience fee
 1. Flat fee
 - We have incurred about \$1200 in processing fees
 - October fees have not been figured yet so the \$1200 does not include what may have been charged in October
6. Winterguard budget
 - There is no budget for winter guard
 - They need 60 people to sign up to be able to cover costs or there will be no Winter Guard this year
 - There cannot be many more than 60 or lack of equipment will be an issue
7. Gate work is going well
 - Spring sports sign ups are posted
 - Football gate money will be released in December
8. The credit card machine in the concession stands worked ok
 - Only 1 person was able to use the machine
 - Wifi was an issues the first night
 - Before next year we need to try to to get wifi from the Home of The Spartans to the concession stands
 - Concession profits will also be subject to credit card processing fees

Chaperone Report

1. There were a few chaperones in St. Louis that didn't necessarily handle their responsibilities in the best way, which brings to mind serious concerns regarding chaperones for London
 - Safety
 - The responsibility of chaperoning students in a foreign country should not be taken lightly
 - We may need some kind of application process for chaperones
 - It is undetermined if every adult paying the fees to travel with the band will be an automatic chaperone or not

Band Banquet

1. Scheduled for 4/28 at the DoubleTree @ Warren Place
2. The 2nd committee meeting is being held directly after the current board meeting
3. After speaking with the props committee it was determined that we can use props from this year's show at the banquet for decoration
4. A freshman dad has an event planning company
 - He is willing to help with sound, lighting, etc
 - He is donating AV and Lighting equipment and only charging us for labor

New Band Building

1. Should be ready within days
 - Move in should be able to begin next week
2. Next month's board meeting can be held in the new band room
3. We may possibly hold an open house in December
 - Show off the new facility
 - Invite middle school band students to help get them excited for high school marching band

- i. Maybe we can put together a presentation for the evening to encourage 6th, 7th, and 8th grade involvement

Website

1. Tracy Rubis and the board congratulated Chandria Meyer on a job well done for the new website
 - o Band directors and parent users are very happy with how it is working
2. Chandria volunteered to keep doing the website for us until her current 8th grader graduates

Miscellaneous Business

1. Now that the season has ended, the bylaws committee will finish up and present a draft of new bylaws for a vote
 - o Hopefully by January
 - o The intention is to include that all members of the BBPO be best trained
2. Collecting fundraiser money from the middle school band
 - o We may need another safe at the middle school
 - o For now, Tracy Popp will designate a location for fundraiser money drop off and will pick it up to bring to the high school band safe

Meeting adjourned at 7:31 P.M.

Next BBPO Board meeting

Thursday, December 14, 2017

6:30 P.M.

New Band Room