

## **Klein Collins Band Association Membership Meeting September 14, 2015**

Trianna Warkentin called the meeting to order at 7pm in the Klein Collins band hall.

Members in attendance were Trianna Warkentin, Maryjane Lawrence, Deana Stricklin, Marianne Beale, Julie Wood, Elizabeth Taylor Centamore, Kim Miller, Cheryl Moreno, Tonya Farmer, Julie Evans, Kimberly Harte, Debbie Rittenhouse, Shelly Lieder, Jose Villarreal, Brad Rendl, Carol Rendl, Paula Raska, Lisa McMurray, Amy Neri, Misty Struthers, Aimee Lightfoot, Ingrid Grahn, Jenn Miller, Maria Almenaci, Cesar Altamirano, Ana Altamirano, Stephanie Roark, Matt Roark, Don Centamore, and J Cols. Directors included Barbara Streit, Chris Rugila, and Jared McEntyre.

All in attendance introduced themselves to begin the meeting.

### **Report of the Board**

- **Secretary – Aimee Lightfoot:** Summer volunteer hours were announced. New procedure for board members and committee heads reporting volunteer hours monthly directly to Aimee Lightfoot. Cumulative totals spreadsheet will be sent to the KC volunteer coordinator, DeAnne Wilson.

#### **Volunteer Hours**

**Summer: July 437.5, August 636**

**YTD: 1551**

- **Treasurer: Kim Miller** – Please see attached report. Kim is still collecting money for band fees. She announced that reimbursement forms need to be filled out and signed in order for her to issue a check. The form is Drop Box.
- **Budget Report: Debbie Rittenhouse** – Debbie answered budget questions for expenses to date. Increase in credit card use to pay band fees has caused the bank and card fees to go over budget slightly. This number will continue to rise in the future as the district is moving to online payments only, eliminating cash and checks. The classification (coding) of checks was discussed. When reviewing transactions, it can be confusing as to what checks are written for actual budget expenses versus checks written for pass through items such as some guard expenses, shoes, duffel bags, etc. Clarification was made to explain procedure.
- **Governance: Maryjane Lawrence** – Board meeting covered the issues she presented to the board. We will continue to review the district handbook and UIL rules to review the requirements for nonprofit organizations. In January we will address updating our bylaws.
- **Fundraising Chair – Kimberly Harte** – Update on fundraising presented. Cow visit to the band hall was cancelled due to scheduling issues. She will double check with Chick-fil-A on procedure to credit sales for spirit night as she felt our sales were low. We earned about \$140 from sales (15%) and \$255 from the wheel. Discussed having Menchie's come again to a practice as we make \$1 per cup (more than Kona Ice). Next spirit night is October 2<sup>nd</sup> at McDonald's. We earn 20% of sales.

- **Vice-President: Tonya Farmer** - Nothing additional to report
- **President: Trianna Warkentin** – Began calling for committee reports.
- **Committee Reports**
  - **Chaperones – Deana Stricklin** – All is going well. Please let her know if you are not receiving the Sign Up Genius emails. Volunteers need a cleared background check in order to help.
  - **Sponsorship** – Trianna reported we still don't have a person to head this committee. Asked those in attendance to push sponsorship with any businesses they use that may be interested. Forms are on the website.
  - **Flags – Scott O'Neill** – Trianna reported flags went well for Labor Day and 9/11.
  - **Feed the Band – Elsa Trevino / Julie Wood** – Julie reported they did not get good service from Schlotzsky's but Chick-fil-A was awesome. Schlotzsky's did not make sandwiches as ordered (water not cold, condiments on sandwiches instead of on the side, and chips were supposed to be plain not BBQ jalapeno). After researching other sandwich shops and reviewing past experiences, Julie (who caters) offered to make the sandwiches keeping a vegetarian option and charging the same amount. She will donate \$1 back per sandwich and feed the directors for free. All were in favor of this change.
  - **Guard – Liz Centamore** – The guard is waiting for their uniforms to be ready.
  - **Hospitality – Stephanie Lambrecht / Carol Rendl** – See new business about 8<sup>th</sup> grade tailgate update.
  - **Photography – Shelley Harrington** – Still in need of more photographers. Timely turning in of pictures is needed for those that do volunteer.
  - **Pit – Jose Villarreal** – Nothing to report.
  - **Props – Chris Trevino** – Props are in process. Looking into 48 sheets of core plast to cover frames because it is extremely light. Need to get pricing.
  - **Program Ad Sales – Paula Raska / David Broussard** – They are finished with all ads. Business ads sold more than \$1,000 over budget goal.
  - **Programs – Tonya Farmer** - Update on sales at the first 2 games. She sold 92 of 100 and then only 35 of 80. This happens every year because the program is the same each week with the exception of the weekly roster.
  - **Spirit Sales – Julie Evans** – She sold 53 yard signs/decals, 129 Fancloth items, and 49 items of inventory. She still has 97 items to sell. Will set up at the Klein Oak football game and also email out inventory to try to sell the rest.
  - **Uniforms – Marianne Beale / Lisa Laird** – They still have 2 more cards to wash uniforms. Members in attendance took both of them.
  - **Webmistress – Shelly Lieder** – Nothing to report.
  - **Web Photos and Videography – Brad Rendl** – Brad explained how to view marching videos from the games. You cannot search on YouTube. You have to go through the link on the KCBA website. You can share the link

with friends and family from the website. The issue is with copyright issues on the music. We need to keep it to personal use only. Mr. Rugila commented as long as we are attempting compliance we are covered.

### **Old Business**

- **Registration Day Recommendations** – It was suggested that the Guard needs a table and more computers are needed to register for Charms and complete background checks.
- **Summer Showcase Feedback** – Smoothest one yet in terms of food and drinks.

### **New Business**

- **Refunds of Fair Share Fee**

5 Families that paid on time and in full (Aug 1<sup>st</sup> or Make Up Registration) then had their kids quit during the first week of Band Camp

Decision 5/6 with one on vacation to handle refund for this summer:

“All band members that drop band after Registration Day, but prior to the first game, will be refunded their Fair Share Fee minus \$25 to help KCBA cover administrative costs. After the first game, if a band member decides to drop band, there will be no refund.”

We also refunded \$ for Showcase food

We did not refund Spirit Items, Garment bags, Shoes

Fees – credit card is 3.2 – 3.5%, a little more for AMEX which is \$13-\$15

Check and online IPN - \$.50

Freshmen – KCBA pays for Show Shirts, Shorts and Blue KCB shirt, socks

Upperclassmen – pay for show shirts, socks –

This is what KCBA is out initially and needed to be taken into consideration when discussing refunds.

#### **Proposed Resolution:**

“All refunds must be submitted in writing or by email to the Director of Bands and the Klein Collins Band Association Treasurer.

The refund check will be made to the person that paid the Fair Share fee.

All refunds are made by check within 14-calendar days from the date of receipt of such request. The check will be delivered by mail to the address on file.

All equipment, uniform or other items issued to the participant by KCBA are to be returned.

KCBA does not issue refund for ancillary purchases including, but not limited to, Spirit items, Shoes, Personalized Items, Program Ads.

Only the Fair Share Fee paid is subject to refund:

Prior to the first practice -100% (added the verbiage "less a \$25 administrative fee")

First Week of Band Camp– 85%

Second Week of Band Camp and prior to first game – 75%

After the first game - No Refund

This resolution will be recorded in the bylaws of KCBA.

Fair Share Fee Letter (was suggested that this is probably not the place to discuss refunds. Might include a note at the bottom referring parents to our website for the refund policy)

electronic invoice sent to all band members

Invoice / Payment form at Registration Day

IPN Page of the Webpage

KCBA Budget page on Webpage

and anywhere else that would be of benefit to our members. "

Also discussed guard refund policy at length. It was agreed that the above verbiage would work for their refund policy as well. The initial \$200 guard pays in May is not refundable as this fee pays for equipment that the guard member will keep. Liz communicates policies both verbally and in writing with guard parents.

Resolution for refund policy was approved. 5 of 6 voting members were there and voted yes. (Aimee Lightfoot was not present to vote).

- **8<sup>th</sup> grade tailgate for Prospective Incoming Freshmen Parents** – Stephanie Lambrecht and Carol Rendl had a caterer lined up for this event, but they could not get a response from Klein ISD athletics for permission, so the event is cancelled. Additional options discussed to reach out to parents. Favored option at this time is to attend the holiday concerts for both Schindewolf and Strack and provide cookies for them. We have \$250 budgeted. Strack's concert is December 17<sup>th</sup> and Schindewolf's is December 15<sup>th</sup>.

**BAND DIRECTOR'S REPORT** – Ms. Streit noted that the games are running uncharacteristically long (almost 3 ½ hours). She apologized for pick up time being off. She also discussed the importance of the practice on September 26<sup>th</sup> at Klein Memorial Stadium from 9am to 1pm. The students will be practicing on the same type of turf they will compete on.

The September 25<sup>th</sup> away game against Klein Oak will host the potential incoming 9<sup>th</sup> grade band members. They will be invited to watch the run through at KC before the game, be fed pizza, and ride the buses with the band to the Klein Memorial Stadium.

Aimee Lightfoot asked about the protocol for facing the home team when we are at away games. Ms. Streit said that every band makes the choice, but Klein ISD, in general, has always chosen to do it this way.

Scott Lang's visit was a great success. The students had a great time.

Our holiday concert is December 8<sup>th</sup>.

## **UPCOMING IMPORTANT DATES**

**September 17<sup>th</sup> – Kona Ice**

**September 18<sup>th</sup> – Movie Night, 5-8 pm**

**September 19<sup>th</sup> – Jazz Band Region Try Outs**

**Sept 25<sup>th</sup> – Varsity Game, away vs Klein Oak, 8<sup>th</sup> grade Night**

**Sept 26<sup>th</sup> – Marching Rehearsal at Klein Memorial Stadium, 9 am -12:55 pm**

**Oct 1<sup>st</sup> – Varsity Game, home**

**Oct 2<sup>nd</sup> – *Spirit Night McDonalds on 2920***

**Oct 3<sup>rd</sup> – Galena Park Marching Contest 12:45 call time**

**Oct 5<sup>th</sup> – KCBA Meeting**

**Oct 9-11<sup>th</sup> – *Menchie's Spirit Weekend***

**Oct 10<sup>th</sup> – Varsity Game, 2 pm at George Stadium, call time 11:45 am**

**Oct 16<sup>th</sup> – Varsity Game, home – Homecoming**

**Oct 17<sup>th</sup> - Lone Star Preview – Woodforest Stadium - morning only**

**Oct 20<sup>th</sup> – UIL Region Marching contest – Woodforest Stadium**

**Oct 23<sup>rd</sup> – Varsity Game, away, Montgomery Stadium**

**Oct 26<sup>th</sup> – Region Orchestra Tryouts – Klein Collins HS – *we are going to offer concessions***

**Oct 31 – Varsity Game, home, Spring – 2 pm - Super Hero Day**

**Nov 6<sup>th</sup> - Varsity Game, *away*, Klein Forest – Senior Recognition Night**

**Next KCBA Meeting is October 5, 2015 @ 7pm in the Band Hall**

Meeting adjourned at 8:40 pm with a motion by Tonya Farmer and a second by Julie Evans.