

**CHSBPA Board Meeting
September 12, 2017**

Members Present: Ryan Addair, Alison List, Andrea Chew, Tracy Stone, Kristen Sterner, Scott Corbin, Jennifer Price, Mandy Roberts

*Alison List thanked the Board for the last minute vote for the trailer repairs; still needs to be ratified.

Call to Order: Alison at 6:07 PM

Approval of minutes

- a. 8/31 Parent meeting minutes (8/17/17 Board Meeting minutes need to be typed up and sent out for approval)
 - b. \$1,450 repairs to the large trailer
includes Michael Johnson
- Motion to ratify: 1st: Kristen; 2nd: Tracey

Meeting Schedule: Alison

- a. Parent Meeting; Budget Vote Quorum meeting; need 20 families represented
- Alison is working on smart board presentation
- b. 10/10 6 PM Board
- c. 10/19 7 PM Parent

Officer Reports

President: Alison

- emails are finally all set up and everyone is receiving them
- trailer repaired, it works and is now safe
- Annual Financial Report submitted late 9/7; cited board turn-over as reason
- By-Laws Review Committee Meeting scheduled for 9/25; Addair will be advisor;
possibly an online vote NOV/DEC
- VA Beach (50% due Oct. 4th)

Treasurer: Andrea

- State Farm email from Glenda with more information to get the Bonding
 - need an application w/ President's signature
 - previously submitted paperwork is nonbinding until new application is submitted
 - questions covered the accounts, available assets, audits, etc. Alison provided answers
- Accounts:
 - Needs Receipts weekly, not monthly to help w/ checks and balances
 - use drop box w/ envelope
 - Requests that Board members let her know as soon as you need a check
 - Addair suggested Turbo Scan to make copies of receipts
- Current Balance: \$39,400.62
 - previous balance: \$43,261.73
- Tracy Questioned Potting Cash in the drop box for the meals; agreed it was safe but Andrea should be texted as soon as possible

Vice President: Sherri

- Concessions going well
 - credit card use is starting to pick up; using Sherri's phone
 - Alison: are there any data issues; Sherry: No.

- Proposed profits: \$ 7, 000; we stand to make \$13,000 but we give Athletics 25%
- Band Aid- Awesome! Hats off to Jerry Slezak
- Fund Raising opportunities for Student Credit
 - Joe Corbi, easy, self explanatory; will start 9/25 and runs for 2 weeks
will be announced at Parent meeting
delivery will need to be immediate
 - Greenery: Mandy is looking into it
Finding company w/ highest profit
Looking at October timeframe; present at October Parent meeting with
delivery between Nov. 20th and Dec. 2nd
sales by email option is not as profitable
Alison and Addair asked if thee we can do both; Mandy replied that her
preference is direct sales
Alison requested Mandy/Sherri have all information for Next Board
Meeting
Mandy will need help so she will ask her husband to run the greeneries or
someone else; Alison will try to get someone else

3/17

3/24

4/14

4/21

4/28

- YARD SALE-Big! Need Committee!!
need to form committee at next Parent meeting
looking at end of March
Alison asked if any board members wanted to help; Andrea volunteered
Addair offered up these dates w/ no conflict:
Alison pointed out the March dates will help w/ Spring trip
Addair: is it already in budget?; Alison: yes, for \$1,000 and hoping that is
an underestimate of profits
- tabled discussion of offering student credit for profit above and beyond the
budget numbers (for Band Aid Day, final week of gift wrap, yard
sale); to
vote at next meeting; Sherri: in favor because it offers more student credit
opportunities; Mandy cautioned that any decision could set a precedent

Assistant Treasurer: Mandy

- Addair needs the spread sheet to be shared with him
- Future suggestion: package separate from spirit wear; bill; online store
- Andrea suggested splitting parent fee which has to be upfront from summer trip
- Addair: online store accountability--can buy shirts but not pay fees and we have a
policy that fees have to be paid before extras (shirts, trips) are paid for
- Alison asked if Many needed any help with her current health concerns; Mandy: at this
point, no.

Secretary: Jennifer

- will send approved Board Meeting (8/31) minutes to Scott to post

Webmaster: Scott

- Nothing on website
- Field clean-up:
driver slots filled
no problems with Activities Director except that locks needed changing/keys

Lobbyist: Tracy

- nothing at School Board meeting (9/11)
- needs Primo picked up at 4:30
- Mandy offered/Andrea offered
- Alison can help; needs to have a talk with students about honor system (did not have
sandwiches left over); need to check if students paid for meals
- Mandy was able to account for one student

- CHARMS cannot offer choices
- we do not have a vegetarian option

Rookie Rep: Kristen

- Needs spread sheet to contact Rookie parents; Addair will either print out or email it to her

Director: Addair

- sound system issues; could be audio card or cable
- food drive at football game starting 9/22
 - needs a truck to pick up barrels
 - food drive during school as well
- Chaos Pit moved and is causing problem
 - Activities Director/Principal: needs a chain
 - may need a parent to complain
- hopefully complete show by the Riverbend Competition

Unfinished Business

- Financial Review Committee will meet in October (Kelly McCall)
- Gift Wrap: do we need to add a 3rd Chair (Ruth Stokes)
 - ordering and prep will be in October; Andrea can order
- Andrea asked about sign-in sheets for student credit at concessions
- equipment/spirit wear due to come in on Thursday (9/14); distribute on Friday (9/15)
- concessions: repairs not made
 - Sherri talked to Activities Director
 - AD said he would mention it to maintenance
 - Addair: request should go to Gebhardt; please indicate the location of the leak
 - other organizations are using our stuff
 - Alison: we need a physical inventory

Other Business

- Oct. 13 Homecoming Raffle
 - need an item
 - tickets
 - must be donated to cut costs
 - will be in addition to 50/50 raffle
 - does not have to be present to win
 - could we bring it up at Parent Meeting or send out an email to ask if parents have an item
 - Addair: the cheerleader raffle at the last game is a concern; will talk to Bass-Fortune
- Parent Meeting
 - Budget will be in a PowerPoint
 - VA Beach
 - Mandy: Do we have final costs? Addair: needs numbers
 - New York City Trip
 - Addair will have a contract at the meeting; will follow up on cost with tickets/clinic costs
 - Mandy: CHARMS payments questions; Addair pointed out that students HAVE to go to VA Beach; Alison: can only hold spirit wear and spring trip fundraising and yard sale committee needs
- 8th grade night (9/22)
 - need desserts
 - pizza order, couple of options, will need additional order from Primos
 - not listed in the budget clearly
 - Addair: 4:45 to 5:30 with the 8th graders

students pizza at half-time for the band and 20 8th graders; 8th graders will be treated but will be reminded to pay

- Already discussed items D & E
- Previous Board Actions (votes, action items, etc.)

redundancies, left out

Scott suggested, for example, #8 would be an Action Item

Secretary keeps track, President puts in agendas

Other items

Mandy: Volunteer forms in School Parent Handbook; included Band Boosters

Background checks

Addair: came up 6 or 7 years ago; every band parent would have to have background check; they reconsidered it at the time;

drivers, chaperones,

those that handle money, etc.

Alison: can be at the school's discretion; our chaperones sign something

Jennifer: I do not recall ever signing chaperone forms

Alison: we'll check with Cathy

Motion to Adjourn:

1st: Jennifer

2nd: Addair

Motion Passed

Respectfully Submitted by Jennifer M. Price

CHSBPA Secretary 2017-2018

May 11, 2018