

**James Campbell High School Band Boosters
Executive Board Meeting Minutes**

Wednesday, August 12, 2020 6:30pm.

Via Google Meet

Present:	Matthew Yamada, Band Director	Abby Rosacia, Treasurer
	Scott Eriksen, Band Director	Lynette Petty, Color Guard Advisor
	Jason Higashionna, President	Nancy Lord, Secretary
	Heather Morgan, Vice President	Kathy Higashionna
	Barbara Valona, Band Support	

Meeting called to order at 6:37pm.

Jason stated that he has spoken with Theresa Miller and Courtney McFarland and they will be transferring the remaining trip fundraising funds over to the Band Boosters bank account. Board will hold a future vote on how to best utilize these funds. Board needs to inquire if there are any limitations on how much money we can have in the bank account. Barb can assist with the bank transfer if needed. Abby will meet later this evening with Jason & Kathy to transfer computer. Abby made a request for our band's mission or vision statement for our website.

Jason wants to look into utilizing Charms for our forms vs. Google Forms. Need to review forms and edit as necessary. Would like to utilize all electronic forms, if possible. Discussed using digital signatures and whether school would permit their use.

Matthew informed Board that instrument pick up will be within the next two weeks. Instrument loaner form must be physically signed and paper form turned in. He is still waiting on completed Google forms from students, for proper instrumentation numbers.

Jason and Kathy will prepare a welcome letter for all band members and parents stating our current status. Board voted and approved to not charge band booster dues for the first semester 2020. Board will address in the future and put to vote, whether dues will need to be collected during the second semester, if funds are needed. This dues information will be included in the welcome letter, along with the information to enroll our new band students into their Charms account. Also a request for volunteers to sew bell covers will be included in the letter.

JCHS Band Boosters approved the following changes to our checking account at the Bank of Hawaii:

- Remove Jacqueline Tamura and Janine Pataray from our account.
- Add Maria Abigail Rosacia, Heather Morgan, and Nancy Lord to our account.

Board discussed reed and supply distribution. Band currently has enough reeds to distribute 1 each with instrument pick up. Board will replenish supply for future needs. Matthew will let Jason know type and how many will be needed, along with any other supplies needed. Need to consult with school administration about appropriate future distribution procedures.

Board discussed mask and bell cover progress. Matt will provide numbers to Heather to determine how much material to order. As of right now, we could adapt a face mask to use for playing an instrument, however bell covers must be made.

Meeting adjourned at 7:58pm.

Next meeting is scheduled for Wednesday, August 19, 2020 at 6:30pm.