



## **JCHS BAND BOOSTERS, INC.**

91-980 North Road, Ewa Beach, HI 96706

### **JAMES CAMPBELL HIGH SCHOOL BAND BOOSTERS EXECUTIVE BOARD MEETING MINUTES**

Present: Matthew Yamada, Band Director  
Scott Erickson, Band Director  
Delia Clark, President  
Reina Angelo-Kukar, Vice-President  
Cindy Sparks, Secretary  
Malia Gonsalves, Band Support

Wednesday, July 27, 2022 5:00pm at JCHS Band Room

Meeting Called to order at 5:12pm

Meeting began with introduction of Band Booster roles and responsibilities as defined by Delia: Boosters mean we support, raise money, and provide manpower; not run the Band program. Directors are responsible for managing the band program. This was agreed upon by both Mr. Erikson and Mr. Yamada. It was also emphasized that fundraising will be a priority with the upcoming DC trip.

The following information was confirmed:

- Band Total: 150 (130 Band Members; 20 Color Guard Members)
- Chaperones for Football Games: will need at least 4 chaperones (2 male; 2 female), and likely more for Homecoming specifically
- Finances: Financial accounts and records have not yet been turned over from the outgoing Booster Executive Board, preventing access to funds until resolved
- CHARMS: Administrator access for CHARMS has not been turned over from the outgoing Booster Executive Board. CHARMS is currently used to manage uniform distribution, but can potentially be used to manage instrument inventory as well
- Band Booster Drop Box: keys for the Band Booster lock box located in the Band Director Office have not yet been turned over from the outgoing Executive Board
- Social Media: Ms. Nancy Lord has agreed to continue on the board as the social media representative; this will create a newly appointed Executive Board position
- Meetings: Band Boosters will continue to meet weekly on Tuesday at 6pm (locations TBD); and will meet with the Band Directors separately once a month with intermediate communication via email as needed

#### **Band Boosters Objectives**

- Initiate communication with the sub-committees to discuss continuing roles
  - o Trip Fundraising Committee
  - o Band Fundraising Committee
  - o Uniform Committee
  - o Chaperone Committee



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- Initiate communication with band parents to recruit volunteers
  - o Need parent chaperones & Equipment Movers for each event
- Coordinate student personal procurement of Pep-band uniform
- Coordinate payment and schedule for Booster Fees & Uniform Fee in CHARMS; pending administrator access
- Deliberate on donation of the current Marching Band uniforms to the JCHS Band; adjustments for collecting student fees in order to offset costs for general band maintenance needs will need to be considered as well
  - o Marching Band uniforms are owned by the Band Boosters and this complicates returns at the end of the year because the school does not have leverage to manage the returns
  - o Uniform Committee (Sophia and Barb) will continue management of the uniform distribution, collection, and cleaning
  - o Organize staggered fittings for the 1st-2nd week of school in the evening
- 05 AUG – Marching Band Social: plan a social for 150 students; engage with student leadership via the Band Secretaries
- 05 AUG - Welcome Back Fair Booth: solicit parent assistance for the information fair & booth
- 16 SEP – Homecoming Kick-off: prepare a “game booth” for fundraising; game date and potential dance details pending
- 06 OCT - Mililani Preview: no-cost event during fall camp (may use some Mililani Band equipment as needed); Directors requested the Band Boosters to plan a social event on 07 OCT
- End of Year Alumni Band Event: Request assistance from Ms. Lord for planning
- Planned Expenses:
  - o Flip Folders (need product information and number requested)
  - o Lyres (need product information and number requested for each instrument)
  - o Field Paint (need product information and “bulk” order volume); Directors asked to procure/reimburse 4 white cans, \$8 each, and one orange can \$10 each

### **Band Director Objectives**

- Set DC Trip Initial payment information and due date
- Clarify upcoming event dates by 05 AUG
  - o Tentative OCT Concert at Ewa Makai Middle School: recruitment/moral event for socializing with the JCHS band
  - o Tentative Early Spring MAR/APR: Marching & Concert performances at Pearl City & Moanalua
  - o Tentative DEC Aloha Concert and additional Winter Concert
- Provide Band Boosters with parent email list

Provide contacts for Band Secretaries and Student Leadership