



JCHS BAND BOOSTERS, INC.
91-980 North Road, Ewa Beach, HI 96706

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

Present: Delia Clark, President
Reina Angelo-Kukar, Vice-President
Connor Weiss, Treasure
Malia Gonsalves, Band Support

Andy Valencia, Chair Support
Lynette Petty, Color Guard
Nancy Lord, Media Coordinator
Cindy Sparks, Secretary

Monday, August 15, 2022 6:30pm at Kamakana Ali'i; meeting called to order at 6:29pm

1. Welcome - Call to Order and introductions of extended board members Lynette Perry as Color Guard Representative, and Nancy Lord as Media Coordinator.

2. Executive Board Reports:

- President Report: Pass
- VP Report: Pass
- Secretary Report: Pass
- **MOTION: Reina motioned to approve the meeting minutes from 04 AUG and 08 AUG.**
 - o Connor Seconds
 - o All in favor - 8; All Opposed – 0
 - o Motion Passed
- Treasurer Report:
 - o State and Consumer affairs requirements were processed
 - o **ACTION:** Delia will sign for the Bank of Hawaii transfer on Wednesday, 17 AUG; VP and Treasure will be able to sign for account transfers after 17 AUG
 - o **ACTION:** Still missing financial records, checkbook, bankcard, and computer from Jason; Nancy will contact Jason after 15 AUG to request a status update for remaining needed financial information

3. Old Business

- Update on financial records: Still missing financial records, checkbook, bankcard, and computer from Jason
 - o **ACTION:** Nancy will contact Jason after 15 AUG to request a status update for remaining needed information (financial records, checkbook, bankcard, and laptop computer)

4. New Business

- JCHS Band Booster Executive Board Bylaws: will likely be recovered from the laptop once available
 - o **ACTION:** Recover JCHS Band Booster Laptop and confirm access to JCHS Band Booster Bylaws
- Agenda for Parent Meeting: slides were prepped by Reina; intended to build back up a healthy booster team/volunteer support and will cover:
 - o Delia: Welcome & Introduction to JCHS Band Booster Executive Board & Band Directors

- Delia: Band Volunteer Operations & Opportunities
 - Delia: Band App
 - Reina: Committees
 - Delia: Band uniforms
 - Band Directors: DC Update
 - Delia: Q&A
- Future recurring Parent Meetings
 - **ACTION:** Delia will work with Band Directors to project recurring *monthly* Parent Meetings; possibly the first Wednesday of each month.

5. Committee Reports

- Communications Committee (Delia)
 - Created new band parent email account due to not having access to the previous account: JCHSBandParents@gmail.com
 - Incorporation of “Band” App for internal Student and parent communication; available by invitation only
- Fundraising Committee (All)
 - There is no standing committee chair as this is a shared responsibility for all Executive Board Members; project leads for each fundraising effort will rotate through board members for action
 - Homecoming: Band students will provide a game booth idea; the booth games will be run by students and money will be managed by the on-site booster representative
 - **ACTION:** Work on developing sponsorship connections throughout the community (aka: Hawaii Tourism Authority [HTA] Grants), as well as traditional fund-raising events/opportunities
- Volunteer Committee (Reina)
 - Created Sign-Up Genius forums for football game chaperones
 - Recommended minimum volunteer chaperones is 8
 - Recommend to refine standard training materials for volunteer chaperones
 - **ACTION:** Reina will update sign-ups with new email and increase roster to 8 total volunteer positions
 - **ACTION:** Delia will coordinate with Band Directors to expand band-stand area
 - **ACTION:** Delia will request update on concessions options for students (potentially released by section)
- Uniform Committee (Delia)
 - Marching Band Uniforms
 - The order for additional coats was not completed until 25 May, with a 120-day delivery time; vendor projected availability of new coats by 21 NOV, possibly as early as the end of October
 - The Marching Band is currently short on the number of uniforms available for students, however the number of students projected were higher than current student enrollment
 - **ACTION:** Delia will work with the Band Directors to confirm the total number of Marching Band students
 - **ACTION:** Delia and Nancy will meet at 1600 on 16 AUG to count uniforms and compare with the data provided by Andy from 10 AUG
 - Mitigation options included the following if needed:
 - Is it possible to request some coats in advance from the vendor? (Not likely)
 - There is an in-stock coat that may be readily available for purchase now; it will not match perfectly, but may be acceptable
 - The Front Ensemble (pit crew) and/or Battery can wear an alternate uniform
 - Show Shirt designed by students could be used and printed quickly

- Pep Band Uniforms:
 - Notice for students to order uniform items was already sent out
- Color Guard Uniforms
 - New uniforms are ordered each year and range from \$100-\$150 per student (aprox 20 students)
 - Color Guard Representative traditionally had purchased uniforms in bulk, was reimbursed cost of purchase by the JCHS Band Boosters, then the Band Boosters charged students separately
 - Students would pay for uniforms prior to being issued
 - Cost varies between gender
 - **MOTION: Reina motioned for Lynette Petty, as the Color Guard Advisor, to purchase color guard uniforms and will be reimbursed by the JCHS Band Boosters. Students will be issued uniforms after paying in full for uniform items through CHARMS**
 - Malia Second the motion
 - All In Favor – 8; All Opposed – 0
 - Motion Passed
 - Color Guard students will also order the standardized black Dickies pants to be uniform
- Marching Shoes: the previous brand of marching band shoes are no longer available; students purchasing new shoes will order the “Fanfair” style shoes available for purchase
- Party Planning Committee (Malia)
 - Food for football game nights
 - JCHS Band Boosters cannot afford to provide free meals during all home games
 - Malia will be purchasing/preparing hotdogs and chips for Saturday 20 AUG
 - **ACTION:** Delia will confirm the designated meal time for students with the Band Directors so that Malia can plan accordingly
 - Reina recommend LocoMocos for future events
 - Malia recommended Foodland bentos; estimated cost is \$4 per bento (chicken/musibi), but must place order at least 2 days in advance
 - CHARMS will potentially be used for future pre-order and payment
 - **ACTION:** Delia will request the Band Directors to have students fill a water cooler with ice/water prior to all events
 - Social Event
 - Fielding ideas for a beach day, Karaoke, Movie Night, and bowling
 - On campus plans need to be submitted 30 days in advance
 - **MOTION: Reina motioned to plan a social event to be held on 08 OCT**
 - Connor second the motion
 - All In Favor – 8; All Opposed – 0
 - Motion Passed

6. Announcements, Next Meeting Date, Adjournment

- Reminder: Parent Meeting August 17th, 6-730pm, Campbell Cafeteria; be in place at 5:30 pm
- Next meeting: August 29th, 6:30 pm, at Kamakana Ali'i
- Meeting adjourned at 7:45pm

End Notes: Old Business Not Addressed

- Coordinate payment and schedule for Booster Fees & Uniform Fee in CHARMS; pending administrator access

- 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