



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
Cindy Sparks, Secretary
Malia Gonsalves, Band Support
Andy Valencia, Chair Support

Wednesday, August 4, 2022 6:00pm at Kamakana Ali'i

Meeting Called to order at 6:08pm

Meeting was called to order with priorities identified as needing to prepare for the Welcome Back Fair on Friday, 05 AUG, from 2:00pm to 7:00pm, as well as uniform measurements for all band students the following week, on 10 AUG.

1. Welcome Back Fair: Although a booth had not already been reserved for the JCHS Band Booster, Ms. Clark was confident it would be permissible to set up a small booth.

- Band Boosters to man the booth included: Andy, Delia, Malia, and Reina
- Reina made a booth sign, donation jar, and would provide a table
- Delia recommends adding a sign to advertise the DC trip, as well as a Volunteer Sign-Up Sheet
- Malia recommends a picture display

2. Uniforms: Although none of the funds, records, or accounts from the previous Executive Board have been turned over, it is imperative to consider ownership and sizing students for uniform fitting within the next business week.

- **MOTION**

- o **Cindy motioned to officially relinquish ownership of all marching band uniform equipment to the JCHS Band Program**
- o **Reina second the motion**
- o **All in favor - 5; All Opposed – 0**
- o **MOTION PASSED**
- Delia will reach out to the previous Uniform Committee Leads, Barb and Sophia, for any guidance & information
- Fittings will be conducted on Wednesday, 10 AUG from 0800-1800
 - o Andy 0800-1200
 - o Delia 1200-1600
 - o Malia 1600-1800
 - o Cindy 1600-1800
 - o Reina Will Call



JCHS BAND BOOSTERS, INC.

91-980 North Road, Ewa Beach, HI 96706

- Connor Will Call
 - Recommend 2 Genders for measuring at all times, and will standardize fitting requirements on Monday, 08 AUG
3. Board Structure: Delia solicited feedback on how to structure the Executive Meetings moving forward to include frequency, time, location, and audience
- **MOTION**
 - **Malia motioned for the JCHS Executive Board to meet weekly on Mondays from 6:30pm – 8:00pm**
 - **Cindy second the motion**
 - **All in favor - 5; All Opposed – 0**
 - **MOTIONED PASSED**
 - The first few Executive Board meetings will remain closed, with potential to be opened to parents at a later date
 - A Parent Booster Volunteer Meeting will be held in the JCHS Cafeteria on Wednesday ,17 AUG from 6:00pm to 7:00pm to discuss expectations for the year, an update from the Band Directors regarding the DC trip, and volunteer opportunities
 - Delia will reserve the Cafeteria and make the announcement to parents via email
 - Reina will make PowerPoint slides
 - Will consider sub-committee structures to include a Party Planning Committee
 - Parent Communication Forums: there are several social media platforms currently being used by the JCHS Band and Band Boosters, which has led to fragmented information and resources for both students and parents. Will consider feedback for streamlining resources for parents and volunteers.
 - Facebook
 - Instagram
 - Band
 - JCHS Band Boosters Webpage (paid site)
 - May need to transfer to GoogleSite for free access
4. Funds: The funds have not yet been transferred and the former President, Jason, confirmed that an electronic transfer is not possible
- The current President, Vice President, and Treasure must go to Bank of Hawaii as soon as possible, and visit Ms. Angela Pablo to transfer bank information. A copy of meeting minutes designating the needed transfer must also be provided at the time of account transfer
 - No financial records have been provided from the former JCHS Band Boosters at this time
 - CHARMS Accounts for the current Executive Board are still pending; CHARMS will be used for the DC trip funds management, uniforms, and instruments
5. Polo Uniform: Not all students have purchased the required Band Polo Shirt
- Hula Treads is able to manage individual orders, payment, and distribution logistics for a bulk order at a purchase price of \$15 each
 - There is not enough time to have orders processed before the first game on 12 AUG
 - Must confirm a price differential for anyone that does not meet the order deadline



JCHS BAND BOOSTERS, INC.

91-980 North Road, Ewa Beach, HI 96706

6. Non-Profit Status: All Non-Profits must be registered as a business with the state of Hawaii with a tax ID Number, and validate status prior to raising money

- Must confirm if JCHS Band Boosters is registered with the Hawaii Office of Attorney General
- Must turn in financial statements to prevent accounts being voided

7. Homecoming Kickoff: Events will begin on Friday, 16 SEP, 2:00pm to 7:00pm, and will include a fund raising booth, and student dance social

- The deadline to request a booth has passed, but the Band Boosters will attempt to reserve a booth
- Will ask Fundraising Committee to organize a booth
- There may be a Band Booster banner available in the storage room

8. 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
- **MOTION**
 - o **Reina motioned to approve meeting minutes from JCHS Band Booster Meeting held on 27 JUL.**
 - o **Andy Second the motion**
 - o **All in favor – 5; All Opposed – 0**
 - o **MOTION PASSED**

Meeting Closed 7:20pm