

Hillsboro Hawks Band Booster Meeting

April 22, 2009

Attendees:	Doug Braswell, Pam Braswell, Robyn Barber, Debbie Urban, Mary Emily, Shelby Callahan, Sarah Lay, Joan Warren, Martha Stephens, Terry Stephens, Rena Matthews, Sally Lay
------------	---

	<p>No financial report given.</p> <p>Shelby acquired list of potential Corporate Sponsors from Chamber of Commerce. Next step is to send solicitation letters to businesses on list.</p>	<p>Actions:</p> <ol style="list-style-type: none"> 1. Janet Farwig/Mr. Myers to report financial status so that it can be added to these minutes. 2. Checking account signature authority to be changed to Mr. Myers, Janet Farwig, Mary Emily and Sally Lay. 3. Acquire debit card for checking account.
Event Evaluation	<p>Trivia Night</p> <ul style="list-style-type: none"> + Raised ~\$650 + Had good attendance (6 tables) + Had fun + There were enough refreshments. Most tables brought their own snacks. + Got response to newspaper ad - Stay clear of holidays - Plan a date earlier in the school 	<ol style="list-style-type: none"> 1. Shelby Callahan to check with school office for availability and get Trivia Night 2010 on next year's calendar.

	<p>year - Prizes need to come from larger venues, not local Jefferson County.</p> <p>Dates selected for Trivia Night 2010: 11/7/09 or 11/14/09 or 1/9/10 or 1/16/10</p>	
<p>Upcoming Events</p>	<p>Jazz Dinner Night – April 25 @ 7 p.m. Doors open 6:30, Dinner at 7 p.m. Tickets \$15/person</p> <p>Fully catered, including table covering, dinnerware, serving.</p> <p>Volunteers to help with tickets, silent auction, decorations, etc should arrive at 5:30 p.m.</p> <p>Event owner: Shelby Callahan</p>	<ol style="list-style-type: none"> 1. Sally Lay to bring raffle tickets for 50/50 drawing.
	<p>Car Cruise Complimentary lunch tickets (3 items) will be provided to first 25 entrants, Red Cross workers, DARE, and all students signed up to work and who work at least 3 hours.</p> <p>Martha Stephens acquired the Food and Beverage Permit from the Health Dept. for the event.</p> <p>Students must be 17 years old to donate blood without parental consent. Students at least 16 years old can donate with parental</p>	<ol style="list-style-type: none"> 1. Debbie Urban to print registration forms, dash display cards and voting slips. 2. Martha Stephens to print complimentary lunch coupons. 3. Shelby Callahan to check with school on trash cans (need 4 with lids.) 4. Mary Emily to make 4 voting boxes.

	<p>consent. Consent forms can be acquired from Sally (Emily) Lay or Doug (Amanda) Braswell.</p> <p>Event owner: Doug Braswell</p>	<ol style="list-style-type: none"> 5. Doug Braswell to purchase red and blue raffle tickets. 6. Robyn Barber to borrow tables from her church; Doug to pick up day of event. 7. Doug Braswell to set up water station per Health Dept. requirement. 8. Sally Lay to survey booster organization for someone else with Basic Sanitation certification. 9. Sally Lay to set up meeting for Car Show volunteers prior to event. 10. Mr. Myers to request Car Show info to be displayed on Intermediate School message sign.
<p>Cardinals' Concessions</p>	<p>Contract signed. Twelve dates assigned by DNC. See attachment.</p> <p>Caps or visors – not both. Quote for 48+ hats @ \$3.98 including design set-up and embroidery up to 10,000 stitches.</p>	<ol style="list-style-type: none"> 1. Sally Lay to check with DNC regarding name on caps (Hillsboro Hawks Band vs. ...Band Booster Club.) 2. Rena Matthews to get quote from Jim

	<p>Received quote of \$515/year for General Liability Insurance.</p>	<p>Birch (local sports apparel store.)</p> <ol style="list-style-type: none"> 3. Sally Lay to request quotes for liability insurance from Matt Wood (State Farm) and Marsha Greenstreet. 4. Sally Lay to continue seeking volunteers to fill open slots in concession schedule. 5. Sally Lay to schedule volunteers meeting prior to first game on May 20 to address car-pooling, parking passes, schedule, training, etc.
<p>New Business</p>	<p>Open from last meeting: Doug proposed new Band Booster shirts for easy recognition of volunteers at events/games/competitions, etc. Suggested blue/white school colors. Grey polo shirts previously purchased at Wal-Mart are no longer available. Tabled until next meeting.</p> <p>Group would like to identify 3-4 people with Basic Sanitation</p>	<ol style="list-style-type: none"> 1. Sally Lay to survey booster organization for those interested in acquiring certifications. (After meeting note: Joan Warren researched necessary training and has provided information for both trainings.) 2. Doug Braswell to

	<p>certification and 1 -2 people with SafeServ Manager certification (only needed when selling food off-site.)</p> <p>Doug Braswell proposed Tailgate Sale for a summer fundraiser. We would only be selling spaces for others to sell. Group agreed to hold this fundraiser. Approximately 4 volunteers needed. Dates identified: June 27 or July 25.</p> <p>Valerie Rhodes researched Schnucks' Scripts program which would donate money directly to the band based on % of purchases from parents, students, others showing Scripts' card. Group agreed to pursue this revenue source.</p> <p>Shelby Callahan presented idea to advertise upcoming events by requesting local banks to include advertisement in drive-through bank envelopes.</p>	<p>take ownership of Tailgate Sale event. Needs permission from school and completion of School Facilities Use form.</p> <ol style="list-style-type: none"> 3. Valerie Rhodes to take ownership of Schnucks' Scripts program. 4. Mr. Myers to provide direct deposit information to Valerie Rhodes so that Schnucks' donations can be received.
	<p>Next Meeting is Tuesday, May 12 at 7 p.m.</p>	<ol style="list-style-type: none"> 1. Booster Meetings could be added to future band schedule calendars to encourage more people to attend.

		<p>2. Booster Meetings to be advertised in the Calendar section of The Leader to encourage more people to participate.</p>
--	--	--