

Pflugerville Panther Band Boosters

Meeting Minutes

May 15, 2017

Opening

The regular meeting of the Pflugerville Panther Band Boosters was called to order at 6:33 pm on May 15, 2017 at the PHS Band Hall by Cheryl Rollman-Tinajero.

For future meetings, Cheryl suggested approving the previous meetings' minutes. They only need to be approved by the board and not the entire meeting.

Present Attendees

Cheryl Rollman-Tinajero, President
Clarisse Rollman-Tinajero, Vice-President
Ryan Sirna, Percussion and Honor Band Director
Sarah Boyle, Treasurer
Beth Bryars, Concessions Manager
Anne Spanyers, Treasurer
Lisa Wright, Social Media Co-ordinator
Dawn Boyles
Robert Boyles
Jamie Smith
Sara Burden-McClure
Kimberly Rodriguez
Christian Moral
Brad Henderson
Michelle Garcia
Carlos Figueroa

Member communication

Sara Burden-McClure asked how Shopping Night will proceed this year. Cheryl said that this year, bandwear orders will be placed via an online link and an invoice will be issued that can then be paid. Payment can be made via credit card, bank transfer or check. On Shopping Night, people can try on shoes and pick up orders. Payments can be made piecemeal until Shopping Day, and orders that haven't been made in advance can be placed on Shopping Day like they always have. There was discussion about whether

sizes run small or large for shirts, shoes, etc. There will be samples available on Shopping Day.

Financials

- A copy of the financial report presented by Sarah Boyle will be posted on the Booster Website
- The foundation is holding approximately \$11,500 raised for the new trailer.
- Anne Spanyers requested \$37 for a metal drop box to keep in the band office, strictly for Boosters checks that are brought to the office. Ms. Leikar will not need to document those check in the future. Motion was made and seconded, expenditure approved.
- Anne Spanyers requested \$45 for a Sams card in the name of the Boosters since the previous treasurer was using her personal card. Motion was made and seconded, expenditure approved.
- Clair rollman-Tinajero requested \$25 per month to pay for Quickbooks Online for the Boosters future payment/accounting system. Motion was made and seconded, expenditure approved.

Committee Reports and Appointments

- ❖ Director Report—Mr. Sirna said that the band has been looking for a 20 foot trailer with no luck. He did find a 48” from Longhorn Rentals. Having the props shipped by freight would cost 2K. Even having an in-house volunteer would probably cost about the same, based on calculations. Local searches haven’t been successful either. Carlos Figueroa found a trailer in Portland OR, which happened to be close to the props, which are in Grants Pass. 53’ trailer, an old mayflower moving truck. Has a liftgate, bottom boxes and air ride suspension, side and rear doors, a ramp and interior lights. Price is 13,900. The previous trailer the band was looking at (which turned out to be in bad condition) was about 10K. The question was, could the trailer in Oregon be bought and used to move the props back to Pflugerville also. There will be extra room on the trailer after the props are loaded so it’s possible that another load could be combined in order to save money. In short, there are multiple scenarios for getting the trailer, and the props, to Pflugerville and Mr. Sirna is still researching the options. Currently the Boosters do not quite have enough money to cover the expenses. We might be able to get a small amount of money for the current trailer by selling it locally for a few thousand dollars to help offset the cost of the new one. Mr.

Sirna thinks we could get about 3 thousand dollars for it. Our current trailer is not the type of trailer most bands want because it's too high, among other things, so it would be harder to get more money for it. The school district has the title to the current trailer but they have said they will release the title to the Boosters so they can keep the proceeds when the trailer does sell. Mr. Sirna said we need a trailer no matter what, and we will need to spend about 2K to pick up the props. The idea is to combine the trailer purchase with getting the props to Texas. Mr. Boyles offered to fix the plywood and any other cosmetics on the trailer and possibly do other repairs, especially if the trailer needs to pass an inspection. Mr. Sirna asked what the bottom line would be for the Boosters to buy this trailer, if the worst case scenario is 17,900. He thinks he can get the price down to 14 but there's a time limit, maybe only a few days, to make a commitment.

- ❖ Fundraising— 11,500 has been raised for trailer, need approx. 6K more. Will need to buy pizza for 8th Grade Night. Cheryl requested that a discretionary fund for the band directors, in the amount of 1,000, be approved. Bleacher covers will also be needed, which will cost about \$500, and at least 2,000 will be needed for concession start-up costs. Beth Bryars said that participation in the Dell Diamond fundraising has been slow. There is a different stand we have been running which only needs a few people to run, and we would get all the profits. We need to get the word out. The link is currently on booster website but needs to be on all the other social media websites also. Cheryl said that if the boosters commit tonight to the remaining 5K, there must be a plan to replace that right before August to take care of startup costs. Beth will schedule certain nights at the Dell Diamond to fill the booth and get the profits. To incentivize parent participation, there will be a Booster Parent of the Week every week. Since the volunteering will not be set up through Charms, Beth said there doesn't have to be a background check. There is a minimum age of 15.
- ❖ There are a lot of open spots for committee heads. There is also a corresponding gmail address for each committee head. Currently filled and open positions include:
 - Social media co-ordinator---Lisa Wright. A suggestion was made Lisa that we update the parent handbook with the social media information and attach it to the website and consolidate the social media address on the facebook page.
 - Instagram and snapchat--Laura Burnett ...address-pfbandboosters.
 - Booster Photos--Sara Burden-McClure
 - Freshman parent liaison—Kimberly Rodriguez

- Yard notes—Michelle Garcia
- Meals—unfilled—we need someone to take over ordering and distribution of meals on Fridays and competition days. This job will involve working with the band directors to determine where to order the meals. Ms. Lesikar will have less time next year because she will also be working as the CHS band admin in addition PHS. Mr. Sirna said that for each week the kids usually get 3 choices and the meals are distributed based on the choices.
- Pit crew manager—Dawn Boyles volunteered to work along with Jennifer Fry.
- Uniforms—one parent has volunteered to help sew but we need a coordinator to put the volunteers together. Sara Burden- McClure can help sew. Sewing and alternations can be done outside of daytime hours for people that have day jobs. Money will be put aside in the budget for a seamstress. Kimberly Rodriguez will help with the co-ordinating of kids, etc. during the day along with Anne Spanyers.

Unfinished Business/Updates

- ❖ Anne Spanyers said the first 2 steps to pursue 501(c)(3) status are to find at least 3 community members to serve on a board, and to gather bylaws from similar organizations that are already 501(c)(3) in order to make sure the current Booster bylaws are edited properly to be in compliance. Brad Henderson and Sara McClure volunteered to be board members. .
- ❖ The question was asked, will there be a parliamentarian? Mr. Boyles volunteered to be a parliamentarian Cheryl pointed out that the process to amend the bylaws lasts 3 meetings and said that a Special Manager can be appointed instead.
- ❖ Truck update--The Boosters need to decide if we want to commit. We can have the whole 17.9K but will need to hustle to replenish the account to cover startup costs. The Foundation cannot get involved – it's the desire of the Foundation and Booster officers to keep the Foundation separate and dedicated to scholarships only. Mr. Sirna will negotiate with the seller to look for potential issues before a formal deal is made, maybe 10 days. We can wait on the shipping for a month or less, which will allow us to hold back part of the amount. Mr. Sirna thinks we can commit to only 13.9K for now. They will send a bunch of pictures of the interior, etc. as soon as a commitment is made. He said the equipment will fit on this trailer and could last at least 10 years or longer. Beth Bryars asked where the trailer would be stored. Mr Sirna said it's a district issue. The old trailer will hopefully be sold but may move to the bus barn in the interim. The next step is for us to sign a sales order which means the seller can take it in to work on it. Boosters will vote on letting Mr Sirna spend no more than 3K from the Booster treasury fund and everything in the trailer fund. Motion made and

seconded, measure passed. The trailer fund will be given to Mr Sirna along with 3K from the Booster treasury.

New Business

- ❖ Volunteers are needed for the pool party—Anne Spanyers and Clair Rollman-Tinajero
- ❖ Budgetary needs for the next year have been put on the Booster website
- ❖ Cheryl moved to table amending the bylaws until we see how they jive with the 501c3 process. Measure passed.
- ❖ Special Manager—Robert Boyles was voted in as Special Manager in lieu of amending the bylaws to allow for a parliamentarian.

Agenda/ Action Items for Next Meeting

- Update on application for 501c3 process

Adjournment

Minutes submitted by: Anne Spanyers