

## **Minutes June 18, 2020**

### **Brownsburg Band and Orchestra Parents Meeting**

Meeting called to Order 7:30

Secretary Minutes: Reviewed May Minutes. Minutes Approved  
Treasurer's Report: Reviewed May Treasurer Report. Approved

#### **Orchestra Business/Orchestra Director Report:**

Celebration for Orchestra Students on July 8th at Williams Park. Mr. Hauger is still hopeful to have the concerto performances in the fall.

#### **Committee Reports:**

**Car Wash-** Still have plenty of paper tickets left. Committee asked if the Directors will announce the sale at the next rehearsal. It is on the staff checklist of info to cover at rehearsal. Tickets available Friday nights 7-8 at the high school.

**Dine to Donate-**Will start with Applebees in August and then Lori Duran will move on from there.

**5K-Final** packet pickup on Saturday, June 20 11am-2pm at Planet Fitness in Brownsburg

**Sponsorship/Macy's Fundraising-**No updates

**Trailer and Transportation Updates-**No updates

**Props-**Tentative meeting July 1st to work on props.

**Volunteer-**No updates at this time

**Mattress Sale-**July 25th at the high school. Would like the Town of Brownsburg to put info about the sale on the town hall sign 2 weeks before. Will also plan on social media blast beginning July 1. We need approval for the big signs (one in front of the school, one by the field, Donnal Heshelmann volunteered to put one up in her yard on 56th street). We can put yard signs anywhere without town approval. Mr. Kaflik will find out if the company has these available.

**Indy 500 Volunteers-**IMS is still planning to have the event and we have about 35 people signed up to volunteer. We can still add more volunteers if they are interested mid July.

**Uniforms-**We have most measurements collected for Marching Band and guard.

#### **Old Business:**

Revision to Newsletter Request: Asking to shorten the newsletter, add hyperlinks to recurring info. Carla is working on this with Mr. Kaflik.

Setting up a fundraiser in July with American Red Cross. Will be held at Bundy Lodge at Arbuckle Park. Will provide info about health and safety related to COVID-19. July 7th or 10th Blood Drive (30 pints of blood get \$300). Based on the size of the organization, we could earn around \$1000. American Red Cross might also partner with a propane company that would

provide a \$10 gift card/person to anyone donating blood. \*\*\* We will need approximately 6-7 volunteers.

#### Presentation and Board Approval of Budget:

- Mr Runyon discussed that the budget is ever evolving. Sometimes the items budgeted are not spent and sometimes what has been budgeted is not enough to cover costs. We need families to understand that the need to do fundraising outside of opportunities for individual accounts is critical for the financial success of all groups. Our budget is still on the lower end when compared to other groups performing at our current level.
- Discussed designating a percentage that goes to the specific student account and a percentage that goes to the general fund for all fundraisers to help offset the deficit in the budget. Currently summer fundraiser money all goes to the student account but otherwise other fundraisers are all divided in some way. Glen Hauger will organize a list of fundraisers and percentages.
- Discussed contingencies and doing work/spending money as slow as possible.
- Directors will be meeting with parents to explain that once we get going, money is being spent. There may not be a significant refund if the season gets canceled part way through.
- The board shared concerns about the deficit and the overall financial situation/current economy.
- We are going to run risks this year in fundraising (ie: less people at the invitational, economy still in recovery, limitations due to covid restrictions)
- The directors shared that they will have regular conversations with the board and work with the budget throughout the year.
- The treasurer has reorganized the budget to have events that are associated with each group together. The full detailed spreadsheet will be shared with the directors and the board.

Glenn Rose made a motion to approve the budget and seconded by Leslie Arnold. Budget approved unanimously.

Outstanding Fees: Currently have \$22,000 in outstanding fees. Mr. Runyon has reached out via Powerschool to all families with outstanding fees. We still have not recovered any of the large outstanding balances. No families with outstanding balances have reached out for assistance. Mr. Runyon needs to have a parent in BBOP take over the responsibility for follow-up with this.

- Discussed the possibility of using a collection agency but would prefer to work with families individually
- Discussed limiting participation (alternate spots) if fees are not being paid.
- Board and Directors want to help support families with financial need to offset fees but families need to communicate with directors and complete the financial assistance application.

- The directors will send an email for the current marching season with a deadline for full fees to be paid as well as information about financial assistance for families who may need this.
- Next year, we will look at structuring fees requiring an initial deposit (maybe \$250?) before a spot is written into the show.

AFFINIPAY-Discussed adding a convenience fee to families using credit cards for Cut Time payments to cover the cost of using AFFINIPAY for processing credit cards. Families can send in checks to BBOP to avoid these fees. These fees totaled \$7000 to BBOP last year. Mr. Kaflik will look into how the fees will be separated in Cut Time for accounting purposes.

### **New Business:**

Fundraising Committee: Need to identify a few BBOP parents to head/co-chair this committee. Glenn Rose will reach out to see if any previous members are interested. Glen Hauger will see if there is interest from the orchestra parents. We would want this committee to help with coordinating fundraising information as well as develop new avenues for fundraising.

New Member Communication and onboarding of new members/families-Discussed ways to increase communication for new members and families including making sure we have all recruitment info available at the middle school level. Mr. Kaflik stated that info should have been shared in all elementary and middle school newsletters. Also discussed ways that student leaders can work to build relationships with incoming students to help them better understand the processes and procedures and connect with the program that will look very different than in the past.

Consolidating Checking Accounts-Dave Romie is proposing to close out extra bank accounts to consolidate funds into two separate accounts (Main Checking Account and Car Raffle Account). Dave represents the individual accounting through his books. All agreed and Dave will take care of this.

Car Raffle- Mike Russel will run this again. Dave will complete forms with Carla and Beth to get everything finalized.

Directors are looking for new opportunities for photography options. They did not sign a contract with Bateman Photography this year. Gronde photography has reached out to directors.

### **Director's Report:**

Mr. Brinkman: Going into East Middle school and working his way through instruments and files. Mr. Brinkman said we have great equipment to work with. Tracy has denatured alcohol

for sanitizing instrument surfaces/keys. 6th Grade Band Camp July 13-24th 9-11 at West with one hour sectionals for each instrument group.

Mr. Marque-Things are going well! Looking forward to having kids in person.

Mr. Kaflik-

- Remote learning-if a parent chooses virtual learning, the student can not participate in any extracurricular activities. (Not Marching Band, Not Orchestra, Not Choir, Not sports, etc)
- Parents will be asked to sign a waiver for students participating in the Marching Band related to Covid.
- First week of band camp will be broken down into sectionals for 3 hours per day. We will be allowed 15 hours per week this week.
- Safety Protocols will be in place.
- Email to go to families tomorrow with details.
- Macy's will be making some sort of statement July 15th. Directors will communicate this with parents on July 17th (at High School Stadium with social distancing) Will plan to give a full season update to parents at this time.
- Contests and Concessions are going on as planned at this point.

\*\*\*Music Travel Insurance-If Macy's is postponed, you can not buy insurance after this announcement is made. You must buy it BEFORE any changes to the trip are announced. If you have already purchased insurance, it will transfer to a postponed trip.

Mr. Runyon- Thank you to everyone for all they are doing. We know that this year is going to feel different but that we plan to continue to make great opportunities for the kids from grades 6-12.

**Meeting adjourned 9:41**

**Next Meeting: Postponed to July 23rd (Details to follow about location and how many parents can participate)**