



Pride of the Tribe Marching Band

Bryan County High Band Booster

Jake Blair, President

Tori Blair, Vice President

Kellie Coe, Secretary

Kathy Greenwell, Treasurer

1234 Camellia Drive, Pembroke, GA 31321

Phone: 912-626-5060

Booster Meeting Minutes from February 7, 2023

I. Call to Order

Tori Blair called to order the meeting of the BCHS Band Booster at 6:33 on February 7, 2023 at the BCHS band room.

II. Roll call

Kellie Coe recorded all in attendance. The following persons were present: Sherry Arthur, Jesse France, Jen Parker, Shelly Butler, Laura McDonald, Kenny McDonald, Virginia Helmuth, ???, Catherine Gissell, Tori Blair, Kellie Coe, Kathy Greenwell, Avery Gallups.

III. Approval of minutes from last meeting

- a. Minutes of last meeting were posted to website for review.

IV. Old Business

- a. Checkbook balance = \$11,123.56
- b. Mr. Pecan fundraiser profit = \$4135.60
- c. Meal options for Jazz Dinner (4/22/23) and End of the Year Banquet (5/9/23)
 - i. Jazz Dinner – Hamburger Steaks w/ brown gravy, mashed potatoes, green beans, rolls and store-bought cakes.
 1. Last year there were approximately 80 people (\$10 at the door). We are anticipating more patrons this year.
 - ii. EofY Banquet – spaghetti w/ meat sauce green beans, rolls and store-bought cakes.

V. New Business

a. Officer Nominations – For a nominee to be added to the ballot after a nomination, it must be ACCEPTED by the person nominated. A list of the duties for each Officer position and for Committee Coordinator was handed out to each attendee.

- i. President Nominations: Kenny McDonald
- ii. Vice President Nominations: Jesse France
- iii. Secretary Nominations: Jen Parker
- iv. Treasurer Nominations: Kathy Greenwell

b. Go Fund Me/Uniform information – We have a Go Fund Me account set up for new uniforms. This is listed on our Facebook page.

- i. Uniform pricing increases as the number of uniforms ordered decreases:
 - 100 uniforms are approx. \$41,082.00
 - 70 uniforms are approx. \$28,149.00
 - 10-29 uniforms are \$525.90 per unit
 - 1-9 uniforms are \$619.62 per unit
- ii. Go Fund Me has accumulated \$1150.00 so far.
- iii. Suggestions for funding/accounting for uniforms
 - 1. Open a separate savings account for uniforms
 - 2. Partner with a local bank enabling community members to donate funds at that particular bank.

VI. Next Meeting

Scheduled Tuesday, March 7, 2023 in the band room at 6:30

VII. Meeting Adjourned

Tori Blair adjourned the meeting at 7:36.

OFFICER DUTIES and RESPONSIBILITIES

PRESIDENT

The duties of the president shall be as follows:

- 1) Compose agendas for and preside over monthly and /or any extra meetings
- 2) Oversee maintenance and compliance of bylaws
- 3) Liaison with school officials, Athletic Director and Band Director
- 4) Select and appoint chairpersons of all Standing and Special committees
- 5) Review objectives and or issues with elected officers/members

VICE PRESIDENT

The duties of the vice president shall be as follows:

- 1) Act as an aide to and performs jobs assigned by the President
- 2) Preside over club meetings in the absence of the president
- 3) Offer insights and recommendations concerning club agendas and activities
- 4) Advise, support and communicate with all standing committees

TREASURER

The duties of the treasurer shall be as follows:

- 1) Maintain accurate records for all financial aspects of the BCHBB
- 2) Maintain and update bank account records
- 3) Prepare an annual budget for review and approval
- 4) Prepare and present to the BCHBB a monthly financial report
- 5) Work in coordination with Audit Committee to provide necessary documents and reports

SECRETARY

The duties of the secretary shall be as follows:

- 1) Maintain all records of reporting
- 2) Record the minutes of all meetings and distribute minutes to members
- 3) Notify and remind all members of meetings and upcoming events
- 4) Maintain (and update) current notebook of Constitution and Bylaws
- 5) Conduct all correspondence for the BCHBB under the direction of the President
- 6) Manage and keep an accurate tally of volunteer records and current contact list of all members

COMMITTEE COORDINATOR RESPONSIBILITIES

FUNDRAISER COMMITTEE

- 1) Participate in and oversee all fundraising activities
- 2) Be contact person on all fundraising done by BCHBB
- 3) Gather information about fundraising options
- 4) Responsible for securing venues or permissions necessary to hold events
- 5) Produce a fundraiser report with all receipts and necessary documents to Treasurer within five days of the close of each event

VOLUNTEER COMMITTEE

- 1) Supervise and coordinate volunteers for BCHBB functions and events
- 2) Keep a parent volunteer interest form with current contact information
- 3) Ensure all BCHBB events have sufficient adult and volunteer staffing
- 4) Provide access to necessary supplies needed for volunteers
- 5) Ensure all volunteers have received appropriate volunteer training

AUDIT COMMITTEE

- 1) Audit all finances at the end of fiscal year
- 2) Follow procedures outlined in Audit Committee Packet
- 3) Submit a formal report expressing the findings to the Secretary for record keeping
- 4) Present findings to the Executive Board within 30 days