

Wolverine Band Boosters
Executive Board Meeting Minutes
Tuesday, July 26, 2016

The meeting was held in the Music Library at Bentonville West High School and was called to order at 6:05pm by President Danny Prejoles.

Present

Danny Prejoles, Lynn Irwin, Heather Conklin, Thadd Chambers, Keith Langreck, Cammy Jo McCain, and Melinda Johns.

Business - Officer Updates

Danny Prejoles

Band camp is going well and he would like to see more parents outside of the board get involved with helping out. He will be asking for volunteers to come in and help at both morning and afternoon sessions. They may help as much or as little as they want - the important thing is that the board make them feel welcome and start building relationships with them so they might volunteer more in the future. If anyone looks lost or nervous, Danny is asking that a Board member pair up with them to help them feel comfortable. From now on, we will make it a habit to ask for volunteers for all events and functions in order to broaden the chances for participation within the club.

The board needs to start following up on the volunteer sign up lists acquired at previous meetings. Instead of sending out group emails, it is suggested that the volunteers receive personal calls to talk to them about taking the next step and getting involved. It was suggested we ask Kristen to post the spreadsheet she made of who was interested in volunteering for what on Google Docs/Sheets and that we split the list up among board members and start contacting people.

Danny handed out copies of our formal Articles of Incorporation we received from the State of Arkansas. He almost has the 501c3 application filled out. He has asked that Heather and Thadd work together to fill out the financial projections for the next year or two that the 501c3 requests. They will start working on that as soon as possible and get that turned back into Danny so he can proceed with the filing. Also, we need to have a Conflict of Interest Policy in place. Danny has created one for us. A motion was made by Cammy Jo to accept the Conflict of Interest Policy Statement as written and to add it to our WBB Bylaws. The motion was seconded by Thadd with all members approving the acceptance of the document. Lynn will begin researching Conflict of Interest forms

and will create one that will be used by the board members in the future. For the present time, all board members signed a copy of the Conflict of Interest Policy that will remain in Danny's possession.

Thadd Chambers

Thadd and Keith are scheduled to attend a meeting next Tuesday at 10:30 with Annie Fuentes to learn more about VAP hours and how we can get money for them. He will work on setting up procedures to record the hours and handle getting them submitted to Walmart for reimbursement.

Keith Langreck

We are going to need lots of props and only have two volunteers to help so far. We are in urgent need of a Build Manager. He would like to send out a signup genius to get some people to help get organized and start building the props. He also requested we send out an email to the group again stating that we need help and be more specific as to what is needed at this time. Albert mentioned we have enough money currently in the school account to cover the prop building costs.

Heather Conklin

Heather is working on clearing up some issues with our Paypal account so we can get the money out and distributed to the proper people. There is an issue about the way it is set up and she and Thadd are working to correct that as soon as possible.

Melinda Johns

The polos, shorts, shoes and gloves from the Spirit Wear store should be in this week in time for the Grand Opening of BWHS. The other items are on backorder with no release date at this time.

For fundraisers, Melinda has received 200 Sonic Gift cards to sell at \$5 each. They will be placed 5 per envelope and anyone who wants to sell them can check out one envelope at a time. The procedure will be the same as checking out chocolate and all \$5 will go directly to the student's Charms account. She is also working on creating fundraisers where the WBB will sell stickers and magnets for cars with the school, student's name and instrument or band group they are in. Our cost for the stickers is \$3 and Magnets are \$5. We would sell the stickers for \$10 and Magnets for \$12 and the profits would go to the WBB general fund to help with some of our expenses. Melinda has submitted a request for approval to the school for our Yankee Candle Fundraiser later this fall as well. We will start working on more details for the West-music Dog Show soon as well.

It was asked if we should get the Junior Highs involved in our fundraisers as well since some of the students will be attending BWHS. We will need to look into this more and see what can be worked out between us and BHS.

BHS and the junior high bands will be selling Poinsettias as a fundraiser around Christmas time. We discussed either joining in or doing our own WBB fundraiser and sticking with Yankee Candle sales. At this time we are going with the Yankee Candle sales, but would like to find out more information about the BHS sale.

It was also brought up that maybe the WBB could do some sort of flower or plant sale in the spring in addition to the dog show. We will discuss this at future meetings.

Cammy Jo McCain

Cammy Jo requested feedback regarding the amount of communication that is being done to the WBB membership. After some discussion, we decided that the amount of communication has been great so far and not excessive. We want to keep email in moderation so we do not overwhelm people and they stop reading the emails.

As the board and committees grow, we will need some sort of communication guidelines for any emails sent out on behalf of the WBB. For right now, all communications will be submitted to Cammy Jo prior to being sent to membership. She will collect this information and if possible consolidate several messages together to maintain our goal of not overwhelming people with tons of emails.

It was suggested that we look into creating an E-newsletter that would contain all of our information people need to know about the WBB and the band. We will need to discuss more about this at future meetings. The concern is the newsletter sent out by the Bentonville Band Boosters (BBB) contained a sometimes overwhelming amount of information and we would want something easy to read and follow.

Kari Ewin

Kari is currently trying to finalize what the concession stand will look like and what we will need to have things run as smoothly as possible. She is going to try and set up a meeting with the BBB to figure out how sharing the concessions stand at BHS will work and what food storage options would be open to us there.

Kari acknowledged we will need many volunteers to make sure things run smoothly for the games at which we will be running concessions. We will need to have consistent turn out to have things go well. Someone mentioned that BBB one year assigned

sections of the band (percussion, brass, etc) to run the stand on for specific games. We will brainstorm other ideas at future meetings as well.

Other Business

The next First Friday will be August 5th. We should be able to get a booth under the school board and save us the cost. We will need people to man the booth again as well as help with selling chocolate and answering questions for the people interested in putting a veterans name on our wall. We will have the order forms at the table for people to fill out there as well.

Everyone said it would be great if we could meet with the new officers of the BBB soon to build our relationship with them. We will need to discuss this at a future meeting and try to come up with a set date and time to do so.

We will be hosting a dinner on Friday, August 12th after the Parent Preview at 7pm. Heather will be able to get 500 hot dogs donated from Tyson. The board will provide/purchase the buns. We will have someone create a signup genius and send it out to membership and have them bring things like condiments, chips, drinks and desserts.

We have not selected our next meeting time or place. We will discuss this and everyone will be notified via email or text as to when the meeting will take place.

Adjournment

The meeting was adjourned at approximately 8:15 pm by President Danny Prejoles.

Minutes submitted by Lynn Irwin, Secretary