**ZBB Board Meeting Agenda**

**Tuesday, January 7, 2020**

**6:30 p.m., Band Office**

Those in attendance: Mark Enerson, Ellen Bailey, Tom Landrum, Stuart Carter, Susan Nickel, Tom Stuckey, Becca King, Jeff King, Steve Wilkie and special guest Kevin Burke.

* Approval of November Meeting Minutes
* **Kevin Burke** - to discuss Tim Cavanagh event – huge discussion about how the event will run and what the order of the events are. We need to push the event out to get tickets sold.
* **President** - Ellen Bailey – Dave Danner – Ellen put out a request for a more permanent helper in Concessions. Dave would like to put out another request asking for help but make it a paid position. Ellen would like to discuss the budget beginning in February. Please begin to consider whether or not you are going to continue in your position on the board. Beginning to think about the parent/student meeting in April. Back in July, Steve mentioned we should do job descriptions. Write down what you do for your job. Code of Conduct for Staff – Stuart was to look at finding information about wording for the contracts. To let the staff know what the expectations are. Belated thank you cards – one to the anonymous donor for the Go Fund Me and one to the Boots for hosting the Bonfire.
* **Vice President** - Tracy Coussens – has been in touch with the Century 21 in town to put Tim Cavanaugh on the sign. They are working on it.
* **Secretary** - Becca King
* **Treasurer** - Steve Wilkie and Stuart Carter
  + **Financial Update** – Budget, first page is expenses for Marching Band. Should have all bills paid. Chase Bank Account – because of their rules, he can’t do the savings account with the higher interest. We have 4 accounts. Checking, uniform savings, ZBB savings, Go Fund Me savings account, money in/money out account. Future account needs? - Separate account for Capital Expense – might need another savings account. For our budgeting discussion next month – should only be one fee for everything, not charging the parents for every little thing. This would include water, snacks, shirts, shoes, sticks, etc. The Board covers about half of the cost for one kid to do Marching Band, Indoor or Guard. We should not include food. People will donate water, etc. if you ask. Steve will assume a marching band budget which will include uniform updates, plumes, shirts etc. Marching Band Director’s Discretionary Budget – 5 to 10% of our budget for this. Steve would like our opinion on having this for each group. This year Marching Band budget was $90,000 so 10% would be $9,000 for Tom to spend. FYI – not happy with Storen Tax Services, so he is looking for someone else to do our taxes.
  + **Student Accounts** – still has some he is chasing down from Marching Band. Does have the Winter Programs rosters and believes most people have paid or have talked about making payments. Stuart received $750 from someone to go toward someone in Indoor Percussion. This can be split between two people or all for one.
* **Fundraising** – Tom Stucky and Mark Enerson
  + Sponsorships, Program Sales, Restaurant Donation Dining, SCRIP
    - Dine to Donate: 1/8 Rush on Main, 1/22 Panda Express – we have made about $1,000 with our Dine to Donate program. Tom L will send out a reminder. Jill Winkleman has done a fantastic job.
    - Tim Cavanaugh show will be all extra money. Will be selling shout outs during the Guard show. If anyone has any other sponsors that they think we might need to check into, please let Mark know.
* **Hospitality** - Susan Nickel – got a note from Hot Box pizza with a free pizza card. We all agree that she should keep it and use it. She would like to use Charms. She would also like to have a key to the closet. Tom will ask administration. Can’t copy the key. She wants to inventory the food in the closet and will use leftover food during the Guard Show.
* **Program Coordinator** - Jeff King
  + **Winter Guard Show** – Has several leads already in place, some spots still need to be filled and Jeff will send out a notice soon as what spots need to be filled. 70 guards are coming. 4 more than last year. Chili supper/Showcase – will be a month after this. Will actually have the chili this year. Jeff’s budget suggestion is a Contingency Fund that will be just in case we lose one of our large events due to rain or snow or whatever.
* **Director Report** - Tom Landrum
  + Recommendations for Go Fund Me Capital Expense purchases
    - Yamaha Concert Tuba - $6,000
    - Adams Vibraphone - $4,050
    - Yamaha Bass Clarinet - $1,600
    - Yamaha Marching Contra - $4,150
    - Pearl MB Bass Drums - $800 each x 5 = $4,000

Stuart made a motion to approve the first 4 instruments. Susan seconded the motion. The motion passed with a majority vote. One member did not approve.

* + Trip to Orland went very smoothly. Solo and Ensemble is coming up. It is the same day as the Guard Show. Big thank you for the Pep Band Shirts. Pep Band going to the Purdue Jazz Band Festival. Tom emailed Ellen the 2020 Marching Band schedule and it is on the website. We are signed up for the BOA Regional. Because we signed up at the earliest time we could, we should have a better time slot. Brayton Mendenhall went to France and taught Color Guard. We are now trying to create a sisterhood with this group. He will take 6 or 7 girls back to France with him after our band camp and then the French girls will come here for DCI and to work with the Marching Band.

**Next Meeting: February 3rd at 6:30 in Tom’s office.**

**Next meetings: March 9, April 13, May 18**

**Upcoming Events:**

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| 1/18 Purdue Jazz Festival | 2/29 ISSMA State Solo and Ens. | 3/16 Band Concert |
| 1/24 Tim Cavanagh | 3/4 Panda Express | 3/18 City BBQ |
| 2/8 Winter Guard Show | 3/6 Chili Supper/Winter Showcase |  |
| 2/8 ISSMA Solo and Ensemble | 3/7 ISSMA Jazz Contest |  |

**Respectfully Submitted,**

**Rebecca King**