**ZBB Emergency Board Meeting Minutes**

**Sunday, August 28, 7 p.m.**

**Coussens’s house**

**Those in attendance: Malinda Bush, Tracy Coussens, Susie McKenna, Tom Landrum, Denae Barnett, David Harting, Ellen Bailey, Mindi Ferraro, Sue Wu, Nikki McKnight, Neal Simmons**

* **Director’s Report** – Tom Landrum

**Regarding Concessions:**

* Per Tom’s meeting with Tim East – Entrepreneurship Club not going to work because opening new accounts, lots of money, scared admins. Tim thought it was 15K profits. Tom gave actual dollar amount at approximately 30K. Sam Chenoweth is annoyed that choir didn’t get much money but Aaron Coates is a big proponent of band getting more money than choir. Tim East hopes that we can find 1 person between the 3 groups to run it.
* In 2004, Dave Danner had been doing concessions for a year for the band and only wanted to have vocal department parents getting small percentage when there was a choir performance. Dave wanted it only to go to ZBOP.

**Facts at hand:**

* Rental events are big money.
* Band concert tickets – we get approx. 90% back from ticket sales.
* Priority #1 is find someone to run it. If PAC takes over, we would get nothing. It would roll completely into PAC profits.
* All drinks have to come through Coke distributor – minimum of 10 flats ordering. Storage must stay in PAC concessions stand since we don’t have access to the athletics concession stands.
* Rick Hardin is the one who does the ordering through athletics. Sue has tried to get through to him about Oct. 1 invitational but hasn’t heard from him at all. April Haffner could push this through.
* Big events will start with Nutcracker performances. November events will be smaller.

**Discussion of plans:**

* If we share profits with choir, orchestra, and band, all groups will split cost of supplies
* If we are splitting profits, the people signing up have to be from all 3 groups. Tom will get a list of events so that we can separate out the events so that we can staff it.
* David Harting had suggested to order all supplies online and have them delivered. Ellen suggested that we have to know what to order, when. Dave has a whole template of all that information. Details for each event are different based on the events’ needs.
* Right now, Neal suggested scaling back to high return items.
* Nikki asked Tom was there a conversation at the meeting of staff about possibilities of someone to take this over? Choir doesn’t know anything about it. Dave Schurger knows a little more but not much.
* Susie suggested asking Rick Hardin or Cathy Yacht (sp?) to ordering all of our stuff for $2500. Cathy knows how to order all of it. Since we don’t have trouble finding employees, can we have Rick or Cathy order? Every home football game there are 2 sports that work the concession stands and get a small percentage for the sport. All the rest goes to athletics. We could have a committee of parents to be “managers” without the supply ordering piece. Susie got Cathy’s number from April Haffner and will contact Cathy tomorrow.
* Look for other concession stand manager ideas. Mindi can contact ZWEST to get ideas of their managers as well to provide a learning curve for other events for Cathy.
* Tom asked for plans how to communicate with the other booster clubs. If they want a cut, they need to provide workers such as 10% profit, they provide 10% labor/supplies.

**Options discussed:**

* We get 70, orchestra gets 20, choir gets 10. Each group has to pay in 10%. All profits paid out to each group are AFTER costs are paid.
* 30k net profits. 3k for someone to run it = 10% operations. 90% left = 27K This is a Band Booster fundraising event, not PAC.
* Each group finds manager. Everyone has to have skin in the game. If their manager drops out, they have to find one to replace them.
* Danae: if they drop the ball, they need to feel the repercussions and lose the opportunities. Tom: Band needs to run at least 6 of the big rentals.

**Proposal:**

Susie will call Cathy tomorrow – we are looking for someone to order concession supplies, this would be a paid position. Details will not be discussed. This is a preliminary conversation.

Tom will present to the music department on Wednesday.

Talking points: We have been working on this for 4+ years to find a solution for concessions. This provides an enormous fundraiser for the band. Profits have been based on labor, experience, and this is the Band Booster fundraiser historically. We are taking a large hit to our profits. We have 3 separate programs: marching band, winter guard, and indoor percussion = largest need. We would value your partnership.

* **Plan A: Band 60%, show choir & orchestra 15% of all overall events of all net profits, after 10% operations and all expenditures - if they want that, they have to provide labor and managers for those weekends and share expenses. We can revisit after the first year.**
* **Plan B (only to be presented if push back on Plan A): Band gets 50%, show choir & orchestra get 20%. 10% for operations and all expenditures - if they want that, they have to provide labor and managers for those weekends and share expenses.**

**As part of our larger profit, ZBB handles the volunteer management and share the access with the other groups’ managers. We will set up the new email. We would contract with the concession orderer. We would be happy to remain the go between with Isaac Spillman / PAC. This all needs to be decided before the fall musical. This will not be like when Dave was here, it was a personal investment by him. It will be more business, less personal.**

* **Back pocket – if they insist on thirds, then they will have to run with their third of all the overhead and operations expenses.**

Neal suggested that over the next few weeks, we can pilot the process. He will be willing to help out.

The managers have to sign up to get the percentage for the department – volunteers have to be maintained in a spreadsheet (sign up genius managed by band). Manager has to email who showed up and hours served as well as their organization that gets the money.

* Susie made motion to equip Tom to start with Plan A at 60%, 15%, 15%. He is able to go down to 50, 20, 20 without additional board approval. David Harting seconded motion. Tracy put the motion on the table to vote. Motion passed.

**Interim need:** We need to get key from Dave D so that Sue can get into PAC concession for inventory. Tom has a key for it and will try to get one for stocking inventory.