

Meeting notes approved 8/5/21

Northwest Band Parent Organization Meeting

July 7, 2021

Location: Waukee High School Commons

Minutes prepared by Michelle Kurtz (secretary)

****MEETING RECORDED, ALL ATTENDEES MUST SIGN IN TO THE MEETING****

ATTENDEES:

Jenn French	Michelle Kurtz	Janelle McGee
Carrie Sample	Eric French	Tiffany Allison
Kelly Jackson	Sarah Bosen	Valerie Fouts
Amy Burke	Chad Friesleben	LuAnn Gillotti
Paula Nannen	Jon Rech	Katie Wittmer
Janice Burris	Randy Armentrout	Becky Lachenmaier
Chad Allison	Cassandra Rau	

Agenda:

- Call to Order
- Minutes of the Previous Meeting
- Treasurer's Report
- Committee Reports
 - Equipment-RB BandAids
 - Fundraising
 - Concessions
 - Uniforms
 - Volunteers
 - Wolf WearHouse
 - Website/RevTrak
 - WMI
 - Winter Showcase
- Band Director's Report
- Old Business
 - Color Guard Expenditure vote (request up to \$5000)
 - silks, uniforms, supplies
 - Vote on funding request for Ultimate Drill Book
 - \$10 per account, estimate 138 accounts
 - requesting up to \$1500 (comes from the \$20 supply fee)
- New Business
 - Band Camp Snacks
- Upcoming Dates
 - 8/2-8/5 Color Guard Choreo Camp 2-9pm
 - 8/2-8/5 Mini Band Camp 6-9pm
 - 8/9-8/13 Band Camp 12-9pm
 - 8/12 NWBPO Meeting 7pm

- 8/16-8/20 Mini Band Camp 6-9pm
- 8/17 Rose Parade Practice 6-9pm
- 8/19 Parent Preview 8:30pm
- Adjourn
- **Meeting Notes** (meeting recorded)
- **Call to Order** at 7:01pm by Jenn French
- **Minutes of the Previous Meeting**-motion to approve Chad Allison, 2nd Jon Rech, approved.
- **Treasurer's Report**-motion to approve by Michelle Kurtz, 2nd by Carrie Sample, approved.
Valerie Fouts had question of what comes through the stripe account. Janice Burris will double check but thinks this is from the apparel. Valerie requested report on this to reconcile accounts. Will contact Karen Hatch to help get this report.
- **Committee Reports**
 - **Equipment-RB BandAids** Eric French working on the trailer for WHS Regiment. Working on trucks for NW marching band season. Katie W. asked about cart for trips, something will be figured out for this.
 - **Fundraising**-email received from Sharon D., Laura McPike has the key for the can shack currently. Information about sticker sheets given. There will be separate sticker sheets available for NW and WHS, will be both band only and Rose Parade stickers available (separate sheets). Each sheet has 7 stickers. Cost of \$3.44/sheet, planning to sell for \$10-15/sheet. Will be available on RevTrak. NW band car logo decals will be purchased in a quantity of 250 for price break. No new info on Papa Murphy cards. New opportunity, HyVee card:kids will sell for \$20 each and kids will make \$14 (she thinks) on each and then HyVee is planning to reimburse the rest of the cost to the BPO. These cards might be sold around band camp week. Entertainment cards also still in the works, these can work in other cities as well, this may possibly done in September. Fundraising GALA planned for 10/7/21 when the Rose Parade President and his wife are here. Planning an open house at the WILC for band students and parents and the actual Gala at Holmes Murphy. Holmes Murphy has donated this site for our use for this event. Goal of this event is to lower the cost of the trip for everyone. Need subcommittees to help with this event and encourage people to sign up to help. Needed committees 1) AUCTION committee-reach out to corporation for both silent auction items and open house auction items. 2) GALA EVENT committee-work on the actual event and also set up wine pull event-work on local donated wines for this event (pull numbers to match with corresponding bottle of wine). 3) OPEN HOUSE committee-get the open house event planned/coordinated. Gala event will be by ticket only. Wanting to have corporations sponsor tables and also donate for auction, etc. Individuals can also purchase tickets. Goal is at least 200 seats, but is in the early stages and will need further discussions with Holmes Murphy to work on seating arrangements, etc.
 - **Concessions**-Becky Lachenmaier planning to meet with the concessions manager person for the district
 - **Uniforms**-Katie W.-2 backpacks were donated for med bags, sharing supplies with WHS. Uniforms are in, waiting to be able to get in the uniform room. Request of up to \$250 for bins for organization of the room for plumes, sashes, supplies, etc. This will be a one time purchase (sterlite type tubs used for several years). Motion for this purchase by Carrie Sample, 2nd by Kelly Jackson, approved up to \$250 for this use. In addition will also need some way to store plumes for travel. At WHS are using bass drum cases (this would need to be ordered by the directors). Will also try other items such as a rolling suitcase or collapsible crate to see if those would work for this purpose. Also discussed will need water jugs, WHS currently has 6 orange ones. Christiana R. offered to have the guard use one that she has for the season. Paula Nunnen will donate 4 blue 5 gallon water containers to NW. Thanked them both for their donations!

- **Volunteer**-no new report. Things will be done through sign up genius with emails going out through mail chimp as well as Facebook. Will need volunteers for marching band both for the camp and during the season.
- **Wolf Warehouse**-Janice Burris, apparel live on the northwestbands.org website. Will plan to set up outside BPO meetings 30 minutes prior to the meetings to deliver items and other deliveries as needed. Ordered new items that should be available in mid-July. Continuing to work with athletic director about set up at games. Also planning to work with elementary schools, etc at open houses to have merchandise available for purchase.
- **Website/RevTrak**-Janelle McGee-RevTrak is set up and ready to go with both band and Rose Parade merchandise as well as required items for the marching band season. Kelly Jackson also answered specific questions about the available merchandise. Michelle K. asked question about using fundraising funds for the required items. Said this can be done by contacting the director and treasurer.
- **WMI/state marching band contest**-will be Saturday 10/16/21 at WHS. Will be a lot of new parents involved. Created detailed information about volunteer positions and the event that will be available on the website. All 16 band spots are full for WMI. WHS and NW will be exhibition bands at WMI, timing details TBD. Working on logistics of trailers, lights, etc
- **Winter Showcase**-scheduled 3/5/22 at WHS. No update.
- **Band Director's Report**-Chad Friesleben-on 8/6/21 he will get his Waukee Schools email address. June rehearsals are done, did team building and leadership trainings in addition to rehearsals. Also did a combined parade rehearsal (that had to be done inside due to the weather). New facilities are still in the works, no open access yet due to ongoing inspections. Several pallets of items have arrived but not able to open them yet. Currently are construction related items filling the band rooms. Hoping the directors will be able to get in there sometime next week. Hoping to be at NW in August but still no guarantee on this. May request some help from students/parents depending on needs once they are able to see what needs to be done. Planning to do conditioning for the Rose Parade. Said the school is also starting a new communication system, testing is currently in place with the golf team. This will connect with PowerSchool and will hopefully make emails/texting, etc more efficient and reliable. Did have 2 requests for funds. 1) visual cart for supplies needed on a daily basis and also to go to all of the off school events (marking chips, speakers,,yard markers, etc) that can be plugged in to be recharged. Mr. Freisleben is planning to construct this and has created a double sided design for this function. Requesting up to \$400 for the supplies for this. Motion by Chad Allison, 2nd Katie Wittmer, approved. 2) visual components/props for the marching band performance season (the show will be "To Plant a Garden")-requesting up to \$5000 for screen print back drops, frames, ribbons, carts, etc for this. Will look for any existing frames at WHS from previous performances and if available will ask for permission to use these if they are functional/able to be used. Motion to approve up to \$5000 for this purpose by Tiffany Allison, 2nd by Valerie Fouts, approved.
- **Old Business-Color Guard expenses**-in the past, spent approx \$10,000/year for the uniforms, multiple silks (flags), rifles, sabers, etc that are used for this. The district does not pay for these uniforms since they are classified as costumes. The NW have not been ordered yet but does need to be done soon. The WHS ones have been ordered. This may not include the uniforms that will be needed for the Rose Parade (using as much already owned things are possible). Requesting \$5000 for Northwest for guard expenses. Motion: Becky Lachenmaier, 2nd Janice Burris. Approved. **Ultimate Drill Book** funding request for approximately 138 accounts. This can also be used by indoor guard and percussion. This system makes it much easier to make adjustments in peoples positions in the show and provides easy way for students to know their position on the field and in their music. This is used by all of the band and guard students. Cost is \$10/person. District does not cover this cost because it goes on individual kids devices. If someone does not have a phone, donated phones will be used by them for this purpose. The cost of this is intended to be covered by the "donation" in

RevTrak, so some of these costs may be recuperated if people pay this fee. Request for up to \$1500 for this cost. Motion by Janelle McGee, 2nd by Carrie Sample. Approved.

- **New Business-** Band Camp Snacks-would like snacks for approx 150 people 2 times/day during band camp. Would like some healthy options for this. Would like them to be individually packaged. Reaching out to Fareway for possible fruit donations. Would like the snacks to be “hydrating.” In the past, at large representatives and volunteer coordinator have assisted with this. Will need parent volunteers during band camp. Also need medical personnel that week.

- **Upcoming Dates**

- 8/2-8/5 Color Guard Choreo Camp 2-9pm
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- **Adjourn-**motion Chad Allison, 2nd Katie Wittmer, approved at 8:43pm.