

## Perry Bands Executive Board

Meeting Minutes  
September 7, 2021

### Meeting Opening

The regular meeting of the Perry Bands Executive Board was called to order at 6:06 p.m. in the dance room by Jeff.

### Present

Lori Ciha, Erin Hugus, Jeff Hugus, Benjamin Sampayan, Leah Shepherd, Shelly Warren

### Previous Meeting Minutes

Action items from August 3 meeting were reviewed. Outstanding issues are listed under Action Items. Shelley made a motion to accept the minutes as written. Leah seconded the motion. All present voted aye, and the minutes were approved.

### Action Items

- **Update to Action:** Directors to add Hale family sponsorship to newsletter and concert program; Shelly to verify need to update the sponsorship form and follow up with image for trailer; Directors to order photo of band, possibly from UofA Band Day
- **New Action:** Directors and committee leads to build out volunteer sign-ups for two weeks at a time; add new volunteer positions: water prep, outside water sales, photographer, announcer, videographer
- **New Action:** Shelly to order checks for new bank
- **New Action:** Shelly to provide checks to directors for leadership workshop and winter season costume deposits
- **New Action:** Erin to draft volunteer survey and send to board for review
- **Outstanding Action:** Committee lead for social media/historian

### Matters for Decision

No Matters for Decision were discussed.

### Matters for Discussion

### Report Outs

- President's Report
  - Wristbands are for all volunteers – a request from administration
  - Sign-up schedules two weeks in advance
- Treasurer's Report
  - \$53,000 at new bank
  - \$9,000+ still at old bank
  - Revenues include concessions, water sales from school dance, restaurant nights, Fry's, sponsorships, Scrip, State 48 shirts, corporate giveback
  - Expenses include concessions, meals

Treasurer's report was reviewed. Lori made a motion to approve treasurer's report. Leah seconded the motion. All presented voted aye, and the report was approved.

- Ways and Means Report
  - Goodwill \$803.40
  - Panda Express restaurant night tomorrow
  - Barro's ~ \$300
  - Scrips ~ \$140
- CSB Meeting Report (Quarterly)
  - Budget approval
  - Roll-out of new bank accounts continues
  - Coming soon – new accounting system
- Committee Reports
  - Uniforms – Erin Hugus
    - Volunteers were great
    - Finalized plan for shako covers
    - Instructions for laundering shirts
  - Concessions – Leah Shepherd
    - Volunteers – varying amount of experience, several experienced learning curve
    - Need to communicate role of committee lead to establish authority
    - Need communication on expectations – wearing gloves, closed-toe shoes
    - Add two volunteer positions outside concessions to sell water
    - Add volunteer assignment to fill water coolers with ice and water at 3:30 pm
  - Transportation and equipment – John Lyle
  - Social media and historian – TBD
- Band Directors' Update
  - Leadership Workshop this Saturday
  - Costume Deposits (Winter Season)
  - WGAZ Show Host Application for Winter has been submitted

#### Old Business

- Committee leadership

#### New Business

- Jr. High Night Activities
  - Band leadership
  - T-shirts – Perry and Basha
  - Feeding Jr. High bands
  - Handout with key band info for next year

#### **Meeting Close**

- Action items reviewed
- Next meeting: Tuesday, October 5

Motion to adjourn the meeting was made by Shelly. Erin seconded the motion. Meeting adjourned at 8:05 p.m. by Jeff.

Minutes submitted by: Erin Hugus