



Band Booster Meeting Agenda
March 4, 2018 @ 6:30 pm - Hays High School Music Building

- ♪ Call to order and welcome – Lesley Allen, President
- ♪ Approval of February 4, 2019 minutes – Laurie Taylor, Secretary
- ♪ Sponsorships – Ricardo Vela, Vice President, Sponsors
For sponsor packets, please see Lesley Allen

- ♪ Financials – Andrew Andersen, Treasurer
- ♪ Rebel 5k Run – Jennifer McDonald, Vice President, Events
Saturday April 6th, 2019 in Mountain City

- ♪ Coffee Fundraiser - Ricardo Vela, Vice President, Sponsors
- ♪ Band Executive Board Positions, Laurie Taylor, Secretary
Elections for 2019-2020 school year to take place May 7, 2019 during
General Booster Meeting (see reverse side of doc for officer descriptions)
**Those wishing to run for board position, please contact Lesley Allen by April 23rd

- ♪ Band Banquet– Lesley Allen, President
Thursday, April 25th 6-9pm @ Creekside
Must order meal to attend; online only
(Senior meal paid for by boosters but seniors still must order online)

- ♪ Committees 2019 – 2020 - Lesley Allen, President
Will be available to sign-up online May 2019

- ♪ Adjourn
- ♪ Next meeting April 2, 2019



2019-2020 Hays Band Boosters Executive Board Positions: (Elections to take place May 7, 2019)

President: Oversees all operations, officers and committees of the Hays Band Boosters. (specific committees to include but not limited to: registration day, parent orientations, uniforms, meal plans, meals service, spirit wear, chaperones, end-of-year-banquet, solo/ensemble, hospitality, scholarships, middle school liaison, pit crew, senior rep) President will also sign on bank account.

VP - Sponsors: This individual will focus solely on Sponsors, making sure each sponsor receives the promised incentives; He/She will oversee the soon-to-be-created 'sponsor committee' whose objective will be to gain new sponsors, contact existing sponsors.

VP – Fundraising: This individual will focus solely on fundraising opportunities, vetting any opportunities presented and taking it to the board and/or general booster membership when necessary (ie, wreath sales, coffee sales, etc.); He/She will also be over the soon-to-be-created 'fundraising committee' whose objective will be to gather ideas and opportunities for booster fundraising.

VP – Events: This individual will focus solely on the large fundraising events run by the boosters (ie., car show, 5k, mulch sales, tamale sales, etc.); He/She will *oversee* each committee that runs these specific events.

Secretary: This individual will take and record minutes at executive board meetings, general booster meetings; coordinate registration and booster memberships; assist president with social media and website accounts; file paperwork with the school district. He/She will oversee the following committees: elections, adopt-a-street, By-Laws and publicity. This individual will keep/update booster calendar and any other duties mutually agreed to. Secretary will also sign on bank account.

Treasurer: This individual will keep all financial records of the HBB; to include, handling bank account, signing all checks, making deposits and paying any and all bills, invoices. He/She will prepare budget; prepare financials to present at monthly executive board meetings and to present at monthly general booster meetings. This person will also prepare the necessary documents for annual tax filings & work directly with accountant to file taxes.

***For additional responsibilities, please see HBB bylaws. The HBB Executive Board meets monthly on the last Tuesday of each month, a week prior to each General Booster Meeting (1st Tuesday of each month).