

“Take the ACC Train” TOB Competition Planning Meeting -  
BHS Band Boosters  
Minutes for Meeting on Tuesday, October 2<sup>nd</sup>, 2007

Attendees: Jim Moler, Debbie Crutchfield, Keith Webber, Kevin McCarthy, Denise Hill, Nancy Baker, Bob Cummings, Kerry Cummings, Elna Morin, Caroline O’Connell, Mike Smith, Allison Garman, Sandy Myles, Brenda Leach.

6:40 – Meeting called to order by Jim Moler, agenda’s, maps & performance schedules were distributed.

Jim reported 16 bands would be performing at our show. Brunswick High, Paint Branch High & Shepherds will be exhibition. All bands have been confirmed. Entry for the show is closed; bands not registered, interested in performing at our show will be put on a waiting list and contacted in the event of a cancellation. All bands are scheduled in the order they registered. Shepherd will not be playing at Hedgesville after all on that day and requested/suggested the earlier they could play at our show, the better.

After reviewing our performance schedule, Chapter Five coordinator advised us to schedule performances into 14 - minute increments due to lag time in-between performances last year.

Director’s packets will be mailed out this week and will include a campus map. Kevin recommended the director’s maps be in color.

There was a brief discussion about plans in the event of rain. Roy’s concession needs to sign a contract saying they will be available for our “rain date” on Sunday, October 21<sup>st</sup>.

Logistics - Kevin reported on the logistics for the practice fields, most important issues were to ensure all bands were able to practice “in lighted” areas and that no practicing would take place where it would disturb a band’s performance. Kevin has put together a logistics manual and explained the reason it was so detailed was so that future organizers would have as much guidance as possible. Jim still needs “Use of Facility” forms for the high school, as well as the middle school. Kevin will follow up with this for the middle school. Porto Johns & radios have been ordered. It was decided that we would not be hiring the police department, although they have been notified about the traffic flow issues. There was a brief discussion on getting volunteers for security. Two custodians will be working from 3-11 pm. Kevin has obtained permission from Brunswick Medical Center to use their parking lot. Volunteers and donations still needed for event.

Souvenirs - Denise Hill reported that she needs two more volunteers to help work the souvenir booth, still waiting for drumstick to be delivered, tags are made, working on buttons. She needs money for ink and Bob Cummings said she could use the money from ticket sales to buy ink cartridges, as long as this transaction was documented. She made the print on the “air gram” announcements larger.

Concessions – Nancy reported that she has a grocery list based on what was bought last year, she gave Jim a menu of items that would be sold at the main concession booth, Roy's needs to supply a menu to be printed in the program, there was a discussion on various foods & drink items, Nancy will file for Health permit. There was a discussion on how best to provide food for the students. A motion was made by Kevin to give the Band Student's \$4.00 in "Band Bucks", Keith seconded the motion and it was carried by a voice vote. Kevin thought Mr. Groen should mention to the students that they do not get to eat and drink all they want for free, that we are trying to make a profit, and also concession workers should not give free "food & drinks" to students who help them out. There will be 3 concession satellites. Signs are needed for identifying "BAND BOOSTER CONCESSIONS"

Advertisements – Jim reported on behalf of Dorothy that so far \$900.00 has been raised and Shepherd will give \$100.00 upon receipt of an invoice. So far \$120.00 in personal ads has been raised. Bob needs all ads in by Friday October 5<sup>th</sup>.

Flyers – Denise sent home with Valley students this week, Brenda will send home to BES students on October 10.

It was thought that the 8th grade band students should be given free tickets to the show.

Trophies – Elna, \$500.00 for trophies has been pledged, \$375.00 has been collected. Trophies will cost a little under \$800.00. Elna needs tax exempt number when ordering and paying for trophies.

Chimes dedication: Debbie Crutchfield will contact Jessica Howard's family and invite them to the show. They will be given a plaque in memory of Jessica for the chimes. Kerry Cummings will contact the Howard family about using Jessica's picture's in the program. There will be a page dedicated to her memory. The chimes have not yet arrived.

PR – Nancy has contacted Channel 10, announcement is already airing on channel 99, the radio stations have the press release, Nancy was not sure when they would begin to air the announcement.

Caroline will call Donna Lear with the Brunswick Citizen to write an article about the show and to have someone come out and take pictures.

There was a discussion on permission to use pictures taken at the event and since it is a public event, it was decided that there is no need to obtain permission, someone mentioned perhaps placing a disclaimer in the letter that goes out in the directors' packets.

Director's Bags – Train logo will be placed on canvas bags that were donated by John Leach's company, so far items that have been donated are: canvas bags, travel coffee

mugs, plastic cups, coffee/cocoa samples from Beans, baseball caps, still need items for bags.

Programs – Bob has everything he needs to print programs, it will be sent to the printer by the 10<sup>th</sup>. All write - ups for 16 bans have been placed in the program – Still waiting on Roy's menu to be included. An ad for vendors will be placed in the program for free. Directors Bags - Train logo will be placed on canvas bags that were donated, so far items that have been donated are: canvas bags, travel coffee mugs, plastic cups, coffee/cocoa samples from Beans, baseball caps, still need items for bags.

Staff T- Shirts – Keith reported that a few people have ordered staff shirts from our t-shirt vendor, Upper Perk Sportswear.

Volunteers – Keith has names of volunteers, and is still waiting for more names before he puts a list together and turns it over to Jim and Kevin. Brenda will take care of having an ad placed on “Find out First” recruiting volunteers.

Staff Parking will be in the Orchard area, same as last year.

Caroline will distribute a letter to residents of Woodside Station (development near the high school) apprising them of the show and possible traffic flow disturbances and sounds issues.

Hospitality for Shepherd – Kevin will make sure Shepherd's is taken care of.

Bob discussed the need for cash boxes at concession booths & souvenirs booth as well as start up money that would be needed.

Kevin discussed the distribution of radios and it was decided Bob would have a radio with him. Radios should only be used during the show, limit the amount of time they are used during set up so batteries are not drained.

Golf Carts – will be managed at help desk, no students will be allowed to drive the carts.

We need to get the addresses of volunteers when they sign in so that “thank you” cards can be sent out.

Jim made a motion to adjourn the meeting at 8:15, someone (?) seconded, and it was carried by a voice vote!

Meeting adjourned at 8:15

Next Planning meeting: Tuesday, October 16<sup>th</sup> from 6:30-8:00 pm.

Respectfully submitted, Brenda Leach