**LBHS Band Booster General Meeting
8/13/18 @ 7:00pm**

**Board Members**: Philip Eyrich - Band Director; Cheryl Deal - President; Dianna Walston – Vice President;

Andrea Mazar – Treasurer; Sarah Richardson – Co-Treasurer; Elana Lamperello – Secretary;

Jeff Walston – Volunteer & Chaperone Coordinator; Veronica & Matt Grannon – Fundraising Chairpersons

**Meeting was called to order** by Cheryl Deal at 7:00 pm

**Director’s Report**, Philip Eyrich:

We had a great turn out for band camp and was pleased with the song that they did.

Rehearsals will start Tuesday and Thursday next week and will go through the first week of November

Mr. Eyrich introduces Special Guest Eirinn Abu re: Benefit Concert on Dec. 14th (Details of this speech are under new business)

Mr. Eyrich went over the budget that was already gone over in the Executive meeting last meeting with everyone in the general meeting

Mr. Eyrich went over each section of bylaws revision (See attached for entire document)

**MOTIONS:**

Percussion proposed expenditure of $1047.09 total. (see attached) Motion to purchase-Phil, Second, Andrea

Amended- **Article III – Membership; Sections 3.01** **Definition of Membership, 3.02** **Good Standing of Members and 3.03 Discipline of Members**

Motion to pass-Cheryl, second-Elana, vote- unanimous (this includes general audience)

Amended- **Article V – Meetings; Sections 5.02 Elected Positions, 5.03 Term of Office, 5.06 Voting Eligibility of Membership, and 5.07 Election Procedures**

Motion to pass-Elana, second Andrea, vote- unanimous

Amended - **Article VI – Duties of the Executive Board; Sections 6.02 Duties of the President, 6.04 Duties of the Secretary, 6.06 Duties of the Co-Treasurer (optional) and 6.07 Duties of the Band Director**

 Motion to pass-Andrea, second Sarah, vote-unanimous

Amended- **Article VII – Financial Activities; Section 7.04 Disbursement of Funds**

 Motion to pass-Elana, second Andrea, vote-unanimous

**Previous Meeting Minutes Approval-** Elana, second Andrea

**Treasurer’s Report-** Andrea Mazar, Sarah Richardson

 Operating Account- $5,992.30

 Trip Account-$ 37.55 (no activity)

Reserves Account -$4,527.29 (no activity)

**Presidents Report**, Cheryl Deal;

1. Progress of Music/Drill - $2500 owed for Drill
2. Equipment/Props Needed:
	* 1. Paint for Barrels – Approx. $300
		2. Repairs to Drums – Approx. $1000
3. Uniforms Needs & Status
	* 1. Show Shirts/Backpacks/Hats Order – Approx. $3000
			1. Distribution – Pref. Aug. 30th at end of rehearsal
		2. Marching Shoes, Gloves & Ponchos – Approx. $900
		3. Color Guard Costumes – Approx. $500
		4. Practice Shirts Order – Approx. $500
		5. Replacement Buttons for Uniforms – Approx. $100

Other Marching Season Preparations

* 1. Entry Fees for Braden River & Crown Jewel Competitions - $150.00 ($75 for each)
	2. Trailer Maintenance – should not be needed at this point at time as it was just repaired, will need to get with detailing to remove old sponsors, which is donated by Apple Auto Detailing for sponsorship recognition
	3. Pursuing Golf Cart Donation/Reduced Cost Purchase – Dianna inquired with Caddy Carts, Phil with Thoroughbred Carts

Fundraising Planning

1. Sponsor Drive Update – Totals were not yet available
2. Manta Football Home Game Passes – 2 ordered so far. Slips will be distributed to all students on Thursday.
3. Other Possible Fall Fundraisers – ***Aug. thru Nov.***
4. Chocolate Bars (possibly change to Worlds Finest-Phil will check into this …possible start in September)
5. Look into another Christmas Wreath Company (Veronica will look into this)
6. Car Washes – We have already bought buckets and other materials. Also, possible sell tickets to car wash at the football games- Phil will see if we can do this. After Marching seasons -December or January?
7. Restaurant Spirit Nights – Offer from Chili’s Port Charlotte (Elana spoke to Mary Browns about possibly partnering and handing out flyers at the end of the first game to donate a portion of the proceeds from the flyer handouts to band…waiting for response from corporate)
8. Quarter Auction- find dates on Calendar
9. Waterfest Parking Lot Attendants Assistance- This event is November 17th and 18th. Will probably hear from them soon

Upcoming Events

1. Pioneer Days Parade – 9/3
	* 1. We need to file an application
		2. Phil will check with Dianna about parade contact protocol
		3. Volunteers Needs- 8 to 10 people needed for hydration bottles, hand out candy, etc.
		4. Trailer/Vehicle Needs -someone to pull the trailer
		5. Possibly get a bus to bring the kids to the parade and take them back to LBHS
2. First Football Game Performance – 9/7 Away @ Port Charlotte
	* 1. Game Night Procedures Review-Schedule brief meeting of Board and Interested Parties for At 6:30 pm Sept the 4th ( LAAMS band meets the 6th) for the first game, consisting of the board and anyone who will want to help out to run through away/home game procedures (bus included)

**MOTIONS:** Move $1000 from reserves in order to pay for Percussion expenditure for 2018-2019 year. Motion-Cheryl, Second- Elana. Vote -unanimous

**Action items:**

Documents handed out; Operating Account Balance Aug 13, 2018

**Old Business**

1. We have an invitation to perform at the El Jobean Christmas parade- on Sat. 12/8 @ 10am
	1. Very tiny parade
	2. Not well attended, hard to get cars and trailer in.
	3. Not cost effective- maybe have them use the booking form
	4. They do love the kids and feed them
2. Jazz band tour in leu of MPA (MPA for Jazz band falls during spring break)
	1. Churches
	2. Community centers

**New Business**

1. **Eirinn Abu re: Benefit Concert on Dec. 14th**
	1. Promote beginning in September
	2. Advertising the event for the whole community (possibly talk to Tracy about advertising during Performing Arts Series events, making flyers to give out locally, also radio w/interview (WENG)
	3. Ticket prices $20 per person, offering 2 discounted tickets per band family i.e. $30 for two tickets
	4. Possible meet and greet
	5. Student clinic w/Eirinn and Manny Lopez day of concert, Eirinn will want to set up stage about 1pm
	6. Manny Lopez (from Miami Sound Machine) will be with Mr. Abu
	7. Erin and Manny require $2500 the rest of the profit is for the band and also, they will donate 50% of CD sales
	8. Tell admins that the AC and access for auditorium needs to be from 7am to end of show time (day of Venue)
	9. “It’s all about the music program”
	10. abuentertainment@yahoo.com send information and dimension of marquee to Eirinn
	11. Poster with Jazz band, Erin and Manny -possibly put on the marquee and use for advertising
2. Look into doing the Venice Christmas Parade this year to give students more exposure and experience
3. Spring Trip dates moved to April 19th and 20th (resubmit for new date approval) -Phil to check into the number for Disney overnight Band Trip. (Springhill suites- $125 for quad rooms) Possibly perform one day and then go to park (Hollywood studios) the next day.

**Next Meeting:** General Tuesday 9/17/18 @ 7:00pm ( in Band room due to LIP SYNC)

**Meeting adjourned at 8:45pm**

Lemon Bay Band Boosters

Bylaws

Adopted and Approved 07/28/2015

Amended 02/13/2017

Article I. Introduction

Article II. Principle Offices

Article III. Membership

Article IV. Meetings

Article V. Election of Executive Board

Article VI. Duties of the Executive Board

Article VII. Financial Activities

Article VIII. Amendments to the Bylaws

Article IX. Dissolution

**Article I – Introduction**

**1.01 Definition of Bylaws** – This document shall serve as the code of rules and regulations of

the Lemon Bay Band Boosters, Inc. as it relates to all business of the organization.

**1.02 Definition and Terms** – For the purposes of this document, the following definitions and

terms are used for clarification within the proceeding articles and sections of this document:

A. Lemon Bay Band Boosters, Inc. shall herein be referred to as “Band Boosters”

B. Lemon Bay High School Band Program shall herein be referred to as “Band Program”

C. Executive Board shall herein be referred to as “Board”

D. Band Booster Members shall herein be referred to as “Members”

E. Lemon Bay High School Band Program Students shall herein be referred to as “Students”

F. “Fundraisers” shall mean general account fundraisers

G. “Special Fundraisers” shall mean any other fundraiser designated as such

H. “Donations” shall mean donations made by private donor

**1.03 Purpose and Powers** – This organization shall have all the purposes and powers as stated

in its Articles of Incorporation, including those specifically granted of 501©3 non-profit

organizations.

The primary purposes of this organization is as follows:

A. To advance the musical and educational goals of the Band Program as defined by the

current Band Director.

B. To promote and advance causes or events that are directly related to above said goals

through fundraising and volunteer efforts, whether these causes were organized by the

Band Boosters or not.

C. To promote parent and community support, both operationally and financially, for the

Band Program and its Students.

D. To promote and educate Members about music advocacy issues that are determined by

the Director as impactful to the future and success of the Band Program and its Students.

**Article II – Principal Offices**

**2.01 Mailing and Correspondence** – The Boosters shall maintain a post office box for all

mailings and correspondence related to the business and operations of the organization. The

address for all mailings and correspondence is hereby listed as: PO Box 406, Englewood, Florida

34295

**2.02 Physical Address** – The physical address of the Band Boosters shall be maintained as the

same address of Lemon Bay High School. The physical address is hereby listed as: 2201 Placida

Road, Englewood, FL 34224

**Article III – Membership**

**3.01** **Definition of Membership** – Membership in the Band Boosters shall be divided into two

groups for the purposes of conducting official business:

A. Full Members shall be defined as any parent or guardian with a son or daughter currently

enrolled in the Band Program. Full Members have the following rights and privileges:

a. Attend meetings of the General Membership

b. Volunteer and participate in any activities organized by the Band Boosters

c. Participate in discussion on all official business motions

d. Initiate, amend, second, and vote on any motion that comes before the General

Membership during any meeting

e. Participate as a member or chair of any standing committee

f. Serve as a member of the Board in any capacity

B. Honorary Members shall be defined as any adult age 21 or over who does not have a son

or daughter currently enrolled in the Band Program. Honorary Members have the

following rights and privileges:

a. Attend meetings of the General Membership

b. Volunteer and participate in any activities organized by the Band Boosters

c. Participate in discussion on all official business motions

d. Serve as a member or chair of any standing committee

e. Serve as a member of the Board in any capacity with the Director’s consent

**3.02** **Good Standing of Members** – Any Member shall retain all listed rights and privileges as

long as they are considered in Good Standing within the organization. Specific criteria for Full

Members and Honorary Members is as follows:

A. Full Members shall be considered in Good Standing as long as there are no outstanding

financial obligations due on behalf of their son or daughter to either the Band Boosters or

to the Band Program. Full Members shall also be considered in Good Standing until such

time as there is cause to remove an individual from this status.

B. Honorary Members shall be considered in Good Standing until such time as there is cause

to remove an individual from this status.

C. Loss of Good Standing status still allows Members to attend General Meetings of the

Band Boosters

**3.03 Discipline of Members** – The Board is authorized to take disciplinary action against any

Member for any conduct detrimental to the Band Boosters. This includes loss of Good Standing

status and possible expulsion of a Member from the Band Boosters.

A. Any member displaying disrespectful or inappropriate behavior at any Band or Board

function may immediately be asked to leave the function by the Director or his liaison.

B. Any member of the Board may make a motion for discipline of a Member at any

Executive Board meeting. A 2/3 majority of the Board is required for disciplinary action

to be approved.

C. The Band Director may immediately suspend any Board member from their duties in

instances of formal misconduct (fraud, theft, etc.). Final disciplinary measures will be

determined by a simple majority Board vote.

**Article IV – Meetings**

**4.01 General Meetings** – The Band Boosters will hold one General Meeting for all Members on

a monthly basis, with the schedule of meetings to be determined by the elected Board.

**4.02 Special Meetings** – A Special Meeting may be called if there is sufficient important

business to bring before the membership determined by the Band Director or the Board in the

following circumstances:

A. A regularly scheduled meeting has been cancelled due to unforeseen circumstances

B. Special business that must be presented for the membership of a time sensitive nature

**4.03 Quorum of Members** – All Members present at a General Meeting shall constitute quorum

for the purposes of conducting business.

**4.04 Roberts Rules of Order** – The Band Boosters shall adopt and follow “Robert’s Rules of

Order Newly Revised (11 th Edition)” as the official parliamentary procedural guide for this

organization.

**Article V - Election of Executive Board**

**5.01 Eligibility** – Any Member of the Band Boosters who is in Good Standing is eligible to hold

a position on the Executive Board. No individual may be elected to the same position on the

Executive Board for more than 2 consecutive years.

**5.02 Elected Positions** – The elected positions of this organization are President, Vice-President,

Secretary, Treasurer, Co-Treasurer (optional) and Color Guard Liasion . These elected positions,

along with the Band Director, shall constitute the Executive Board

**5.03 Term of Office** – Elections for each office will be held in the General Meeting held in April

of each year. The term of office for each elected position shall be for one year, and each elected

member will assume their position at the conclusion of the last regularly scheduled General

Meeting held in May. on the last day for students of that particular school year OR June 1

(whichever comes first).

A. Each position will be awarded to the candidate who receives a simple majority vote for

the position.

B. If no candidate receives a simple majority for a position, a run-off election will be held

for the candidates receiving the most votes. A simple majority is required in the run-off

to win the election.

C. If there is only one candidate for a position, the candidate must receive a simple majority

affirmation vote (“Yes” or “No”) to be elected to the position.

**5.04 Nominations for Executive Board** – Any member in Good Standing may be nominated, or

nominate themselves for any elected position on the Executive Board.

**5.05 Vacant Board Positions** – If any Executive Board position is vacant after such time as

elections have been held and accepted, the position may be filled by appointment by the

President with approval from the Executive Board.

**5.06 Voting Eligibility of Membership** – Any Member in Good Standing with a student

entering 10th, 11th, or 12th grade at Lemon Bay High School is eligible to vote in Booster Board

elections for the following school year. Additionally, parents/guardians of incoming 9th grade

students are eligible to vote in Booster Board elections for the following school year. Parents of

graduating seniors may not vote in Booster Board elections for the following school year.

**5.07 Election Procedures** – Elections for Booster Board positions shall be conducted at the

April General Band Booster Meeting. The elections will be conducted as follows:

A. Elections for each office will be held in the General Meeting held in April of each year.

The Band Director will preside over the Booster Board Elections.

B. Nominations will be taken. Any Member in Good Standing may self-nominate or be

nominated by another Member in Good Standing. Each nominee will be permitted to

give a short introduction and state their qualifications for the position (not to exceed 3

minutes).

C. Voting will commence via secret ballot.

D. Each position will be awarded to the candidate who receives a simple majority vote for

the position.

E. Votes will be tallied and verified by the Band Director and an outgoing Board member

(or LBHS administrator if no outgoing Board members are available).

F. If no candidate receives a simple majority for a position, a run-off election will be held

for the candidates receiving the most votes. A simple majority is required in the run-off

to win the election.

G. If there is only one candidate for a position, the candidate must receive a simple majority

affirmation vote (“Yes” or “No”) to be elected to the position.

**Article VI – Duties of the Executive Board**

**6.01 Meetings** – The Executive Board shall meet monthly or as required to conduct the

necessary business of the organization. A majority of the Board shall constitute a quorum. The

Board shall be responsible for the following items:

A. Formulate an agenda for General Meetings with guidance from the Band Director.

B. Transact necessary business in the intervals between meetings.

C. Create standing committees and approve the plans of said committees.

D. Establish a list of standing rules for General Meetings.

**6.02 Duties of the President** – The President shall discharge the duties normally associated with

this office, including overseeing and conducting meetings of the Executive Board and General

Meetings. In collaboration with the Band Director, the President shall maintain and create an

agenda for all Executive and General Meetings. They shall also serve as a representative for the

Lemon Bay Band Boosters for official purposes as needed. The President may also appoint any

Member in Good Standing to fill any vacant Board positions with the approval of the other

members of the Board.

**6.03 Duties of the Vice-President** – The Vice-President shall serve as ex-officio member to all

created committees and report on all committee activities to the Executive Board. The

Vice-President shall also assume any of the duties of the President as needed.

**6.04 Duties of the Secretary** – The Secretary shall maintain and create an agenda for all

meetings of the Board and the General Meetings. They shall also be responsible for maintaining

an accurate record of minutes for all meetings and making these items available for all members

as requested .within 7 days following the meeting

**6.05 Duties of the Treasurer** – The Treasurer shall collect all money and pay all authorized

bills. The Treasurer shall also be bonded, and that bond shall be paid each year by this

organization. They shall submit a detailed accounting report at each General Meeting, accurate

and up-to-date to within 5 business days of any scheduled meetings.

**6.06 Duties of the Co-Treasurer (optional)** – The Co-Treasurer shall assist the Treasurer with

any duties already assigned to that position. The Co-Treasurer shall not have voting rights

during votes solely involving the Board.

**6.06 Duties of the Color Guard Liaison** – The Color Guard Liaison shall report on any items

that require attention that relate to the Color Guard. They shall be responsible for development

and disbursement of any specific items that relate to the Color Guard and will assist in all Color

Guard activities throughout the school year.

**6.07 Duties of the Band Director** – The Band Director shall serve as an ex-officio member of

the Board. The Band Director shall provide all information about the Band Program’s activities

and goals to the Band Boosters, and establish specific areas of assistance needed from the

organization. The Band Director shall also submit an operational budget to the Band Boosters to

meet these listed needs. The Band Director shall serve as a tie-breaking vote as needed in any

meetings. The Band Director shall retain veto power against any action by the Board which

would 1) violate Charlotte County Public Schools or Lemon Bay High School policies or 2)

prove to be detrimental, in the best judgment of the Band Director, to the interests of the Lemon

Bay High School Band Program.

**Article VII – Financial Activities**

**7.01 Non-Profit Status** – Being a non-profit corporation as recognized by Internal Revenue

Service code 501©3, all funds earned by this organization shall be used for operation purposes as

outlined in Article I of these bylaws

**7.02 Fundraising Activities** – All fundraising activities must be approved by the Board before

being presented to the Members. The Band Director reserves the right to determine to what

degree students will participate in any approved fundraiser.

**7.03 Budget** – The Board, with guidance of the Band Director, shall create and establish a

balanced budget for the upcoming school year. All items within the budget must be approved by

the Board by a 2/3 majority prior to the first day of school for students. The established budget

shall be presented to the membership at the first General Meeting.

**7.04 Disbursement of Funds** – Any disbursement of monies for which there is an approved

budget category will not require approval, so long as the requested payment does not exceed the

budgeted allotment for the current operating year.

A. Non-budgeted transactions in an amount less than $500.00 may be made without

approval of the Board or Membership , so long as all items are submitted to the Board for

inclusion in the Treasurer’s report.

B. Any disbursements which are projected to be in excess of $500.00 must be presented to

the Board for discussion and approval. If approved, the item is included in the new

business of the next scheduled General Meeting and must be presented in the form of a

written motion. In order to be approved, the motion must be approved by a simple

majority vote of the Members in attendance. In order to be approved, the motion must be

approved by a simple majority vote of the Executive Board. In emergency situations, this

vote may occur via email.

C. A reserve account shall be established and maintained. This account shall be maintained

with the following provisions:

a. The reserve account shall be funded with 10% of the proceeds from all concerts

and fundraisers during the course of the year. The reserve account shall also be

funded with 10% of the current funds in the general account on the first of July in

each year.

b. Disbursement of funds from the reserve account shall be handled in one of two

ways:

i. A written motion presented during a General Meeting of the Members,

clearly stating the usage of reserve account funds. The motion must have

a 2/3 majority in order to be successful

ii. In the event of emergency, a written motion by the Band Director to the

Board may be presented and approved with 2/3 majority vote from all

members of the Board. All Board members must vote in order for the

motion to succeed.

c. Any private donations made to Band Boosters shall be applied per the directory of

the donor or, if not, may be applied at the discretion of the Board. (See attached

LBHS Band Fundraiser Information & Tracking Form)

d. All special fundraisers shall be exempt from this section (See attached LBHS

Band Fundraiser Information & Tracking Form)

**7.05 Reimbursement of Personal Funds** – The Band Boosters shall reimburse individual funds

spent under the following conditions:

A. The spent funds fall within an approved budgeted category or were previously approved

by the Board and/or Members.

B. A receipt of the personal funds spent is submitted to the Treasurer no more than 30 days

after the purchase has taken place.

**7.06 Required Tax Filings** – The President and Treasurer shall jointly create and submit all

necessary tax documentation for the Band Boosters in January of each calendar year. All

necessary documents shall be compiled, completed, and presented to the Board in February

before being officially submitted to the Internal Revenue Service.

**Article VIII – Amendments to the Bylaws**

**8.01 Procedure for Amending Bylaws** – Any member may submit a request to make additions

or amendments to these established bylaws through the following procedures:

A. The amendment must be presented as a written motion at a General Meeting, and open

for discussion. The written form must include exact language to be added, along with a

rationale for the amendment.

B. Discussion to the General Membership shall take place, and the motion will receive a

first vote. A simple majority vote is required for passage. If successful, the amendment

will go to the Board for discussion and review. If not successful, the amendment does

not continue.

C. After review by the Board, the amendment is presented at the next General Meeting in its

finalized written form, along with any language in the current bylaws it will replace. The

amendment will be presented, and a brief period for discussion will be entertained. Once

the discussion period has ended, the amendment will be voted on. A 2/3 majority vote is

required for adoption of the amendment.

**Article IX – Dissolution**

**9.01 Reasons for Dissolution** – As this organization has been formed to assist Band Program, if

for any reason this group fails to adequately meet the purposes established in Article I, there is

just cause for dissolution of the group.

**9.02 Initiation of Dissolution** – The Band Director, with approval of the school administration,

may initiate dissolution if it is determined that just cause for dissolution is established. The

following steps shall take place in the event of the Initiation of Dissolution:

A. A Special Meeting of the Executive Board shall take place within 7 business days to

discuss the specific cause of the initiation for dissolution. A discussion shall take place

of changes that need to occur in order for the Band Boosters to remain viable as an

organization.

B. If a resolution is reached at the Special Meeting, the initiation can be terminated at any

time by the band director. If the Special Meeting does not satisfactorily address all

concerns, the initiation shall continue.

C. A Special Meeting of the General Membership shall be called within 7 days of the Board

meeting to receive input and notify all members of the initiation of dissolution. If the

Special Meeting does not satisfactorily address all concerns, the dissolution of the Band

Boosters shall occur.

D. All remaining funds of the Lemon Bay Band Boosters will then be turned over to the high

school principal upon dissolution of this organization, with no money reverting to the

members of this organization. All physical properties shall be turned over to the school

principal, and the organization shall be dissolved in all legal capacities.