

Minutes
Oak Bay Band Parents' Association (OBBPA)
May 2020 OBBPA MEETING

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| Date | May 12, 2020 |
| Time | 7-8 p.m. |
| Location | Online – Zoom Meeting |
| Executives Invited | <p>Helmut Huber (President), Heather Porcher (Vice President), Marianne Kettlewell (Secretary), David Kettlewell (Treasurer), Molly Sullivan (Communications), Jeff Weaver (Band Director), Manjit Aitken (Fundraising), Nathan Jacklin (Band Director), Veronica Crewe (Fundraising), Karin Erickson (Fundraising), John Blythe (Director at Large)</p> <p>Jen Russell, Shawn Jensen, Joanne Gemmill, Paula, K Gray</p> <p>Apologies: Sarah Bonner (Director at Large)</p> |

| # | ITEMS | ACTIONS |
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| | <p>CALL TO ORDER and WELCOME (Helmut Huber)</p> <ul style="list-style-type: none"> Brief review/discussion of general status | |
| 1.0 | <p>REVIEW OF OBBPA Agenda (Helmut Huber)</p> <ul style="list-style-type: none"> Review/approve Agenda as presented. Shawn Jensen/David Kettlewell/Carried. Review/approve March minutes. David Kettlewell/Jen Russell/Carried. | |
| 2.0 | <p>OFFICERS' REPORTS</p> | |
| 2.1 | <p>BAND LEADER'S REPORT (Jeff Weaver)</p> <ul style="list-style-type: none"> Overview of current online music class options being offered Feedback from parents All 2020 concerts and Tea Party cancelled; sad for grads Grads: options – Jeff and Nathan will be travelling around and visiting each grad to deliver their grad pens End of year: Admin has told us to wait to make any plans re. collecting coats, ties, etc. Nathan: collecting videos of students playing; for Senior Band (grads particularly) – making a recording of all willing students to play “Take on Me;” they have the music; if he gets enough students playing their parts, he will put it together into a recording Grad pens – ordered? <p>Motion to accept Band Leaders' Report: John Blythe/Paula/Carried</p> | |
| 2.2 | <p>PRESIDENT'S REPORT (Helmut Huber)</p> <ul style="list-style-type: none"> Thank you to Band Leaders for their efforts | |

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| 2.3 | <p>TREASURER’S REPORT (David Kettlewell)</p> <ul style="list-style-type: none"> • Review of Financial Report • Question re. coffee orders and how to record • Question re. checks that were to go to school \$154.57 (to OBHS) outstanding [for Grade 9s who missed a trip] • Question re. fundraising \$\$ made by Grade 12s – should we make a special decision re. what they can spend it on since the band trips have been cancelled <p>Motion to accept Financial Report as presented: John Blythe/Jeff Weaver/Carried.</p> | <p>ACTION: Molly will send out a grad email re. what money can be spent on</p> |
| 2.4 | <p>SECRETARY’S REPORT (Marianne Kettlewell)</p> <ul style="list-style-type: none"> • Nothing to report. | |
| 2.5 | <p>COMMUNICATIONS REPORT (Molly Sullivan)</p> <ul style="list-style-type: none"> • Update on Shared Drive in 2020 folder; Molly has been adding job descriptions to Google Drive from our 1982 Charter descriptions (updated), including fundraising positions; as part of succession planning for next Executive; • Molly has updated Compost Fundraiser with process, tips and tricks; contact information; • Photographs; • Social Media information; • Paula will be taking over Molly’s position for 2020/2021 | |
| 3.0 | <p>OLD and NEW BUSINESS</p> <ul style="list-style-type: none"> • Succession Planning: still need Treasurer, Secretary, Uniform Coordinator, Student Accounts • Jeff has a few ideas he will reach out to • Rest of the positions seem to still be filled | |
| 3.1 | <p>FUNDRAISING REPORTS</p> <ul style="list-style-type: none"> • Compost Fundraiser feedback: very profitable; <ul style="list-style-type: none"> ○ Definitely want to keep going with it; process went well ○ Students did very well ○ Great opportunity to get to know kids better ○ Hope to get more students involved next year ○ Having athletic students worked out well and we will continue to do a joint venture, but streamlined to work more smoothly ○ Is it possible to avoid conflict with musical? Weekend before Spring Break is best; • Thrifty’s program status (Heather): automatic deposit into our account • Purdy’s Easter order feedback: Smaller than Christmas, but positive feedback from people who had ordered \$275 in student profit; • Coffee/Tea overview (Karin): sales are steady; should we open sales to the strings students? Many are already in band, but something to be considered for next school year; ordering online works very smoothly | <p>ACTION: Heather will contact Anne Pappas to see if invoices are still being sent to her</p> |
| 3.3 | <p>OPEN ISSUES:</p> | |
| 3.3 | <p>UPCOMING SCHEDULE</p> <ul style="list-style-type: none"> • Fall BBQ food request – on hold until regulations are clear • Next meeting: to be determined • Motion to adjourn: Veronica Crewe/Jeff Weaver/Carried | |

