



Prosper Band Booster Club
PBBC Executive Board Meeting Minutes
January 21, 2025 | 6:30pm | Prosper HS

I. Opening/Welcome

- i. Call to Order - 6:30pm
- ii. Record Attendance - DShafeek, LCaufield, JDowns, TCunningham, NCarbajal, MFord, LMitchell, BMcBreen, LBarger, Molly Sass, Pat Jones, ARenzenbrink, Jason & Jennifer Payne
- iii. Approve December Meeting Minutes - JDowns - 1st, MFord - 2nd.

II. Scholarship Updates

- i. Molly Sass reviewed scholarship guidelines and timelines; created application and review rubric. Apps are due 3/24. Approx \$11,000 is available. Board will determine the number of scholarships to allot and dollar amount, pending the number of applications received.

III. Treasurer

- i. Unpaid Band Fees - dues are not being paid by a large number of students, majority are freshmen and sophomores.
- ii. Financial Aid - board will determine how to divvy up financial aid received (\$4800); Treasurers will create an application to begin the process. LMitchell will cross reference those with outstanding dues and those Renzenbrink is aware of and utilize his access to the free and reduced lunch list. If a family is approved for aid, the board can request \$50 monthly payment plan showing skin in the game and require 6 volunteer hours monthly during the spring term.

IV. Committee Updates

- i. President -
 1. New Board Term begins 01/24 and includes the following changes:
 - a. Former Board Members rolling off:
 - i. Ginger Matthews - VP, Revenue
 - ii. Marsha Ford - Treasurer
 - iii. Lisa Barger - Treasurer
 - iv. Rachel Lynch - Secretary
 - v. Bert Mueller - Co-President



- b. Current (& New) Board Members:
 - i. Tim Cunningham - President+
 - ii. Holly Scarbrough - Secretary
 - iii. Dev Shafeek - Treasurer*, +
 - iv. Lauren Mitchell - Treasurer*, +
 - v. Jennifer Downs - VP, Student Affairs +
 - vi. Niki Carbajal - VP, Communication
 - vii. Laura Caufield - VP, Revenue
 - viii. Becky McBreen - VP, Hardware

Board Membership includes account access as indicated:

*Online Banking Access - Lauren Mitchell & Dev Shafeek

+Debit Card Access & Listed on Bank Account - Tim Cunningham, Dev Shafeek, Lauren Mitchell, and Jennifer Downs

2. Fundraising

- a. Updates - LCaufield is looking for 2-4 volunteers to assist with concessions and spiritwear. Looking for sponsorships for the upcoming year.
- b. Bingo - this event is cancelled
- c. Baseball Concessions - band will be responsible for concessions during games (they begin end of February)
- d. New Ideas for Next Year - Easter Eggs, Caroling, Band Buddies, Employer Matching, Rent the Drumline, Christmas in July, etc...

3. Winterguard Competition Update - Aramark will be doing food; we will need more parent volunteers (parking, unit check-in, and medical station)

4. Budget

- a. Current Budget Update - Tax Return will be filed in a week after board members have had a chance to review; all 1099s were mailed on 1/21.
- b. Financial Review - short by \$22,000 due to uniforms, travel, and another unspecified category being over. Treasurers, directors, and president will have a separate meeting to review budget.
- c. Timeline for 25/26 Budget - April 15th is band 101 meeting; will roll out band budget at that time so parents will know the total for dues and can begin payments
- d. Fee Policy Review with New Board - fee policy will be sent out to members for the 25-26 year for signature of parents and includes a list of repercussions should fees not be paid; refund fees will need to correspond with the class drop dates for PHS.



- ii. Hospitality -
 - 1. Banquet - May 16; a committee is forming to plan

V. Director's Update

- i. Band changed music arrangers which will free up budget dollars
- ii. Solo contest is 2/8
- iii. Potential Richland zoned students who have requested to stay at PHS have, so far, seem to be approved.
- iv. Contest dates are already on the calendar for next year.

VI. Adjournment - 8:05pm. Next board meeting is 2/18