



SBPPAA EC Committee Meeting Minutes
June 10, 2025 at 6:30PM
Location: Southmoore High School
Special meeting agenda to address potential changes to the bylaws

EC Committee Members Present: Kristi Jones, Kristin Self, Amanda Ziegler, Regina Harwell, Bethany Austin, Beth Jarrett, Jeanie Coley, Kendra Mewhorter, Talara Hamlin, Victoria Tourville, Jeremy Rudd
Director Present: Mr. Baldwin - Quorum was met.

1. Call to Order -at 6:32PM by Kristi Jones
2. Director Report -Mr. Baldwin
3. By Laws –All (handouts of current bylaws, previously proposed changes, and currently proposed changes provided to all EC members prior to the meeting for review)
-Changes to be discussed:

Article I- Name

1. Add Abbreviation SBPPAA (this change will be effective for the entire document henceforth)

Article II- purpose

- 2b. keep the same as original and don't add groups like guard, percussion etc for simplicity
- 2e. made purpose a bullet list and added volunteer coordination since that's a major function of what we do, add the statement: "training and organizing volunteers to assist with tasks that advance the program."

Article III- policies

3. correct phrase: "decision-making"
- 6c. Replaced wording to be less subjective: "If a member of SBPPAA observes behavior by another member that violates the policies of the Moore Public Schools and may negatively impact the band program, it should be reported immediately to the band director."

Article IV- Meetings

1. Change "always on the Third-Monday" to "occurring on a Monday of which the meeting is called."
2. take out "Band Room" and instead add "Southmoore High School [and add] or virtually" added virtual option change "such other" to "other such"
3. Executive meetings = 2 members + 1 director? -will change to "a minimum of 50% +1 elected executive committee members and 1 director."

Article V- members 2. Change "by-laws" to "bylaws" (this change will be effective for the entire document henceforth)

- , 3. Change "dues to "fees"

Article VI- Officers

1. need to update for 2 treasurers and decide on budget committee -change to add "student treasurer, parent treasurer" take out "Past-President", change "VP Operations" to "VP Logistics", -do not add "Budget Committee" as proposed.
2. add present so that it's not a majority of all members to vote? -NO -No changes
3. OR -change to "resigning officer notifies the remaining officers or the director"
4. take out "and" and add a comma instead
10. Don't need secretary to keep member records -take out "maintain a membership list with addresses, telephone numbers, and e-mail addresses of all current members." And take out "make available at the start of the following meeting, printed copies of the minutes of the previous meeting." Will add "The Secretary will send out meeting minutes no later than 1 week after the meeting."
- 11a-b defining treasurer roles -Take out current paragraph and change to "The Treasurers shall be responsible for the maintenance of SBPPAA financial books of account and records, submit the books annually for professional audit and shall file the appropriate Tax Return. A) The student Treasurer is responsible for maintaining the bank account assigned to the band/student funds. The Student Treasurer will keep a running balance of funds, including deposits and expenses. The Student Treasurer will have a checkbook associated with this account and may write checks for reimbursements of expenditures that apply to the student/band account. The Student Treasurer will report monthly the financial activities of the account and answer any questions regarding the account. The Student Treasurer will assist with the annual financial sanctioning required by Moore Public Schools. b) (Parent Treasurer will henceforth be named Booster Treasurer) The Booster Treasurer is responsible for maintaining the bank account assigned to the band booster association. The Booster Treasurer will keep a running balance of funds, including deposits and expenses. The Booster Treasurer will have a checkbook associated with this account and may write checks for reimbursements of expenditures that apply to

the band parent account. The Booster Treasurer will report monthly the financial activities of the account and answer any questions regarding the account. The Booster Treasurer will assist with the financial sanctioning required by Moore Public Schools.

12 Should past president just be an optional appointed position so it's less messy? -NO -take out the entire paragraph

13. We have been saying VP of Logistics, keep or call it Operations? Yes -change "Operations" to Logistics at each incident. Clarify duties- current wording seems accurate -keep wording

14-15 adding the corresponding treasurer -keep proposed changes

16a-d Discuss budget committee – remove entire 16 section (budget meetings will not be a committee but instead will be created as needed and will meet as needed)

17a this wording makes me feel slightly weird -keep wording, no changes -this is common wording in legal terms.

17f change to "treasurers"

18 correct capitalization to Executive Committee and Band Director (henceforth change will be applied throughout the document)

18a need wording for how we want to handle med forms -Take out "football games." Take out "This will include maintaining student health forms distributed to chaperones for the purpose of keeping track of student medical info."

18b change to merchandise? -change "concessions" to "merchandise" -change "edible items" to "food items"

18f take out "in conjunction with the director."

18g. add percussion coordinator? -Add "Indoor Percussion Coordinator: This position is responsible for assisting percussion instructors with indoor percussion needs including but not limited to uniform maintenance and cleaning, organizing, transportation of equipment to contests and organizing meals and hydration for indoor percussion contest and events."

18h. do we want this separate or part of meals? -remove entire paragraph

Article VII- Finances

2 -add definition for FDIC

3.-add "Paper statements mailed by the bank will be provided for every account and available at every booster meeting."

4- who is a signer on the account. 2 signatures for checks? -take out "by any two authorized signers." Change "President and Vice President (Treasurers)" to "President and treasurers."

5- change to "online"

6. change "debts" to "expenses". Vote on expenses exceeding \$5,000 too much? -no change

11a-b. paying drivers mileage allowance? Change "in the amount of twenty-five (25) cents per mile" to "in the amount of the current standard rate per mile" c) change "all tolls" to "All tolls and fuel incurred on a trip may be reimbursed up to 100% for any vehicle transporting equipment for the band as assigned by a director or Executive Committee member."

Article VIII -change the date to the date approved by the body.

-discussion regarding Patrons and can a Patron be a coordinator: to define who can be appointed will need to be changed in Article VI 17 if changes are made.

Motion to change a: currently states, "Such positions or committees may be filled by appointment by the President and shall serve at his/her pleasure." Change to state "Such positions or committees may be filled by appointment by the President and approved by a majority vote of the Executive Committee and shall serve at his/her pleasure." Motion approved by majority vote.

Take out "Provided, however, that a simple majority of members present at any duly called meeting may override the President's appointment(s) and/or terminate the tenure of any person or committee; and make such appointments as under such terms as they deem proper under the purposes and bylaws of this organization."

18. paragraph change to state "Unelected Positions shall be added as seen fit/needed by the executive committee and/or the band director. All coordinators of the organization must be PARENT MEMBERS as defined in ARTICLE V, paragraph 1(a)." the rest of the paragraph stays the same starting with "These positions shall abide...."

Motion to approve all document changes as addressed above -motioned by Kristin Self, seconded by Regina Harwell. Motion was approved verbally by a unanimous vote.

Next meeting to vote to approve bylaws will be a Zoom meeting proposed to take place on June 26, 2025

Next proposed meeting: Monday, July 21, 2025

Respectfully submitted by
Amanda Ziegler, SBPPAA Secretary

WEBSITES:

www.sabercatband.com

www.southmooreband.com