**LRCA IPO MEETING MINUTES**

**Date/Time:** 6/13/17 7:00 PM

**Location:** Warrior Hall

**Board Members in Attendance:** Melissa Bratton, Keli Edwards, Angelica Ivester, Terri Martin, Jenny Tucker, Lance Waters

**LRCA Directors in Attendance:** Lynn Beardsley, Danielle Hodges, Dalton King

**Others in Attendance:** Lance Bratton, Alex Bratton

**Agenda Items:**

1. **President Updates……………………………………………………Angelica Ivester**
	1. 2017/2018 monthly IPO meeting dates are posted on LRCA website and calendar
		* IPO officer elections for 2018-19 school year: 5/1/18
		* Fall Kickoff meeting: 8/4/17
			+ Potluck dinner
			+ Invite band and orchestra members and families from grades 6-12
			+ Agenda will include volunteer sign ups, recognize Carnegie Hall performers, reveal 2019 trip destination
		* Spring Kickoff meeting: 1/9/18
	2. IPO email address: ipo@littlerockchristian.com
		* Posted on LRCA website
		* Use for:
			+ All Board President correspondence
			+ All mass communications to IPO members (parents and board members)
			+ Communicate meeting agenda, meeting minutes, etc. to IPO board members
	3. Officer/Chairperson Structure
		* Rick Morrison resigned from Chairperson of IPO Events
		* The following structure for IPO will be:
			+ President: Angelica Ivester
			+ VP of Band Volunteers: Melissa Bratton
			+ VP of Orchestra Volunteers: Jenny Tucker
			+ VP of Uniforms: Keli Edwards
				- Chairperson of Uniforms (TBD)
			+ Secretary: Terri Martin
			+ Treasurer: Alan Ivester
				- Chairperson of IPO Events (TBD)
			+ Performance Event Manager: Lance Waters
				- Chairperson of Equipment: Richard Bornemeier
	4. Communication of IPO Activities
		* Updated summer calendar for June, July, August 2017 distributed
		* Mrs. Hodges working on Fall 2017 and full 2017-2018 calendars
		* Mari Flemmons has volunteered to create a quarterly newsletter
		* All IPO documents and calendars will be posted online at: [www.littlerockchristian.com/ipo](http://www.littlerockchristian.com/ipo) or [www.littlerockchristian.com/band](http://www.littlerockchristian.com/band)
	5. Meeting Action Items
		* President will keep a list of action items for each meeting which will be added to the meeting minutes
2. **VP of Band Volunteers Updates…………………………………Melissa Bratton**
	1. Thanked all who helped on the Work Day on 6/10/17
	2. www.raising-warrior.com website has volunteer sign up slots for fundraising events at War Memorial in July and August. Must be 16 years old to volunteer.
	3. Happys for ATU band camps
		* Melissa will ask parents with student campers to make Happys for each week
		* Mrs. Hodges will distribute to students
3. **VP of Orchestra Volunteers Updates……………………………..Jenny Tucker**
	1. Jenny will organize Happys for ASO Summer Strings Camp 6/26/17
	2. 2017 String Summer Intensive dates changed to August 8th and 9th only
4. **VP of Uniforms Updates………………………………………..…….Keli Edwards**
	1. Band uniform Inventory
		* A few have still not been returned
		* Tuesday, June 20, 2017 will be uniform inventory day. Volunteers appreciated
	2. Reviewed list of uniform items and charges for 2017 marching season
	3. This season will have students leave uniform jackets and bibbers in bags after each performance and a uniform fee will be charged to have them cleaned.
		* Bibbers will be washed after each performance and jackets dry cleaned at least once a year, but may need more frequent cleaning. Keli will call cleaners to obtain prices for cleaning services.
		* Discussed adding shoe cleaning fee rather than clean at home
		* Discussed developing a process to check out and check in uniforms before and after performances.
	4. New Band Uniforms
		* Mrs. Hodges presented color guard uniform idea for 2017 marching season
		* Band jacket design prototypes also presented by Mrs. Hodges and will see about having prototype made
		* Timeline for ordering new uniform jackets reviewed.
	5. Discussed concert attire for orchestra.
		* Boys will wear required black tuxedo.
		* Discussed if girls should be required to all wear same style of black dress vs. choose own style.
5. **Secretary Updates………………………………………………………….Terri Martin**
	1. Asked officers to provide a typed agenda of their updates before or at the monthly meeting to aid in recording and typing up the meeting minutes
6. **Treasurer Updates…..……………………………………………...……..Alan Ivester**
	1. Alan will be meeting with Lynn Beardsley and Jim Fink on July 7th to discuss treasurer duties.
	2. Alan will locate a contact for War Memorial volunteer events
7. **Performance Event Manager Updates…………………….…..Lance Waters**
	1. We need prop ideas for fall marching performance with theme of *Les Mis*. Discussed having a movie night to watch a performance of the musical to inspire ideas.
	2. Prop ideas to be placed as agenda item for July meeting
	3. Work days to help make props scheduled for August 12th and 19th from 9 AM to 1 PM.
8. **Band Director Updates………………………………...…………..Danielle Hodges**
	1. ATU Band Camps attendees listed
	2. Kudos and prayers for summer activities for the following students
		* Lawson Howard: Summer Scholars program at Washington University St. Louis
		* Emelia Belin: New England Music Camp
		* Katelyn Lyle: Carnegie Hall
		* Madi Stearns: Sydney Opera House
	3. Scott Lang Leadership Conference in Memphis
		* Not enough people available to attend
		* May consider hosting a leadership conference at LRCA
	4. Trip Updates
		* May 3-5, 2018: Branson band and orchestra competition
		* 2019 trip options discussed
			+ Washington DC over July 4th holiday
			+ Marine biology/cruise trip out of Galveston the week after school is out
9. **Marching Intensive Camp 7/31/17 – 8/4/17…………………………..…….All**
	1. Will discuss ideas for activities and volunteer needs next meeting
	2. Decided to have Kona Ice truck for students at end of first day
	3. Discussed getting reusable water bottles with student names on them to decrease waste from using disposable bottles
10. **Bylaws Update………………………………………………………….Melissa Bratton**
	1. Draft distributed to members at meeting
	2. Will be finalized after meeting and review by LRCA administration
11. **Review of Action Items…………………………………………….Angelica Ivester**
	1. List of action items from 5/17/17 meeting distributed and reviewed
12. **Next Meeting**
	1. Date: 7/18/17 at 7PM
	2. Agenda items
		* Props for Fall marching show theme of *Les Mis*
		* Activities and volunteer needs for Band Intensive Marching Camp