

Governing Board Meeting
Saturday, February 16, 2019
Deer Creek Middle School
9201 W Columbine Dr., Littleton, CO 80128 11:00 AM

I. Onsite Duties – Cherese

a. Go through document

- Adding Tshirts to the clinician baskets
 - Risers/Shells/Podium - set to go
 - Ask teachers to help with set up when they check in
 - Piano delivery - set to go
 - Ticket - set to go
 - Clinicians - Asking about materials needed at the event (Speaker, projector, white board, etc.) and flight information
 - Hotels - set to go, making signs for baggage rooms
 - Board rotation schedule - Peggy is working on it - Board members should email Peggy with when they are/aren't available
 - Signs - set to go
 - Emergency Box - set to go, getting 3 cases of water for clinicians
 - Name Tags - done
 - Folder Stuffing - In process, include Nathan's and Cherese's cell phone numbers for emergency
 - Board member name tags - Emily is working on new board members. Cherese will add something for board members regular name tags
 - Photography - all set to go
 - Performance logistics/run rehearsal - Abby and Larisa
 - Stools - Kyle
 - Stands - Nathan
 - Hospitality Items - Michelle
 - Keyboard/Equipment for Director's Choir - Shanti
 - Attendance at Directors Meeting for UNC credit - Deanna
- iii. Contracts

1. Clinicians

2. Instrumentalists - Still working on bass marimba and banjo player

II. Remember This for Next Year Document – Nathan

i. Already shared this year's document

ii. Go over the last 2 years' documents

III. Meeting and Document Content– Nathan

a. Director's Meeting

- Talk about why we switched over to Festival Scores. Next will be an additional \$1.

- Talk about the date change and head's up for next year

- Other items on Cherese's planning sheet

b. Director Survey Content - Updated from last year to include new information - Add hotel questions to Director's Survey

c. Look over director reminder email - Updated from last year

IV. Next Year's Event – Cherese

a. Convention Center dates - Still working on potential dates, tentatively scheduled for 2nd weekend in February

i. High School All State - Working with them and the Buell schedule as well as HS All State Orchestra

b. Feedback about next year's event

For April meeting:

- Talk about other hotel options - Abby?

- Talk about score calculations - Phil

Other items:

- Doors open at 6:15 pm for concert
- If any board members have frog guiros or shakers bring them to the event
- Add safety pins to emergency box
- 1700 copies of the program this year
- Ask accompanists if they want a page turner
- Add hotel questions to Director's Survey