

University of Georgia Redcoat Band Alumni Association

Board Meeting – July 10, 2006

In Attendance:	From UGA:
Melissa Bishop	John Culvahouse
Lee Butts	David Romines
Linda Butts	
Chris Clark	
Joan Clark	
John Colegrove	
Marion English	
Lyn Olliff	
Laura Stanley	

The meeting was held at O'Charleys and started at 6:30 PM.

Presiding Officer: Marion English

The minutes from the April 18, 2006 Board meeting were reviewed.

Motion: Moved that the minutes be approved. (Moved by John Colegrove, seconded by Linda Butts) Passed unanimously

Treasurer's Report – Lee Butts

Communication with alumni and friends has improved. We are getting 80+ visits a day to the web site. Registration for Homecoming 2006 was opened for almost 3 months. There are 396 performers who have registered for Homecoming. We can still add performers. The performers signed up for 503 "Family" tickets. We have received the money and paid the Athletic Department for these tickets. There were 13 alumni that ordered "Family" tickets but never sent in their checks. They were warned of the deadline for payment on three separate occasions and did not respond, so their tickets were cancelled.

(Treasurer's Report attached to minutes.)

China Trip Recap – David Romines

The Redcoat Band performed in 5 cities. The total number of people they performed for was around 100,000. The largest crowd was at Shanghai. The Chinese people treated band members like they were celebrities. They even wanted band members to sign their tickets and pictures they had.

Practice Field Update

The projected cost for the practice field is a little higher than expected. There are some things included in the cost that we won't need, i.e. an expensive telephone system. The location for the practice field still has not been determined.

Hopefully, a site will have been chosen and we will have started our fundraising by the time Homecoming gets here. Don Lowe has put William Davis, the facilities manager, in charge of the project. Mr. Davis has been brought up to date on what is going on with the project and wants to meet with Arnett Mace as soon as possible. He would like to speed things up as much as possible.

Homecoming 2006

The position of Alumni Coordinator will not be filled at this time. The Redcoat Alumni Association would like to see if we can get enough support from volunteers to do some of the things Rebecca was doing like sending out the newsletter. We would also like to use volunteers to help get things such as nametags and the envelopes with tickets and other information ready for Homecoming. A request for volunteers will be posted on the web site. A list of volunteers will be brought to our next meeting at the end of August. At that time we will appoint a chairperson for each committee we need. The Board will continue to help on Homecoming Day. (A list of volunteers needed is attached to the minutes.)

The Homecoming Event this year will be at the Georgia Center. We have reserved the entire Ballroom so there will be plenty of room. We can have up to 500 guests in the room. We are assuming that the Homecoming game against Vanderbilt will be an early afternoon game, so the start time for the event will be 4:00 PM. We can cancel the event up to September 1 without penalty. If we replicate the 2004 event menu (see Homecoming 2006 Reception Event report attached to minutes), the cost will be \$20.83 per person. There will also be a cash bar. There were several other decisions regarding the event that needed to be made. Since Joan Clark is organizing the event, it was decided to let her make all the necessary decisions.

MOTION: To let Joan make all the necessary decisions for the Homecoming event without Board approval (Moved by John Colegrove, seconded by Laura Stanley) Passed unanimously.

Cost for the event:

For those who registered in advance, it was decided to charge \$25.00 for adults and \$10.00 for children (ages 3 – 11). The cost at the door will be \$30.00 for adults and \$15.00 for children.

It was also suggested that we have a Homecoming t-shirt that we can sell. Melissa Bishop is going to do some research and find out what would be involved in getting t-shirts to sell at Homecoming.

New/Old Business

The graphics for the China Tour ornament have been sent to the manufacturer. Names of students and parents who were interested in buying the ornament were taken at the final rehearsal for the China Tour. It would be good to find an alumnus or parent who would fund the ornament so all the proceeds could go to the band. We still have some ornaments remaining from last year's second shipment.

This is Marion English last term as President of the Redcoat Band Alumni Association. The nominating committee has nominated Laura Stanley to take his place. The supporting members of the Redcoat Band Alumni Association must vote on this nomination. An e-mail will be sent to the supporting members asking them to vote for or against the nomination. Marion will remain on the Board.

Next Meeting Date

The next meeting will be Monday, August 28 at 6:30 PM at the O'Charleys location on Lawrenceville-Suwanee Road in Lawrenceville.

The meeting was adjourned.

Respectfully submitted,

Lyn Olliff, Secretary

Attachments:

Treasurer's Report

Homecoming 2006 Reception Event

Homecoming 2006 Volunteers Needed List

**Treasurer's Report – Lee Butts
July 10, 2006**

Goal: Improved Communication with Alumni and Friends

1. Web Site Activity – “80+ visits per day”

RedcoatAlumniBand.com - Summary by Month					
Month	Daily Average		Monthly Totals		
	Pages	Visits	Pages	Visits	Pages
Jun 2006	332	83		2516	9965
May 2006	787	120		3725	24403
Apr 2006	521	99		2984	15647
Mar 2006	294	90		2809	9127
Feb 2006	268	72		2027	7506

2. Web Site Activity - Homecoming Sign-up

Open Registration - Registration was open from to March 23 rd to Friday, June 16 th . Performers can still sign-up for Homecoming and either use one of the few free “Performer” tickets still available; or pay for one from the 25 ticket block being saved by the Athletic Department.	Performers Registered 396 Marchers
Registration Status – By using your last name, anyone registered can check their marching status, family ticket status or the receipt information for their check (family tickets only).	Checks Received 174 Checks
No Check for Family Tickets Ordered. There were 13 alumni that ordered family tickets, however, never sent payment. They were notified of the deadline on three occasions: on the original confirmation e-mail, and two warning e-mails. If they check their online status between June and October, there is a note in the file – “No check” with zero “Family” tickets reserved.	13 Performers Still Registered to March - However, “Family” tickets were cancelled for non-payment

Goal: Accurate Accounting for Funds

RBAA Homecoming 2006 Account

- Received from Redcoat Alumni and paid Athletic Department for 503 “Family” tickets - \$16,096

July 10, 2006

Homecoming 2006 Reception Event

- 1) The entire ballroom area has been reserved. Can host up to 500 guests in space. Start time estimated at 4:00 p.m.
- 2) Group may cancel without penalty up to September 1 without penalty.
- 3) Can replicate 2004 event menu (see attached) for the following costs:
base price for selected menu - \$16.50 per person / children \$8.25
service charge is 18%
tax is 7
TOTAL COST PER PERSON FOR MENU IS \$20.83.
- 4) Deadline for menu selection is September 22, 2006.
Deadline for designating exact time of service is October 3.
Deadline for guaranteed number of guests is October 10.
- 5) Bar service – one bartender is required for every 50 guests @ \$30 per bartender per hour / maximum \$250 charge per function. (This is what we paid in 2004).

As in 2005, if the game time is changed to late afternoon or evening, then we will not be able to have the event at the Georgia Center. What to do then?

Event Activities (at Georgia Center)

Do we want the dance floor (extra cost)?

Do we want a DJ?

Do we want video and scrapbooks again?

Any ideas or suggestions for table décor? The vinyl banner purchased last year will be updated for 2006 (changing one digit) for a very nominal fee. Do we hang it in the banquet room or over the registration table in the foyer?

Presentations / Drawings for giveaways?

Contribution computer stations? Monitors for these?

Respectfully submitted,
Joan and Chris Clark

Event Order	Group or Conference: REDCOAT 100TH SEASON CELEBRATION		Conference Number: 56428	
	Prepared By & Date: JENNIFER YOUNG Food Services 10/05/04	Service: FOOD	Day: Saturday	Date: 10/16/04
	Contact: (Name, Address & Telephone) KIMBERLY COOK (706) 583-0179 Request# 49172	Location:	Set: 200	Time: 5:00P- 7:00P
Bill To: (Name, Address & Telephone) JOAN CLARK 1231 TWIN LAKE RD. ATHENS, GA 30606				

Georgia Center for Continuing Education	<p>OCONEE DINNER RECEPTION (MAXIMUM TWO HOURS) Minimum Charge of \$400.00 for receptions.</p> <p>COLD HORS d'OEUVRES on TRAYS for SELF-SERVICE Tray of Seasonal Fresh Fruits - Cut into Bite Size Pieces Tray of Fresh Vegetables - Cut into Bite Size Pieces with Ranch Dip Gourmet Cheese Display with Assorted Cracker Tray</p> <p>CHOICE of SELECTIONS from the A La Carte Menu Shown Below Hot Items Available for Self-Service in Serving Chafers Cold Items Available for Self-Service on Trays</p> <p>HOT DECAFFEINATED COFFEE China Cups and Carry Out Paper Cups Available</p> <p>PUNCH - Orange Cranberry Punch</p>
	<p>ALCOHOL SERVICE REGULATED BY UGA POLICY. COPY PROVIDED TO CLIENT BY COORDINATOR IF ALCOHOL IS NEEDED, ONE OF THE BAR SERVICE PACKAGES SHOULD ALSO BE REQUESTED.</p> <p>PRICE per PERSON: \$14.75 Plus 18% Service Charge and Georgia Sales Tax</p> <p>FOR BILLING PURPOSES ONLY: Guarantee: Actual Number Served: Initials:</p> <p>**MINIMUM CHARGE OF \$400.00 BEFORE SERVICE CHARGE AND TAX ON RECEPTIONS** a la carte selections: Meatballs with Sweet and Sour Sauce Cocktail Franks Chicken Fingers/Grilled Chicken Bites- do half and half (okayed by JM) Deli Tray +1.50 Peanut Butter and Jelly Sandwiches for 30 kids. Cut in half. (no charge) Client will bring cake- Client will cut the cake</p> <p>Serve in Banquet Area</p> <p>Registration Table outside of door. Two Six tables for inside the room for client to sell their items.</p> <p>This is a ticketed event.</p>

COORDINATOR COPY

Homecoming 2006 Volunteers Needed (post on web site)

Draft dated July 10, 2006

Prior to Homecoming:

Ticket envelopes (sorting families, decades)
Marching coordinators (someone responsible for lines)
Charts (email marching # ahead of time, along with order of music)
Communication Schedule – 2 months prior, 1 month prior to Homecoming
 Someone to confirm marchers
Obtain prizes
Make signs
Event decorations
Invitations to UGA guests

Help needed on Homecoming Day:

Set-up
Registration
BBQ Ticket sales
Raffle ticket sales

Other on-going volunteers needed:

Fundraising: Section leaders / Decade leaders
RBAA Annual Membership renewals
Redcoat Reflector
Lost Alums ("Hunt for Redcoat October")
Logo items (Steve Shelnut?)
Alum T-Shirt (Melissa?)
Publicity and Press Releases
History Hall (Linda & Lee are funding; request help with planning, exhibits)