



2016 – 17 DCHS Band and Guard Executive Board Yearly Review

The 2016 – 17 fiscal year was a busy one for the Executive Board. Working together as a team, we accomplished many of the goals that we set for ourselves in July. The main focus was to shore up the foundation of the board by updating the by-laws, creating new policies, purchasing liability insurance and updating/creating handbooks. This document will detail each of the areas that time was spent in developing over the past twelve months.

The last time that the DCHS Band and Guard By – Laws were updated was in 2005. Since it had been twelve years, many changes were made throughout the document which added five additional pages and is now posted on the website. Some of major changes were the addition of new team leaders and their responsibilities, more detail to each major section and the addition of guard to all of the band references.

The next areas that were improved were specific to the operation of the board such as the use of Robert's rules, board norms and purchasing liability insurance. We started utilizing Robert's Rules for our meetings in October of 2016. We also established board norms which are rules that we follow when interacting with each other both during and outside our meetings. The most important improvement we made this year was to purchase of liability insurance to cover the organization. The last area of improvement was the communication of the board's meeting minutes to the boosters throughout the entire year.

With any organization, communication is always an area that can be improved. Phase one of this plan was to identify how we communicate with the boosters and the frequency in which we communicate. With the many Facebook and Twitter accounts with some relevance to DCHS Band and Guard, the other goal was to make known to the boosters the only ones to follow that contained relevant information from the Executive Board. Lastly, our weekly newsletter continued throughout this season in which our boosters could depend on them containing practice schedules and information for upcoming events.

Two new policies were created in an effort to protect the board and allow our boosters a way of addressing conflicts that may arise during the year. Our cash handling policy was both created and applied this year. In summary, anytime that cash is being handled, the goal is that at least two boosters will be present of which one of them should be a board member. The other policy that was created was a conflict/resolution policy that was adopted by the board which allows a “road map” for boosters to follow when addressing conflicts.

One important goal for the board was representation at all of the school board meetings throughout the year. Although we weren’t able to make it to all of the meetings, we attended more meetings this year than years past. Our attendance was noticed and is just the start of what we can attain in developing a harmonious and collaborative relationship with the school board.

Each year, the marching band handbooks are updated based on based on new policies, schedules and expectations. However, other major areas that need handbooks developed are concessions and events. Late this year, the board started creating the handbook for concessions. The goal is to have this ready for the football games this season.

During this year, a plan was presented to expand the board over the next two years. The two new positions that were approved for 2017-18 are Vice President Elect and President Elect. The goal of expanding the board was to involve more boosters at the Executive level.

With all of the changes this year, we also took time to update our logo and website. Our new logo took lots of time and vetting by the board, but we finally agreed on the final look that was presented at the band and guard banquet in May. The website was updated in late May and is now using a much easier backend publisher that can be updated by a broader population of web designers.

Although we only attained 50% of the written goals that were established at the start of the year, we did accomplished some unwritten goals all of which will positively impact the entire program for years to come.