

Band Boosters Board of Directors  
Minutes – Tuesday, July 14, 2009

Present: Gay Van Beek, Tracy Magwire, Marianne Ofsonka, Teri & James Walker, Alan Johnson, Kathy Weeks, and Marilyn Mutchler

7:10: Chinese food. Meeting officially called to order at 7:40pm.

1. Tiny Tots concert:

Discussion:

- a. Band coordinated last year; other fine arts groups contributed food. Alan suggests either drama or orchestra coordinate this year, and will contact Sherry to hand off. Gay: suggesting each dept taking turns hosting the event. Marianne: Document procedure to hand off. The greatest part of the efforts to organize this event are for the daytime concert.
  - b. December 9<sup>th</sup> date has already been chosen for this year. Alan would prefer to move it to the 16<sup>th</sup>, closer to the break. Alan: Morning may be only band and drama, while evening will include orchestra, guitar, choir and refreshments.
  - c. Only Silverbrook ES came last year. Marilyn: Advertisements should go out over the summer so schools/day care centers can put it on their calendars.
  - d. Transportation costs have been more significant than ticket prices. New ES across street wouldn't have that expense – can walk.
  - e. Alan suggests: Serious, free holiday concert in the evening, with each dept seeing the others' top groups performing; children's program, daytime only, with just band and drama. Whoever performs daytime gets their cut of the proceeds A concern was raised with mandating attendance on a fundraiser.
2. Address list: Gay suggests gmail where lists can be set up and anyone with password can access and distribute email. Facilitates maintenance of lists from year to year without reentering the same data. Kathy W or Danielle H will be doing MSt directory.
3. Tag Day: Teri & Gay will coordinate. Will send email out to MB parent lists to get help. School starts Sept 8<sup>th</sup>. Can send email through Keep In Touch – as a FYI to the community - to announce event and ask for help. Alan: Gay should contact football coach and ask that we get to do Tag Day first before their fundraiser. Only band, chorus, and orchestra will be participating. Marianne: contact other dept parents and ask for help to set up, count money, etc.
4. Finances:
- Copies of last and next years' budgets were distributed. Discussion:
- a. Fairfax High School drumline sent a check for their portion of the Dayton bus that exceeded the actual fee for their students. Marianne will send them a refund.
  - b. Insurance was priced incorrectly last year due to computer glitch, which they honored. Last year: \$305. This year: \$525. Coming year's budget will need to be adjusted accordingly.

- c. Fed tax return: Marianne will need another officer to sign. No money is owed. Need new officers to go sign in at Chevy Chase Bank. (Alan recommends USAA.)
- d. Annual books audit required. Has to be signed by someone who was not a signer last year. Gay recommends Betsy Gates, who wanted to do something non-administrative this year – Marianne will contact her. Marianne: Get Liz B, Teri to be signers; Kathy W, a non-signer.
- e. Use of credit cards: Marianne: Discussion continues around using credit cards for payment of band fees. Subject came up also @PTSO mtg. Will have to include fee to cover expenses. Marianne will look into it. Alan: Other bands have allowed it online. Gay will look into that. Gay will talk to Paul about adding a contact link on the band website allowing updates to parent contact info, etc., to go straight to Kathy W.
- f. Unpaid fees from 08-09: Gay will contact Joyce, re: remaining unpaid fees. 1 short pay due to BB error, will be ignored. One, unpaid fee for a returning student – debt card will be submitted. (Joyce sent checks for jazz to Marianne.) One paid nothing due to “free and reduced lunch”; will be encouraged to participate in fund raisers but will have all fees covered by BB. One, remaining CG fees due from last year – student has signed up to return and will be contacted to pay last years remaining fees, as well.
- g. Tag Day: Last year Tag Day = \$9000. Marianne, Alan: Reasonable to anticipate ~\$7K this year. Can expect it to go down this year due to economy, fewer students, competing with Hayfield. Band budget will balance only with fund raising due to reduction in uniform cost and fees. Suggestion: Anything over \$9K could be distributed to student accts according to level of involvement. Parents don’t want their kids knocking on doors, but there are things kids can do at the school to help. Contingency needed if we collect <\$7K: Band will not offer scholarship @EOY.
- h. Scrip: Discussion over whether to give 100% to kids’ accts. But 20% covered shipping this last year. Whether to purchase ahead and sell cards at concerts, stampede, etc.? Need to advertise this year to increase involvement.
- i. Free & reduced lunch status: Reduced lunch pays ½ of band fees; free lunch is free of fees. But letter is required from the county (copy brought in to band director).
- f. Car wash: During MB to raise funds toward MB fees. Chevy Chase offered their parking lot after they close, >1pm Saturday, August 22<sup>nd</sup>. Rainedate, August 23<sup>rd</sup>. Donations and/or presales. Teri/James will clear with the bank and make signs. Marianne will provide shark costume.
- g. MENC membership will be doubled for *both* teachers – listed in budget for only one. Tracy clarified 3-month sub will not need MENC fee paid.
- h. Website (GoDaddy.com) line item \$105. Gay will double check that amount and get back to Marianne.

5. Misc. Alan: North Stafford instead of Woodbridge a possibility for MB.

Meeting ended at 9:05pm.

Minutes taken by Kathy Weeks.