

# J. R. Tucker Band and Orchestra Boosters

Board and General Membership Meeting

Monday June 5, 2017

## Call to Order

The meeting of the J.R. Tucker High School Band Boosters Board and General Membership was called to order by President Colleen Bohlman at 6:30pm. The meeting began with everyone introducing themselves.

## Secretary's Report – Patrice Elliott

- Minutes of the last meeting on May 3, 2017 were approved. Motion to approve was made by Rupali Pendse and seconded by Terry Moore.
- Meeting Attendees:

Colleen Bohlman

Angie Moore

Andrew Sunberg

Patrice Elliott

Terry Moore

Kathy Sunberg

Leslie Glatt

Rupali Pendse

Sue Manley

Tomomi Rubin

## President's Report – Colleen Bohlman

- Colleen thanked everyone who got the Boosters back up and running
- Requested Board members submit bullet points of their committee chair reports in advance of each Boosters meeting
- Determined the Boosters' standing meeting date and time will be 3<sup>rd</sup> Mondays at 6:30PM. Exceptions for holiday Mondays and the spring concert. Conflicts with other meetings prevented parents from attending previously.
- Plans to send out meeting reminders via Principal's Sunday Night Call this coming school year
- Agreed to send a reminder email to the Board 1 week in advance of the meeting to remind committee chairs to send their reports (notes) to President/Secretary in preparation for meeting
- Will consider Rupali's recommendation to have a meeting during the Spring Concert again and perhaps the Winter Concert
- Expressed Mr. Sampson's desire to keep meetings short and focused. Committee chairs were encouraged not to use the Band Boosters general meetings as working meetings but as a venue to get decisions made and to come with recommendations.
- Discussed shed cleanup and reorganization
  - Shed was last cleaned maybe 2 years ago by Andrew and his daughter. Andrew will clean and paint the shed this summer
  - Mr. Sampson's input will be required to determine what to keep
  - Materials for flags are in shed
  - Leslie recommended making bags or badges out of the jackets
  - Colleen will ask Mr. Sampson about selling the uniforms and/or will research donating them to a Richmond Public School
  - Location of shed: in order of appearance =>Custodian, Garage, Our Shed, PTSA Shed

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- Leslie noted that the Band closet also needs to be organized (e.g., t-shirts, free-for-all). Angie suggested it could be cleaned during band camp.
- Confirmed Board openings for Uniforms Co-Chair (Concert) and Travel Chair. Travel Chair will be an important role to fill as we are planning a trip next school year.

### Treasurer's Report – Tomomi Rubin

- Completed 2015-2016 Audit
  - Audit committee: Colleen Bohlman, Patrice Elliott, Sarah Schlusell
  - Submitted Audit Report and Checklist with certification on May 22, 2017 to HCPS with recommendations for improvement
  - No update from County
  - As Treasurer, Tomomi will implement changes
- Distributed and reviewed Treasurer's Report (period ending May 31, 2017)
- Distributed and reviewed 2017-2018 Budget
  - Mr. Sampson replied that budget was fine
  - Fundraising Changes:
    - Added \$10 Boosters Fee
    - Requested \$35 donation toward Tiger Tailgate
    - Terry indicated we could get in-kind donations from churches to cover the \$35 Tiger Tailgate donation
    - There was a recommendation to do away with the fruit sales
    - Leaf raking estimate was lowered
    - Outback and car wash was left the same
    - Music showcase only includes the bands but we can make some money with concessions as well
  - Tomomi asked for a vote on budget with understanding that there may be changes. Budget was approved. Rupali Pendse made motion to approve budget and Andrew Sundberg seconded the motion.
- Discussed Bank Account
  - Estimated balance \$185.83 after monthly fee
  - Property tax bill on trailer has been paid
  - Plans to move bank account(s) to Union Bank and Trust
    - Will allow us to avoid \$12 monthly bank fee, no minimum balance
    - Can order checks from Costco
  - Alternative banking option included Henrico Credit Union
- Open Discussion
  - Uniforms
    - Approximately 32 uniforms – must be cleaned at least twice a year
    - \$96 for cleaning uniforms – comes out of school budget
    - \$40 uniform rental fee paid by parents – only a portion goes towards uniform cleaning

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- Terry recommended drafting a sponsorship letter to Princess Cleaners to receive donated cleaning services
- A question was raised as to why students don't keep their uniforms and be responsible for cleaning them. Discussion was tabled for input by Mr. Sampson.
- First Aid
  - Leslie asked of the whereabouts of the first aid kit. Rosa's mom was looking for it. Rosa's mom decided to purchase the replenishments for the first aid kit rather than seeking donations from her employer as with the previous year
  - Colleen asked Leslie to inform Rosa's mom that she can submit her receipts to the Treasurer to receive reimbursement from the Boosters organization if she wishes.

### Ways and Means Report – Terry Moore

- Snap Raise
  - Was a successful campaign with \$5275 raised as of June 5, 2017 and 3 days left.
  - The band nets 70-80% of the amount raised (\$3692.50).
  - Probably not something we can do every year
- Business Sponsor Campaign
  - Met with students in all classes (except Early Bird) to share goals/instructions. Will meet with Early Bird class later in week.
  - Students will have until July 31<sup>st</sup> to hand out letters and companies have until August 4<sup>th</sup> to respond. Student awards for participation will be presented in September.
- Papa John's – we have not been meeting our obligations. Continued and more promotion surrounding this opportunity to raise funds is desired. This is an opportunity that does not require parent \$ or sales – just time.
  - Volunteer examples: Innsbrook After Hours, NASCAR, Richmond Kickers
  - Tomomi provided Terry with correspondence and a check from the last Papa John's event to research with the school and how to negotiate the check written to the Tucker Band Boosters but with Tucker High School's tax id number referenced in the correspondence.
- Other fundraising ideas/plans:
  - Kings Dominion
  - Chipotle Spirit Night (September 12<sup>th</sup>)
  - Car Wash (Fall; May/June)
  - Drive Time (option)
  - Tuba Toss (need Tuba donation)
  - Dunking Booth (Band Directors)
  - Music Showcase
  - Spirit Wear (Beginning of Year)
  - Outback (during school's drive-time event to pick up meal)
  - Winter Concert (concession: popcorn machine, non-crinkly sounding bags ☺)

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- Fruit Sales & Leaf Raking (Mr. Sampson's wants to do these)
- Corporate Matching
  - Rupali recommended corporate matching and volunteered to call companies to get the Tucker Boosters added to the approved list of non-profits.
  - Next iteration of the sponsor letters can address corporate matching (September update).

### **Free For All Report – Leslie Glatt**

- Planning is underway. Committee meeting held June 5, 2017.

### **Uniforms Report – Leslie Glatt**

- Previously discussed. We need someone to serve as Co-Chair and handle Concert uniforms for band and strings!

### **Hospitality – Angie Moore/Patrick Maloney**

- No report

### **Equipment and Logistics Report – Andrew Sundberg**

- Will need \$200-\$300 for trailer inspection and wheels for trailer cart

### **Volunteers/Chaperones Report – Dionne Harris**

- Dionne is setup in Charms and has started to put together the volunteer sign-ups for "Free For All" in Charms
- Would like to research getting t-shirts for volunteers

### **Communications – Sue Manley**

- Met with Mr. Sampson to get Charms Access and Website access. Sue and Colleen can both send emails on behalf of Boosters.

### **Scholarship Report – Colleen Bohlman**

- 4 applications received for Band, 1 for Guard.
  - All teacher, director and counselor evaluations were completed.

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- A committee comprised of Band Director (Mr. Sampson), Booster Member (Colleen Bohlman) and School administrative representative (Mr. Engel) met on 5/22 to tally the evaluations
- Heather Fielders was awarded the Band scholarship and Anna Borrelli was awarded the Guard scholarship
- Check(s) disbursement/distribution - required by December 1<sup>st</sup>
- \$500 Band, \$500 Guard (from separate Guard bank account/funds)
- Rupali Pendse will chair Scholarship for 2017-2018 school year
  - Planning will start earlier next year so that the scholarship opportunity may be included in the Principal's Sunday Night update (robocall)
  - Recommend posting the scholarship opportunity inside of the band room

### **Travel Report – OPEN**

No report

### **Band Director's Report – Mr. Sampson**

No report

The meeting of the J.R. Tucker High School Band Boosters Board and General Membership adjourned at 7:35pm.