

# J. R. Tucker Band and Orchestra Boosters

Board and General Membership Meeting

Monday, June 4, 2018

## Call to Order

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

Board/Committee Reports were presented in the following order:

## Secretary's Report – Patrice Elliott

- Minutes of the last Board and General Membership meeting held on April 23, 2018 and Spring Concert Intermission meeting held on May 2, 2018 were approved. Motion to approve minutes was made by Colleen Bohlman and seconded by Merrili Nou.
- Meeting Attendees:

Phung Blevins	Patrick Maloney	Tomomi Rubin
Colleen Bohlman	Angie Moore	Frank Sampson
Patrice Elliott	Michael Moore	Andrew Sunberg
Leslie Glatt	Merrili Nou	
Dionne Harris	Rupali Pendse	
- Secretary assignment transitioning to Rupali Pendse for 2018-2019 school year

## President's Report – Colleen Bohlman

- Vice President (2018-2019)
  - Vacant – still need someone to fill this role and
  - Serve as President in 2019-2020
- End of Year Celebration/Awards
  - Hanover Sports Park for \$5 minigolf and batting cages.
  - 50+ people and some new families attended
  - Thank you to Phung Blevins for all of her work in organizing!
- Budget
  - Budget planning for next year conducted
  - Ways & Means planning for next year conducted
  - Free For All (FFA) planning meeting held tonight (6/4/18)
  - Budget was reviewed and adjustments to budget were discussed
  - Discussed whether to add money for food to Marching Band Fee
- Marching Band
  - Discussed needs for over the summer
    - props, gear, shirts etc. so we're ready to go before band camp

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- Colleen solicited whether anyone was interested in running with verifying the logistics/preparation for band camp
- Colleen asked Mr. Sampson whether the backdrop frame/carts could be stored backstage (they could be clearly marked so that folks leave them alone)
- Colleen discussed the need to clean out the trailer
- Discussed theme
  - Mr. Sampson is still brainstorming on the theme
  - July is the timeframe of when a determination will be made on the theme

### Equipment and Logistics Report – Andrew Sundberg

- Trailer Maintenance versus Sale
  - \$750 has been included in the budget for Trailer Rental (excluding gas/mileage)
  - One viewpoint was that we didn't necessarily need the trailer
  - It was described as a "Heavy Trailer" – needing a heavy duty truck to pull the trailer based on the tow load
  - We should avoid storing items in the trailer so that it is available for use at all times
    - As an example, the flowers could be delivered next year using the trailer. It was later determined that the delivery fee was negligible though (\$15 versus \$150)
  - Mike discussed perhaps we should look into getting a bigger trailer (for longevity and growth)
  - Larger trailer would be:
    - 16' versus 14' (e.g., with dimensions of 6' x 16' or 7' x 18')
    - A new one with brakes (will likely require inspection and tags)
    - Can customize trailer with uniform bar to hang uniforms
    - Can customize trailer with magnets or customer paint
  - We discussed selling ad space on the trailer to help pay for the cost of a new trailer (e.g., \$3500) – either painted for season or permanent sponsorship or use magnets
  - Rupali recommended purchasing a used box truck from UHAUL that anyone can drive. This would eliminate the need to have a heavy duty truck available to pull the trailer.
- Trailer Rental
  - Discussed that logistics are still required in picking up/dropping off a rental
- Transportation Needs: Volunteer Support
  - Mike confirmed his truck's availability to pull the trailer
- Shed Maintenance
  - Needs have been identified (e.g., roof, repairs, repaint)
  - Discussed who owns shed (Boosters or Tucker)

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- Given any capital improvements likely affix to the school as the school's property, the question of whether the school could repair the shed was raised
- Mr. Sampson said that he would ask Mr. Raymond the name of the person who handles C & M (Construction & Maintenance?) for the school so that we may seek repairs to the shed through the school
- School Renovation Consideration
  - Storage Space
    - Boosters would like to add indoor storage space to the school renovation list for the Band
    - Mr. Sampson and some parents believed this to already be a consideration for the new school renovation for the band
- Pod
  - \$250 pod was paid for by the Marching Band for the season
- Equipment and Logistics Chair is transitioning from Andrew Sunberg to Mike Moore

### Treasurer's Report – Tomomi Rubin

- Financial Report
  - Treasurer's Report
    - Checking: \$4130.71
    - Savings: \$2739.88
- Draft Budget Review (2018-2019):
  - Items of Discussion
    - Tiger Tailgate and Miscellaneous Food
      - ❖ Discussed collecting a separate fee for food
      - ❖ Keep fee separate from band camp fee
      - ❖ Angie agreed 50% more budget for food is reasonable
    - Excess Funds
  - Potential Use of Excess Funds
    - Marching Band Uniform Garment Bag
      - ❖ Estimate: 75 bags X \$15 bag = \$1125
    - Nylon String Bags
      - ❖ Estimate: \$7 per bag
    - Trailer
      - ❖ Accumulate funds towards the capital investment (purchase) of a new trailer
  - Any other suggestions or changes to the budget should be provided by week's end
  - Final budget will go through electronic voting next week

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### Ways and Means Report – Patrick Maloney

- Discussed the following activities planned:
  1. Snap Raise and Business Sponsor Request Mid-August – End of September
  2. Virginia Diner Peanut Fundraiser (40-45% profit) Late October – November 15<sup>th</sup>
  3. Home Football Game “Non-Competitive” Item Sales Football Season
  4. Home Basketball Game Snack Bar Sales Basketball Season\*
  5. Cookie Sales (to band involvement) February/March
  6. Flower Sale April (1<sup>st</sup> Week); Optional Winter (Poinsettias)
  7. Drive Event April (end)
  8. Car Wash Separate event (tbd)
  9. Spirit Nights Varies
- \*check w/Athletic Boosters
- Ways and Means Chair assignment transitioned from Terry Moore to Patrick Maloney for 2018-2019 school year

### Band Director’s Report – Frank Sampson

- Graduation – June 12, 2018
  - Chaperones
    - Mr. Miller and Mr. Shoop will help chaperone
    - No Snacks
    - Case of Water
    - Schedule is online
    - Students will meet at school and will bused downtown and back
  - Volunteers
    - 1 -2 volunteers needed to help students in/out of concert uniforms
    - Arrival: June 12<sup>th</sup>, 7:30am
    - Return: June 12<sup>th</sup>, 1:15pm-1:30pm
  - Truck
    - Mr. Sampson will see if Godwin will let us use their truck; otherwise, getting a truck from Budget Rental is estimated to costs < \$100
    - i.
- Marching Band Program
  - Mr. Sampson is still brainstorming on the theme
  - July is the timeframe of when a determination will be made on the theme
- Trip for 2018-19 school year
  - Limited discussion

### Uniforms Report – Leslie Glatt and Phung Blevins

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- Track Suits and Bibs
  - Colleen and Phung laundered this past weekend
- Jackets
  - Are at the cleaners now; it will be 3 weeks before they will be ready
- Concert Uniforms
  - Will be pulled for cleaning on June 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>
  - Leslie could use some volunteers to assist
  - Leslie will get with Dionne to setup a Signup Genius (date/time and # of volunteers)
  - Concert Uniform cleaning is paid for through the school budget
- Phung Blevins joined as co-chair of Uniforms for 2018-2019 school year

### **Free For All Report/Planning – Leslie Glatt and Andrew Sundberg**

- Transition and Planning Meeting
  - Held tonight (6/4/2018)
- FFA Chair assignments transitioning from Leslie Glatt and Andrew Sundberg to Dionne Harris and Merrili Nou for the 2018-2019 school year

### **Music Showcase – Leslie Glatt**

- Wrap Up
  - 13 groups
  - \$178 raised in concessions
  - \$1800 raised in fees
  - Extra awards are in the shed

### **Hospitality Report – Angie Moore**

- Tiger Tailgate
  - Expressed the need for more funds for Tiger Tailgate (50% more)

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

- No Report

### **Communications Report – Sue Manley (*absent*)**

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- Website
  - Sue will continue to update the website; Colleen identified the need to do a better job at getting the dates to her

### Travel Report – Sue Manley (*absent*)

- No Report

### Spirit Wear Report – Karin Castillo (*absent*)

- No Report

### Scholarship Report – Rupali Pendse

- This year's awards went to:
  - Ethan Schlussell (Band)
  - Tess Moore (Guard)
- Scholarships will be paid out in December 2018 to their educational institutions
- Scholarship Chair transitioning from Rupali Pendse to Patrice Elliott for 2018-2019 school year
  - Rupali turned over paperwork to Patrice

The meeting of the J.R. Tucker High School Band and Orchestra Boosters Board and General Membership adjourned at 7:45pm.

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*Addendum to June 4, 2018 Meeting Minutes:*

### **Online Voting Results – June 19, 2018**

#### **Budget Note:**

There was one significant change to the budget after our discussion at the 6/4 Boosters meeting. After further discussion of fundraising plans, we decided that asking parents to pay a boosters fee at the same time as we kick off a major fundraiser would be counter-productive. Last year we had no choice but to ask for a fee. This year we are eliminating the boosters fee/Tiger Tailgate fee and have adjusted the budget to accommodate that. (The money is still in the budget for Tiger Tailgate, just covering the cost differently!).

#### **Proposals for Excess Funds**

We had two options for Booster consideration on how to spend our excess funds from this year. The difference is that option 1 puts money towards reducing the cost of the spring trip for each student who participate and option 2 does not.

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### Option 1:

- \$875 - 75 Uniform Storage Bags. (includes shipping and tax - will be less tax exempt)
  - The uniform bags benefit the organization because they protect the investment in those Marching Band Jackets - if we get even one extra year out of the jackets by taking better care of them, it's big \$\$\$ for the program overall.
- \$1000 - Towards reducing the individual cost of the spring trip for each band/orchestra participant
  - Money put toward reducing the cost of the trip is something that benefits every family who wants to participate and kids and parents both value. It should encourage support for future fundraising.
- ~\$1125\* - Accrued to be used toward a specific capital fundraising project TBD by the boosters in fall 2018 (trailer, concert uniforms, other).
  - There was great support for making an investment with a lasting impact for the band/orchestra program. We don't have enough information to make a decision on a specific project yet, so this will give us time to put together a few proposals and seek broader parent input. Having a big goal to get kids/families excited about should encourage support for future fundraising.

### Option 2:

- 875 - 75 Uniform Storage Bags
- ~\$2125\* - Accrued to be used toward a specific capital fundraising project TBD by the boosters in fall 2018 (trailer, concert uniforms, other).

\* Please note that the exact amount of what we can accrue towards a capital project will be determined by the amount of money left when the fiscal year closes - this should be close.

The budget was approved with **Option 1** for the excess funds from this year (bags, trip, capital investment TBD). The Uniforms Chair has been asked to investigate getting a sample of the bags she priced to make sure she's satisfied with the quality and durability of the bags (even if we have to buy one vs getting a sample that's better than purchasing 75 and finding out they aren't sturdy enough to protect the uniforms).