

2017-2018 School Year

**South County High School**

**Band Boosters**

Board Meeting Minutes

**Meeting date:** September 11, 2017

**Call to order:** The meeting was called to order at 7:40 by President Maureen Falkenstein.

**Members in attendance:** Lori Barbour, Kevin Engdahl, Linda Clark

**Approval of minutes:** The June meeting minutes were approved as submitted.

**Board member :** The newest board member is Linda Clark VP of operations. Welcome Linda!

**Review Charms and Booster Budget:** The current booster balance is \$27,206. Cheryl had asked about creating a Paypal account to be used for donations on the web site. Lori had some of the information needed.

**Items for discussion:**

Fundraising: Tag day – need to make sure students and parents sign up.

5K Twilight Rock and Roll run – Carla has asked that booster board members attend the next three Wednesday meetings. There is a general parent meeting Tuesday the 12<sup>th</sup> that Maureen will attend.

Pie sale – Is supposed to start in October. Valerie will need to contact Kevin for exact date.

Donation in memory of Tim Heinlein’s mother – The Heinlein’s would like the donation to go to a band member in need. The board decided to donate \$100 which Kevin will deposit into a band members FCPS account or split it between two members.

End of season banquet – Kim Watson will be coordinating again. It will be on November 14<sup>th</sup> and catered by Squisito’s.

Group pictures – Kim Paine has taken the group and senior pictures. She will be taking individual pictures at the next home game on October 28. She will get a flyer out with prices.

Booster ad in sports program – The boosters will place an ad in the fall sports program to celebrate our seniors. The senior group picture will be included.

Middle school night – The t shirts have been ordered. Linda will contact Tracy Maguire asking when we can visit the school and ask Francis to accompany her.

Senior night – volunteers are needed to help with the senior night activities. Kevin will contact some people he thinks will be able to help.

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**Kevin:** Heather has asked about starting an instagram account that would link to the Facebook page. The spring trip destination is still undecided. The possibility of going to Philadelphia and possibly staying overnight is being discussed. Kevin asked if the board would cover the cost of a piece of music for concert band to be performed instead of the tiny tots concert. It would be performed with the Orchestra. This was approved.

The meeting adjourned at 8:15.

**NEXT MEETING:** October 2, 2017

Date of approval: October 2, 2017

*Maureen Falkenstein*

South County High School

Band Boosters, President

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**South County High School**

**Band Boosters**

Board Meeting Minutes

**Meeting date:** October 2, 2017

**Call to order:** The meeting was called to order at 7:40 by President Maureen Falkenstein.

**Members in attendance:** Lori Barbour, Kevin Engdahl, Cheryl Austin, Valerie Hadeed, Linda Clark

**Approval of minutes:** The September meeting minutes were approved as submitted.

**Review Charms and Booster Budget:** The current booster balance is \$28,472.

**Receipts from previous years:** Two receipts left over from last the 5K in 2015 and one receipt from last year's AIA. Total is \$399, but will need to come out of this year's budget.

**Items for discussion:**

Fundraising:

5K – A wrap-up meeting is scheduled for October 11. Raised amount is \$6,600 but still need to reconcile cash and outstanding receipts. Final amount to be provided at next board meeting. There were over 150+ runners registered which is more than doubled from previous years.

Silent Auction - Heather mentioned that she would like to solicit for volunteers for this event at the 5K wrap-up meeting. She also discussed possibly hiring a 3<sup>rd</sup> party vendor to help provide items for the silent auction. There is a minimum bid required and the proceeds would be split with the band and the vendor. She will contact them to see what items they could tailor for the band's silent auction. There was discussion on other clubs interested in starting up or taking away the silent auction. Kevin will talk to Blair, the Director of Student Activities to ensure the band is locked-in for the silent auction event.

Tag day – It was a successful. On the event day, \$17K raised. Tag day envelopes are still coming in. To date, ~\$3K total in envelopes received.

Pie sale – The sale has started. Valerie passed out an information sheet. Order forms were already distributed to some students. Orders need to be returned by Monday, October 16. Volunteers will be needed for pie delivery and distribution. Students can help to earn community hours.

End of season banquet – Chanda Williams will be coordinating this year. It will be on November 14<sup>th</sup> and catered by Squisito's with the same amount as last year.

Senior Night – Jennifer Phillips is coordinator for senior dinner at Blue 1681 (Thursday, October 26<sup>th</sup>). The food will be the same amount as last year. Drinks will be an extra \$0.25/each. Zoraya Jennings will coordinate poster board for senior night (Friday, October 27<sup>th</sup>). Kevin will coordinate the signing of the poster board with students. Cheryl will coordinate pre-game hospitality. There are 18 seniors (11 boys, 9 girls). Carmen will order and pick up the cakes and Francis will help too. Cheryl to work with both

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Carmen and Francis. Mandy has a senior this year and will need help serving the Tailgating dinner. She will pick up the food, but others will have to serve.

Booster ad in sports program – The boosters placed an ad in the fall program and it looks great. Maureen is coordinating getting programs for all the seniors (price ~\$2.00/program, price to be confirmed).

Middle school night – Is scheduled for this Friday, October 6. Linda Clark stated the t-shirts are in and ~58 eighth graders attending. Need final pizza headcount.

Meal tickets for POC - need cost of tickets for dining hall in order to advertise. Kids purchased vouchers in advance last year, more efficient to get through the lines and more time to eat. The staff and chaperones were paid for last year. Maureen will provide further information. Kevin will find out number of total volunteers from Tina Mansfield.

Drumline and Winter Guard Schedule – Drumline schedule will be Monday, Wednesday and Fridays. Winterguard is tentatively scheduled for Tuesday, Thursday and Fridays and times to be determined.

**Kevin:** WGI registration had to be submitted and is time stamped for performance order. The total was \$1100 and Kevin didn't have time to email Board for advance approval. Kevin provide Heather with the regulations for social media. There was discussion on not posting pictures of students but groups only on the Facebook page. Kevin will provide further instructions on posting videos because there are copyright laws.

**Maureen:** It would be nice to ensure representation from all band groups at the Band Booster meetings to ensure they are aware of upcoming fundraising events and can provide their suggestions and ideas too. There was discussion that the Tag Day fundraising information was not provided to all band groups. Tag Day is for the whole band, not just marching band. Kevin will look into seeing if he can find parents to represent these other band groups to attend future meetings.

The meeting adjourned at 8:15.

**NEXT MEETING:** Monday, November 13, 2017, 7:30 pm

Date of approval: November 13, 2017

*Cheryl Austin*

South County High School  
Band Boosters, Secretary

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## South County High School

### Band Boosters

#### Board Meeting Minutes

**Meeting date:** November 13, 2017

**Call to order:** The meeting was called to order at 6:05 by President Maureen Falkenstein.

**Members in attendance:** Lori Barbour, Kevin Engdahl, Cheryl Austin, Heather Cooper, Linda Clark. Grant Butters was also in attendance.

**Approval of minutes:** The September and October meeting minutes were approved as submitted. Going forward the approved band minutes will be posted to the band website. Maureen will send Cheryl past copies of the minutes to also publish to the site.

**Review Charms and Booster Budget:** The current booster balance is \$16,356.00.

**Balance of Band Booster Account:** For the 5K race ~ \$12,000 was raised and ~\$5,000 was spent to run the race. For Tailgating, the booster club broke even this year. For Tag Day ~\$21,000 raised and the band should receive about ~38% (about \$8K). All deposits are up-to-date. Payment for Squisito's still needs to be made. For Senior Night at Blu 1681 the down payment deposit was made. Service was not up to par as last year (not enough food, poor service, etc.). Remaining balance has not been collected.

#### Items for discussion:

##### Fundraising:

Craft Fair: Saturday, December 2. Currently no Charms sign-up for volunteer needs. Heather will advertise Craft Fair at the Band Banquet. There are a few left over 5K gift cards and a golf package that was donated to use at the Fair. Heather is working with 3<sup>rd</sup> party vendor to help provide gifts to the Silent Auction. Since some items have a high dollar, there was discussion about using "Square" for credit card purchases. Lori asked about cash on hand as change at the fair. Lori will go back to last year to see how much change was provided for the craft fair.

Drumline Championship: Kevin will take the lead on volunteer needs. There was discussion about hosting a drumline competition at SOCO. TJHSST is scheduled to host and this will help facilitate future drumline competitions. Grant Butters discussed the need to replace 4 sets of marimba keys that are currently synthetic. There is no need to replace the full marimba. The stands are in good condition. Rosewood keys are expensive, but they would last the longest and have the best sound. To replace the four sets of marimba keys the cost is ~ \$15,400. To replace one marimba including stand but with synthetic keys is ~\$15,000. There was discussion on financing the cost, but the interest would be high. Additional discussion on buying two sets of keys now and financing two sets of keys for two years. Grant will get additional information for the Board, for example: cost to finance for two years, how much interest for the 2 year plan, insurance cost for 2 unowned sets of keys, and any penalty for early pay-off). Discussion held on additional funds to be received for the AIA which typically brings in \$8-9K, the craft fair should

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add ~\$1500. Also discussed was additional spirit nights to help off-set the cost of the marimba keys, for example: restaurant nights, soliciting local business to be patrons of the band with business advertising at all upcoming events. In addition, a possible target fundraiser was mentioned, where the band will ask for donations at an upcoming concert or host a family and friend's concert, etc. to raise funds for this specific purchase.

Squisito's: Kevin will talk to Valerie about finding a fundraiser night in December and a date in the spring for Chipotle.

Pie Pick-Up: Discussion was held about volunteer needs. Kevin will be unavailable to assist. Date of pie pick up is scheduled for November 16, 2017.

Winter Guard Schedule: Maureen mentioned a couple of conflicts with the schedule (February 10 and February 21). Kevin advised that students in the Winter Guard will be excused as needed on these two dates.

Drum Line Schedule: Interest meeting being held this evening. The schedule will be shared at the meeting. First competition will be February 24, 2018.

Masterworks concert: This will be held in lieu of Tiny Tots. Tiny Tots will be held next year. An offsite venue was considered for this year's concert, but no options were available. The concert is scheduled for Wednesday, December 13, 2017 at 7:00 pm. There was discussion on the SOCO High School band touring the elementary and middle schools in the South County pyramid.

Other Items for Discussion:

Uniforms: Heather offered to coordinate dry cleaning the marching band and color guard uniforms. There was discussion on selling the color guard props, flags and uniforms. There was also discussion about selling this year's marching band props, e.g., the door frames and the bed.

Next Meeting: It was suggested to start booster meetings at 6pm, since marching band has ended.

The meeting adjourned at 7:20.

**NEXT MEETING**: Monday, December 11, 2017, 6:00 pm.

Date of approval: December 4, 2017

*Cheryl Austin*

South County High School  
Band Boosters, Secretary

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## South County High School

### Band Boosters

#### Board Meeting Minutes

**Meeting date:** December 4, 2017

**Call to order:** The meeting was called to order at 6:00 pm by President Maureen Falkenstein. Meeting was moved up from Monday, December 11 to Monday, December 6, 2017

**Members in attendance:** Maureen Falkenstein, Lori Barbour, Heather Cooper, Valerie Hadeed, Linda Clark, Kevin Engdahl. Grant Butters was also in attendance. Cheryl Austin arrived at 6:15 pm.

**Approval of minutes:** The November meeting minutes were approved as submitted.

**Review Charms and Booster Budget:** The current booster balance is \$24,685.

**Balance of Band Booster Account:** Lori grouped expenses into buckets to show annual spending. Money left over from charms is applied towards paying for uniforms. Last year, we overspent by about \$5500, however, with the \$3483 left over in Charms, it was only about \$2,000 over spent.

- Silent Auction tentatively raised \$4,100, but there is still money coming in.
- Tag Day final total was \$8,104 which is about \$1,000 less than last year.
- Pie Sales is still to be determined.
- Band banquet expenses paid to date is only Squisito's. No other receipts turned in yet.

#### Items for discussion:

Fundraising:

Squisito's: Scheduled for Thursday, December 14<sup>th</sup>. Heather to email person in charge to get the fundraiser listed on the school's main website. There was discussion about the Kiss-n-Ride sign "Don't Cook Tonight – Eat at Squisito's". The fundraiser was posted on the band website and flyers have been passed out.

Chipotle: will be in March 2018, date to be determined. This fundraiser brings in \$1,000. There was discussion about approaching the new pizza place near "Orange Theory" about a future fundraiser.

Winter Guard Budget: Maureen asked Kevin about the Winter Guard budget.

New Marimba Keys: Kevin advised that the new keys are automatically insured when purchased by the school. Kevin mentioned that for tracking purposes, it is better to have the school purchase the keys and the band booster send a check to the school. There was discussion about possible late fees and Grant Butters advised there is a 14-day grace period. Maureen mentioned the current Board is obligating next year's Board to pay for these keys. There was discussion on ensuring these payments are paid next year. MOTION: Linda Clark made a motion to purchase the four sets of new marimba keys for \$16,000 to EPIC with an initial payment of \$8,000 which buys two sets of keys. Two additional payments will be made on April 27, 2018 for \$4,000 and November 9, 2018 \$4,000 to pay off the other two sets of

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marimba keys. Valerie Hadeed seconded. There was discussion about White Saber borrowing the keys at DCA Finals with Grant Butters. Motion passes: vote 6 yes; 0 no.

Left Over Snacks: The existing snacks will expire before the next AIA competition, it was decided to give the snacks to band members before they expire.

### Other Items for Discussion:

- Kevin mentioned the Patron idea to see if band families want to make a donation before year-end for tax purposes. It was discussed to place the Patron form in the December 5 band program for donations. Patrons will be listed in the programs for the Masterworks Concert next week (Dec 13) if donations are received in time. Edits to the Patron form was discussed.
- There was discussion on a family and friends concert. Kevin asked if someone could see if there will be a Lorton Independence Day parade, sometimes the organizations who coordinate that will donate money to those who participate. Cheryl will look into this. There was discussion on coordinating the annual Halloween parade with both Barrington and South Run Oaks developments to possibly be on the same day, but different times.
- Heather mentioned a video for the girls' basketball team that was passed around with a request to consider donations. She will pass that around again. Linda Clark shared a fundraiser flyer for consideration to solicit fundraising from outside the community to long distant relatives, etc.
- It was confirmed the 5K is taking place next year. Kevin Engdahl will speak to Carla and Katie. The committee should plan to get started in the spring.
- There was discussion on emailing alumni parents. Kevin Engdahl will look in Charms to see if he can location the email address. There is a South County Alumni page that he will try to give Heather Cooper access to.
- There was discussion about having a concert in February to "showcase" the new marimba keys with a request to consider donations.

Kevin Engdahl had some additional band items that need to be purchased.

- Super Saturday Workshop (February 10, 2018) with all the bands will cost \$1,000. MOTION: Lori Barbour made a motion to authorize the spending of \$1,000 for the Super Saturday Workshop. Linda Clark seconded. Motion passes: vote 6 yes; 0 no.
- New drum set heads that is utilized by the band, choir and the orchestra who have offered to help offset the cost. The total with shipping is \$175.00. The Choir and Orchestra will donate \$37.50 each. The total cost for the band booster is \$100. MOTION: Linda Clark made a motion to purchase the new drum set heads for \$100. Valerie Hadeed seconded. Motion passes: vote 6 yes; 0 no.
- Jazz Band Clinician is \$1,000 with a check to Fairfax County Public Schools as the instructor will be paid via timesheets. MOTION: Lori Barbour made a motion to pay \$1,000 to FCPS for the Jazz Band Clinician. Linda Clark seconded. Motion passes: vote 6 yes; 0 no.
- Powhatan Practice Room for Drumline. The practice time is for 2 hours, \$60/hour, for a total of \$120. MOTION: Maureen Falkenstein made a motion to rent the drumline practice room for 2 hours for total of \$120. Heather Cooper seconded. Motion passes: vote 6 yes; 0 no.



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- WGI Finals Tickets for three staff members at \$80 each for a total of \$240. MOTION: Linda Clark made a motion to purchase WGI Finals Tickets for 3 staff members for a total of \$240. Heather Cooper seconded. Motion passes: vote 6 yes; 0 no.
- New Synthesizer to match the new one purchased last year. Lynwood Gorham offered to donate \$300 towards the purchase of a new synthesizer. The new synthesizer with pedals will cost \$860, minus the \$300 donation will be \$560. MOTION: Maureen Falkenstein made a motion to purchase a new synthesizer with pedals for \$560. Lori Barbour seconded. Motion passes: vote 6 yes; 0 no.
- Three new portable speakers that can be used for any practice. The cost per speaker is \$100 plus shipping will cost \$330 total. There was discussion of the cost of the larger speakers used in marching band practices that run \$750. MOTION: Valerie Hadeed made a motion to purchase three new portable speakers for \$330 that includes shipping. Heather Cooper seconded. Motion passes: vote 6 yes; 0 no.
- Winter Guard digital print floor. In the past the Winter Guard has made their own floor or purchased used floors. The cost of a new digital floor is \$3,000. The Winter Guard is working to sell previously used uniforms, flags and floors. They are going to sell the door frames and wooden bed frame from the Tell Tale Heart show which will help offset the cost of the floor. There was discussion on the Winter Guard holding fundraisers and their "super bowl" bake sale. Since there are 17 Winter Guard members this year, they may hold two bake sales. MOTION: Lori Barbour made a motion to spend \$3,000 for the Winter Guard's digital floor print. Heather Cooper seconded. Motion passes: vote 6 yes; 0 no.
- Kevin Engdahl also mentioned the idea of hosting a small reception after concerts. He can coordinate getting tables. He will reach out to a band parent to see if they would be willing to coordinate the after concert receptions. Band members will be assigned to bring light snacks/beverages, etc. There was discussion about have a donation jar on the snack/refreshment tables.

The meeting adjourned at 7:26.

**NEXT MEETING:** Monday, January 8, 2018, 6:00 pm.

Date of approval: January 16, 2018

*Cheryl Austin*

South County High School  
Band Boosters, Secretary

**South County High School**

**Band Boosters**

Board Meeting Minutes

**Meeting date:** January 16, 2018

**Call to order:** The meeting was called to order at 6:10 pm by President Maureen Falkenstein. Meeting was rescheduled from Monday, January 8 due to weather.

**Members in attendance:** Maureen Falkenstein, Lori Barbour, Valerie Hadeed, Linda Clark, and Kevin Engdahl. Heather Cooper was unable to attend.

**Approval of minutes:** The December meeting minutes were approved as submitted.

**Review Charms and Booster Budget:** The current booster balance is \$18,800.

**Balance of Band Booster Account:** Lori asked for Kevin to review the miscellaneous category expenses to identify some of the charges. There was a question on the bundt cake charge that he agreed to call the credit card company about. There was another question on Harper Freight for tools/indoor props that will also check on. Lori received some incoming deposits. The next payment for the marimba keys will be April 2018 and they will send a bill. The net received from the pie sales was \$1,025. No more incoming receipts from the band banquet.

**Items for discussion:**

**Fundraising:**

Amazon Smile: Lori contacted Amazon to get information on how to setup Amazon Smile. Need to setup a charity administrator to run the account. Lori will work with Heather since we the contact should be whomever has access to the SOCO band email account. Kevin did get approval to use Amazon Smile even though the SOCO PTSO also uses something similar.

Squisito's: total amount raised was \$301.00

Patron Fund: There was discussion on priority seating and decided against establishing reserved seats at band events. A local orthodontist wanted to contribute at the diamond level, but wanted to exclude other orthodontists from also contributing. It was decided to not limit who contributes to the band; however, they would still be recognized in order of donations received on the website and the concert programs. There was discussion on how to manager/track the incoming fundraisers. It was discussed that Lori would send an updated list of Patron funds two weeks in advance of a concert. Lori will email Kevin to update the program and copy Cheryl/Heather to update the website and Facebook. It was also suggested that an "alumni box" be added to the patron form.

Chipotle: Valerie will coordinate this for March 2018. Kevin will give Valerie a couple of March dates. Linda advised that she found some chipotle fundraiser signs we can use to advertise the event. Valerie also mentioned she is looking at Dairy Queen for a May/June fundraising event.

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**Event to show case the new marimba keys:** It was discussed that the vendor did not receive the funds for the marimba keys since they were not on the original vendor approved list. After some paperwork, they were established on the approved list. Therefore, the first time the keys can be showcased will be the Spring concert. They keys will not be here in time for the Drumline's first competition, but should arrive in time for the second.

**Band Booster Bylaws:** Maureen had asked the Board to review the band's Bylaws. There was discussion to change the name in the Bylaws from South County Secondary to South County High School. Lori had some concerns about how this would affect the 501(c) and the Federal ID number. Another suggested change was to remove the reference to student accounts as they no longer exists. There was discussion on the General Meeting in May to announce the new Board members. Another local high school would hold their general meeting the same night as a concert and hold their vote prior to the concert. The Board positions in the Bylaws have changed and need to be updated to reflect current positions. There was discussion on the nominating committee being appointed by the Board to select next year's Board member nominees. A section of the Bylaws mentions the auditor/auditor committee review of the budget. Lori will review how it was done at Silverbrook. There was discussion about possibly hiring someone to review the budget. There was discussion on increasing the dollar threshold from \$750 to \$2K or \$3K for the minimum of 3 contract bids requirement. This topic was tabled for the next meeting. Kevin will look for an electronic copy of the Bylaws to make edits. Cheryl offered to scan it if no electronic file was found. Lori will look in her files for the band booster manual and the Articles of Incorporation that is mentioned in the Bylaws. It was discussed to ask Heather about the legality of changing the name in the Bylaws.

Other Items for Discussion:

- Kevin mentioned that LBSS is looking into an online fundraiser for the Spring. LBSS is working on the waivers and approval process now since it involves a video of the student with a list of band accomplishments, etc. It's a digital video link that is sent out to the individual student's friends and family to request a monetary donation. Kevin will give us additional information at the next meeting.
- There was discussion on setting up a PayPal account, Lori and Cheryl will go back and review for the next meeting.
- AIA is April 14, 2018.

The meeting adjourned at 7:29 pm.

**NEXT MEETING:** Monday, February 12, 2018, 6:00 pm.

Date of approval

*Cheryl Austin*

South County High School  
Band Boosters, Secretary