

**SOUTH COUNTY HIGH SCHOOL
BAND BOOSTER MINUTES ARCHIVE**

2015 BAND BOOSTER MINUTES

South County High School

Band Boosters

General Membership Meeting Minutes

Meeting date: February 3, 2015

Call to order: The February meeting of the South County High School Band Boosters Board was held on February 3, 2015. The meeting convened at 7:00 pm, President, Tracy Weaver, presiding and Secretary, Maureen Falkenstein, recording.

The meeting was called a “stock holders” meeting since the information was what the fees collected are used. Tracy started with the question: “What do Band Boosters use the money for?” A pie chart was used to show the breakdown of all money spent. The majority of the money is spent on equipment. The fee for marching band does not cover all of their costs. Transportation is usually covered by the fees. The boosters also supplement some registration fees for students. New music was bought for the tiny tots concert. There was a one time donation to TrufSoCo from the proceeds from the 5K run. There is also a \$500 scholarship given by the Band Boosters for a music major. Other expenses include insurance and maintenance of the web site.

Trying to increase the income has its challenges. The 5K run needs someone to organize, not a band member. May want to increase the sponsorship levels. Problem with fund raiser fatigue, most fund raising events are in the fall. Idea of moving some events to the spring has been considered. This may not be a good time to get people to do things as school year is winding down. Getting more corporate sponsors is a possibility. Another idea is to advertise our concerts more for more visibility and interest. Adding corporate sponsors to the web site is also a possibility. Having magnetic signs printed and used on the rental trucks for marching band and drum line competitions may be good advertising.

Band Director: Gary spoke about future needs for the music program. He said the short term needs for instruments is a euphonium, a flugel horn and bass drums. He would like to be able to schedule more clinicians to come in and do clinics with the students. The problem is that student fees are paid late so no funds available for this. The idea of a music academy was discussed. Students could come in for private lessons. This would require hiring instructors and probably subsidize lessons for students with the desire to better themselves but have a financial need. The long term need is the replacement of the band uniforms.

Tracy talked about the needs on the people side. She and Gary thanked everyone who have volunteered their time through the years. Tracy noted that at the end of this year there are a lot of families that are moving/graduating. This will put a hole in number of veteran volunteers. There needs to be a way to get new people interested in helping. Everyone needs to start thinking about next year. Another change is the way the funds from fund raising are collected and distributed. FCPS is now

handling this and there are no more student accounts. All funds are now put into a group fund that benefits all members of the group. Nominations for the board positions will be in March. We are sponsoring the AIA regional final on March 28th. Volunteers will be needed. The end of the year banquet also needs volunteers.

The meeting was adjourned at 08:50 pm.

NEXT MONTH'S MEETING: March 10, 2015

Maureen Falkenstein,
South County High School
Band Boosters, Secretary

Date of approval

South County High School

Band Boosters

Board Meeting Minutes

And

General Membership Meeting Minutes

Meeting date: April 8, 2015

Call to order: The April meeting of the South County High School Band Boosters Board was held on April 8, 2015. The meeting convened at 6:40 pm, President, Tracy Weaver, presiding and Secretary, Maureen Falkenstein, recording.

Members in attendance: Amy Heinlein, Tracy Weaver, Jennifer Bevacqua-delaConcepcion, Carla Olivia, Gloria Bragg

Approval of minutes: The January, February and March meeting minutes were approved.

Parents: There were no parents in attendance.

Band Director: Gary and Carla thanked everyone who helped with the AIA finals. The officials from AIA evidently were impressed with how we conducted the event. The current board's current term is coming to an end. Leaving members are asked to complete their continuity binders with information to be passed to the incoming board member. Following the election the new board is:

President: Jennifer Bevacqua-delaConcepcion

Treasurer: Gloria Bragg

Secretary : Maureen Falkenstein

Fundraising VP: open

Communications VP: open

The coordinator positions are:

Script: Amy Heinlein

Marching band coordinator: Amy Heinlein

Web master: open

After input from the fundraising meeting it was decided instead of having several small fundraising activities for next year there will be three main ones. The 5K run, silent auction and AIA finals would be

the main fundraisers. The possibility of adding a \$25 corporate sponsor was discussed. Most of the fundraising efforts this past year have been good as the boosters seem to be a bit more organized. Tracy and Gloria are still in transition with the county regarding the fundraising financial accounts. The memorandum of agreement is due to be signed in May.

The spring music department trip is next week. There is a special needs student going on the trip. His mother would like to be a chaperone. Gary proposed the band boosters pay half the cost of his mother's cost of the trip. Tracey seconded, the vote was unanimous.

A flugel horn will be purchased by the end of the week. Gary also purchased 2 iPads to be used in the classroom and the band boosters. A euphonium is still needed as well as new bass drums. The cost for 5 new drums is \$2,700 to \$3,500. There is \$3,000 left in the county marching band account. FCPS will only allow \$1 for every student to be in the account. The extra money would either have to be donated to the band boosters or refunded to the students. It was suggested the money be put towards the purchase of the bass drums. Tracey made a motion that Gary be able to purchase the five new bass drums through the BOA account. If this is not possible the boosters will purchase them. Jennifer seconded the motion, the vote was unanimous.

AIA Final competition: Jennifer led a discussion about the logistics of the competition and what needed to be done to make it better next year. The topics discussed included having a first aid station; starting the day with a bigger bank, possibly \$500 in singles and extra \$5's and \$10's; a dinner run for pizza and drinks since the pizza ran about 7:00pm; have more sweets later in the day as they ran out quite early; more signage; coaches and judges hospitality rooms need to be monitored more; the coaches hospitality room needed food earlier in the day; there needed to be someone to oversee each area to insure continuity between shifts and coverage.

The interest meeting for next year's marching and winter seasons is May 19 at 7:00 pm. Tables will be needed for marching band, drum line, winter guard and spirit wear.

The end of the year banquet/cook out is Saturday June 13th at Burke Lake Park.

The meeting was adjourned at 8:10pm.

NEXT MONTH'S MEETING:

Maureen Falkenstein

Date of approval

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

And

General Membership Meeting Minutes

Meeting date: May 1, 2015

Call to order: The meeting was called to order at 6:10 pm by President Tracy Weaver

Members in attendance: Gloria Bragg, Amy Heinlein, Tracy Weaver, Carla Olivo, Gary English, Maureen Falkenstein, Jennifer Bevacqua-delaConcepcion

Band Director: Gary proposed creating a new position, financial officer, to collect money, document deposits from the box in the band room, pay bills, PO's, etc. The financial officer would be responsible for all transactions involving money. This could be a volunteer position or could be a paid position. Gary agrees that all student information needs to be kept within the school environment. He has met with the finance service and comptroller for the school system. Charms needs to be the only resource for student information including their financial information. Memo of agreement to be signed by 05/31/2015.

President: Tracy thanked the members of the board for their hard work this past year. Jennifer will be president as of May 2, 2015. Tracy will be around to help with the transition.

Treasurer: Gloria and Tracy need to meet and finish the financial wrap up. Funding request towards the maintenance fee for Turf SoCo may be considered. Also a \$250 contribution was made to the Gofundme site for Ginger Ervin. Gary requested \$250 to purchase new sheet music. He also asked for \$169 to purchase the musical t shirts for the pit orchestra since they had been nominated for a Cappie. Tracy made a motion to grant his requests, Jennifer seconded it, and the vote was unanimous.

General Business: The 2015-16 open house and interest meeting will be 5/19/2015 starting at 6:30. Carla will reserve tables for MB, DL, CG and volunteers. Carla will need help making copies earlier that day. Planning meeting at Carla's house this Thursday night.

The end of year concert will be 6/9/2015. The Sousa plaque is already engraved. The Gilmore plaque has been ordered. Anne Gorman is putting together a slide show with the seniors to be in color. Carla is printing the programs. The cost of the printing is high due to the size of the paper. The concert band will be performing a piece of music as its Virginia premier. Logistics of how to highlight seniors at various times during the concert was discussed. All ensembles are to be included. Dessert will be served following the concert.

The end of year banquet will be held at Burke Lake Park on Saturday June 13 from 11:00-3:00 in shelter B. The theme is Hawaiian. The decision to hold the banquet on a weekend away from the school was

done without any input from the boosters. Discussion included logistics of how to distribute pins/letters, showing of video, whether or not to charge non-band members, food handling and safety, etc. Jennifer will meet with Bridgett to discuss.

Booster scholarship – Gayle Ostrom has not had any applicants this year. There was discussion if the requirements should be changed. Tracy suggested either dropping the requirement that the recipient not be required to major in music or make another \$500 scholarship that would not include the music major requirement. Options included requiring student to be in a high school music program for minimum of 3 years to include their senior year, exclude requirements #3 and #4 of the existing scholarship and the possibility of a needs-based scholarship. Evidently the county has the means to process the needs based component. Tracy made a motion to fund the current scholarship as is and to create a new general scholarship with modifications to include any music class. Carla O. seconded the motion, the vote was unanimous.

Twilight 5K is October 3 at 7:00 pm. Carla and Katie are currently on the board. There will be no Lorton Fourth of July parade this year due to the World Fireman games being in Fairfax County during that week. There will be an interest meeting at Carla's house May 27th since more people are needed on the committee. Most of what was done last year will be duplicated with an emphasis on corporate sponsors. Sponsor packets will be available at the interest meeting. On line registration to start June 1st? Looking at Groupon and Living Social as possible advertising avenues.

The possibility of replacing the garment bags and handers for marching band and color guard uniforms was discussed. Gary stated that the uniform company still owed us uniform bags. Hangers would need to be ordered, discussed which fund the money would come from. The need to make sure the catastrophic fund is maintained was stated.

Discussion was had on what types of funding is to be used that would spark interest in kids to participate in.

The meeting was adjourned at 7:40 pm. The meeting time for next year will remain the second Tuesday of the month. The possibility of a June meeting was discussed.

NEXT MONTH'S MEETING:

Date of approval

South County High School

Band Boosters, Secretary

Maureen Falkenstein

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: June 10, 2015

Call to order: The meeting was called to order at 6:30 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Gloria Bragg, Tracy Weaver, Jennifer delaConcepcion, Carla Olivo, Maureen Falkenstein, Gary English

Approval of minutes: The May meeting minutes were approved as submitted.

Old Business

End of year Celebration – June 13th at Burke Lake Park. People are starting to RSVP now that several reminders have been sent. The paper products and main dish will be provided by the band boosters. Contributions of drinks, side dishes and desserts are to be provided by parents.

5K Twilight Rock and Roll Run – Interest meeting today after the band booster board meeting. Need more people to seek sponsors.

Marching band items to be purchased – new garment bags and hangers need to be purchased. PO needs to be submitted to the school for approval.

Marching band uniforms dry cleaning – Amy will take the uniforms tonight and drop them off at the cleaners.

New Business

Update on new Band Director – interviews are taking place to include today. Final decision hopefully by the end of the month. Gary's last day is June 30th.

Recruiting for open board positions – VP of Communications, VP of fundraising and Middle school representative for board are still vacant. Tina Mansfield is taking on the roll of . Mandy will be coordinating tailgating.

Marching band new parents meeting – This meeting may be included with a meet and greet meeting for the new band director. This will possibly be sometime in July.

NEXT MEETING: TBD

Date of approval

Maureen Falkenstein

South County High School
Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: September 10, 2015

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl, Grant Butters.

Drum line – Grant gave a presentation of the budget for drum line. They sold the floor from last year (at a profit) and have put the money towards a new printed floor for this year. The uniforms from last year will also be sold. The person buying them would like to pay half as a down payment with the rest following after they get the uniforms. This arrangement was okayed by the board. Grant handed out a sheet with the proposed budget. This includes salaries for the staff, show design, registrations, truck and bus rentals for all competitions. Grant would like to go to Dayton this year. He proposed 2 options for transportation and lodging. The transportation options are to use a charter bus or to rent passenger vans and have chaperones share the driving. The lodging options were to stay in a hotel or stay at the YMCA. Grants' preference would be to rent the vans and stay at the YMCA. Based on a 32member ensemble the cost per member would be \$610. Grant asked if the band boosters would make a contribution to the drum line to help defray the per member cost of the trip so everyone would be able to participate. Kevin wanted to see the proposed budget for Winter Guard before any decisions are made.

AIA finals – The date is April 2nd. The 2 contenders are South County and Woodbridge for Winter Guard, percussion is at Robinson. Kevin is on the scheduling committee. The schedule is to be announced this coming Sunday.

Parents meeting – Kevin thought it went well. There was a decent turn out.

Aileen Adono-Currington nominated herself to take the position of Vice President of Communications and to coordinate the marching band banquet. Jennifer made a motion to accept the nomination, Amy seconded the motion, the vote was unanimous.

Concert band uniforms – volunteers are needed to help measure the new members and to make sure the existing members' uniforms still fit. The only difference between the middle school and high school concert band uniform is the tux jacket. There was some discussion about what to do with the extra concert band uniforms that have never been worn. It was suggested they can be sold with a few spares being kept. The idea of possibly renting uniforms to anyone enrolled in the free/reduced lunch program or not charging them for the uniform unless it is lost was also discussed. The first concert is the Symphonic Band concert on October 20th. There will be no marching band practice that day.

8th grade night – The date is October 9th. Students will come at 5:00 and tailgate with the band members for dinner. They will receive a t shirt, will warm up with their respective section and attend a welcome session in the choir room. Kevin may have a short lesson on how to march. They will march to the stadium with the band and play in the stands.

Tag day – Kevin wants everyone to know it is not mandatory to participate in tag day but it is highly encouraged. The more marching band members that participate the larger percentage of the split we receive.

There was some discussion about what to do with the marching band uniforms once the new ones are in. Kevin mentioned there are web sites where old uniforms can be listed for sale. Another suggestion he had was to offer them for sale at some football games as a keep sake for members. He has seen this done before.

The next fund raisers are the pie sale, the Twilight 5K and the silent auction at the craft fair December 5th.

Spirit wear – a flyer will be going put soon.

NEXT MEETING: October 15, 2015

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: October 15, 2015

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl, Eyleen Adoro-Currington, Grant Butters

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

Presentation of Drumline Budget 2016

Grant gave a presentation of the revised budget for drum line. The competition schedule is: Tuscarora Feb 27, Richmond March 12, TJ (at SCHS) March 19, AIA finals (at Robinson) April 2 and WGI finals at Dayton April 13 – 17th. Practices would be on Monday, Wednesday from 5:30 to 8:30 and Friday from 5:30 to 7:30 in the cafeteria. There would be two Saturday camps, one January 9 and the other February 13 from 9-5. Grant asked if the boosters would cover the \$500 cost of parts for drums to be used by drumline. Amy H. made a motion to give Grant the \$500 he needs for drum parts, Jennifer D. seconded the motion. The vote was unanimous. PO's will be needed for the equipment truck, vans to be used for transportation and the uniforms. The uniforms will be approximately \$50 per person. Jennifer brought up the possibility of the boosters subsidizing the cost of a bus for Dayton. Grant and Kevin said they would rather the boosters cover any shortfall there may be. That way they can keep the cost consistent from year to year. A payment plan of four \$145 payments was suggested with the first payment due before Thanksgiving. The payment due dates would be 11/24, 12/14, 1/11 and 2/8. Since the cost per student will be over \$300 there may have to be a voluntary fee to include the extra money. The interest meeting is tentatively scheduled for November 16th. There was a suggestion of writing a position description for the drumline coordinator. This would outline the duties and responsibilities associated with this position. Kevin said he would take care of assembling the packet for the interest meeting

Discussion Items

Senior Night Dinner – Will be at the Fireside Grill in Lorton Station. Starting time to be 7:00. Jennifer made a motion that the boosters cover the cost of the dinner for the seniors. Seconded by Amy, the vote was unanimous. The cost for each additional guest is \$25.00

Senior bio's – Amy has received only 5 so far. She will send out another reminder.

Band end of season banquet – Will be November 10 in the cafeteria. There will be a social time starting at 6:00 with the dinner starting at 6:30. There are four catering options presented by Eyleen, Paisano's, Vinny's Italian Grill, Antonelli's and Delia's Pizzeria. After reviewing all options Vinny's was chosen. They also were the only one with a true vegan option. Someone will need to get two cakes. The cost

will be \$5.00 per person with the cost for each band member being covered by the boosters. An email with an invitation form will be sent out shortly. Kevin discussed the possibility of having the band awards after VOBODA to try and shorten the length of the banquet.

The Symphonic Band concert is October 20th. There will be no marching band practice that evening.

Winter Guard AIA finals – Will be held at South County on April 2. Planning will start shortly.

Tag Day – still waiting for the final total

5K Twilight Rock and Roll Run – The preliminary numbers should be in soon.

Pie orders – due October 16.

Spirit wear – looking to offer a zippered sweat jacket, sweat pants and a cinch sack.

New uniforms – Will be purchased for next year. Jennifer to meet with Mr. Ragone to see if the school can contribute money to help offset the cost.

NEXT MEETING: November 12, 2015

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

And

General Membership Meeting Minutes

Meeting date: November 17, 2015

Call to order: The meeting was called to order by Jennifer delaConcepcion at 6:35 pm

Members in attendance: Amy Heinlein, Gloria Bragg, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The meeting minutes for the October meeting were approved.

Meeting agenda items

Gloria supplied 2 spreadsheets to review the budget. One was for the current calendar year (January 2015 to December 2015). The other was for the current booster term (May 2015 to April 2016). The calendar year spreadsheet will be used to file the taxes for 2015. Currently the balance is \$78,198.13.

Tag Day Final: The total collected for tag day to date is 16,235.00. The portion the band received is \$8,604.75, chorus received \$3,896.49 and orchestra received \$3734.13 This total collected this year is much higher than last year's total.

Marching band outstanding debt: None as this time

Drumline accounting: Since the fee is capped at \$550.00 their budget will be \$1,300 short. Grant had asked if the boosters would be able to cover the shortage. It was agreed that we would cover the gap in their budget. All the student fees will be entered into Charms. Drumline is considered and extracurricular activity. There will need to be PO's cut for the truck rentals. The commitment forms will go to Amy H. so the student and parent information can be entered into or verified in Charms. The forms will then be given to Brigid W.

Marching Band banquet: The total cost for the banquet was \$2925. The total collected from the non-member fees was \$500. The boosters will cover the \$1,000 difference after \$500 is transferred from the marching band.

Holiday Concert: Kevin will assign each section particular items to bring.

AIA Winter guard Finals: Planning will begin in January

Silent Auction: Donations from businesses and individuals are coming in.

Pie orders: The total for the pie orders was \$1,800.

Spirit wear: Getting there

Rock and Roll Twilight 5K: need to invite Carla O. and Katie L. to a meeting to follow-up on this year's race and suggestions for next year.

Marching band uniforms: Jennifer is to meet with Matt Ragone to inquire about the school contributing to the cost of new uniforms.

Fundraising: Kevin would like to explore the possibility of hosting a marching band competition next year.

NEXT MONTH'S MEETING: December 10, 2015

Date of approval

South County High School

Band Boosters, Secretary

2016 BAND BOOSTER MINUTES

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: January 12, 2016

Call to order: The meeting was called to order at 6:30 pm by Jennifer delaConcepcion.

Members in attendance: Kevin Engdahl, Amy Heinlein, Gloria Bragg, Maureen Falkenstein

Approval of minutes: The November meeting minutes were approved.

Review of Booster budget: Gloria B gave an accounting of the boosters' budget. It was noted the total did not include money that had not been transferred from Charms for the band banquet. Kevin E is to check if there is any outstanding debt from student fees, he does not believe there is any at this time. If he does find a student is delinquent the amount will be noted on the students account for the school.

Drumline Accounting: Amy H says it is going well. There have been two payments with the third due shortly. There needs to be a meeting to include Grant B, Brigid W, Kevin E, Amy H and Jennifer D. A parents meeting about Dayton also needs to be scheduled.

AIA Finals: Planning needs to start to be done. A meeting with the winter guard parents needs to be scheduled since there will be many parents help needed.

Silent auction: The total amount collected was \$2,500. It was decided to donate \$500 to ANGP.

Band scholarship: Last year Gary E suggested a second \$500 scholarship be added that did not include the requirement that the recipient be music major. Upon discussion it was decided that the existing band scholarship requirements would be amended instead of adding a second scholarship. The discussion was to remove the music major requirement and replace it with the requirement that the recipient participated in a high school music program for four years. Kevin E is to make the revisions.

Board positions for next year: After asking all the current board members who are considering running for their positions again it was determined that Gloria B would be stepping down as treasurer. Amy H said she would consider retaining the title of Vice President of Operations but allow her future successor Charlene to manage the day to day operations. The Vice President of Fundraising position is still vacant.

Other items: Super Saturday will be an all-day music rehearsal on January 23. There is the need for donations of water, snacks and someone to get and deliver lunch. There will be the opportunity to sign up in Charms.

Adjournment: The meeting was adjourned at 7:15.

NEXT MONTH'S MEETING: February 11, 2016

Date of approval:

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: March 8, 2016

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Gloria Bragg, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The February meeting minutes were approved as submitted.

Items for discussion:

Booster budget currently has \$63,000. There are some marching band students who still owe fees from the fall. There are also some drumline students who have not paid the full fee. The budget from drumline is \$15,300.

Marching band uniforms: The company will be at the school next Thursday from 11:30 to 1:30 to measure the students and to sign the contract.

Drumline updates: A packet went out to parents with information about Dayton. A contribution of \$45 to cover the cost of food is being asked. A plan is being formulated on how to fit all the people, luggage and equipment in the truck/van. There was no PO for the truck for the last competition. Boosters will need to cover the cost since PO's cannot be generated after the fact. Gas cards will also be needed. Charms money can't be used to buy these. If parents want to purchase them, they can be reimbursed.

AIA Winter Guard Finals: Cash will be needed for change to start the day. Starbucks is donating coffee. Need to check to make sure the cooler in the cafeteria can be used.

Spirit wear: Band spirit wear orders are ready to be submitted.

5K status for future: Someone will be needed to organize this. In order to go forward all the logistics will need to be disclosed. An invitation will be sent to Katie and Carla to attend the next board meeting to discuss this.

Band interest meeting: The meeting will be held April 20th at 7:00.

Board positions for next year: Eyleen has resigned as the VP of communications for personal reasons. The position of treasurer will need to be filled. The other positions that need to be filled are the VP of Communications and Marching Band coordinator. A debrief about last years' marching band season is being planned. This meeting will include Jennifer, Amy, Maureen, Tina, Mandy and Charlene.

End of year: Jazz ensemble is June 3rd; Concert band concert is June 7.

Other: Mr. Pflugrath stated the school has no money to contribute towards band uniforms this school year. He will see if they can do something for next school year.

NEXT MEETING: April 14, 2016

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: April 19, 2016

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Guests: Carla Olivo, Katie Lord

Approval of minutes: The March meeting minutes were approved as submitted.

Items for discussion:

5K discussion: Carla and Katie discussed the things they saw that did not make the race as much of a success as it could have been. The weather did play a part but not entirely. There were several conflicting activities such as a football game being the same day, cross country having a similar event the following weekend. There was also not enough man power contributed to thing not going smoothly.

Suggestions: Having the race in the morning like other races; starting to recruit volunteers by the end of the school year; following up with sponsors after packets have been distributed. Carla will provide a list of duties that need to be done, some start in June. A committee should be formed so the majority of the duties do not fall on the race coordinator and marketing coordinator.

AIA Winter Guard Finals: The feedback from the participants was mostly positive. The final amount cleared was over \$9,000. There was some damage done to the wrestling room mats, awaiting final assessment. Some classrooms were not left in the best condition. If allowed to host again would not use classrooms and would not use wrestling room or possibly station someone at entrance so carts is not taken onto the mats.

Spirit wear: Items are in and will be distributed at the interest meeting. Need a parent to volunteer to coordinate for the fall.

Uniform status: Same as before. The old uniforms will need to be cleaned.

Interest meeting: April 20th at 7:00. Advance copy of info packet handed out and reviewed. End of year slide show and senior gift done at the last concert discussed.

Board positions for next year: The position of treasurer will need to be filled. The other positions that need to be filled are the VP of Communications and VP of fund raising. A debrief about last years' marching band season is being planned. This meeting will include Jennifer, Amy, Maureen, Tina, Mandy and Charlene.

End of year: Jazz ensemble is June 3rd; Concert band concert is June 7.

Adjournment: 7:40 pm.

NEXT MEETING: May 12, 2016

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: May 17, 2016

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Gloria Bragg, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The April meeting minutes were approved as submitted.

Items for discussion:

Review of Charms and Booster Budget

Outstanding student debt: Three students are in arrears with marching band or drum line fees. Kevin will send notifications.

EOF money: The form has been submitted for EOF students. The school will deposit money into Charms.

Outstanding expenses: Money for the drumline coaches gift, guard staff salaries, uniform cleaning, show design fee for Grant.

Charms balance: Approximately \$8500 balance currently. The total must be less than a dollar per student by end of year.

Year end close: July 1 is the date to have the accounts closed for this year. Checks are coming in now for next years' marching band. Don't want to keep checks until July, so they will be deposited in booster account then boosters will deposit money into Charms. A log of who has paid will be kept to reconcile everything. No eighth graders can be added until after July 1.

Transition of treasurer: Lori Barbour will be treasurer. She will need Charms access, Gloria will mentor her.

Drumline and Winter Guard: Everything is okay with the final accounting.

Uniform status: No update. Hopefully uniforms will be in before start of band camp and group picture.

End of year items: Jennifer is taking care of gifts, bios and slide show.

Parent meeting: On calendar for May 24th, will push to after Spring concert. It will be a review of the past year and preview of the coming year. Hope to interest parents in volunteering.

Board positions for 2016-2017 school year

President – Jennifer delaConcepcion

VP of Operations – Amy Heinlein

Secretary – Maureen Falkenstein

Treasurer – Lori Barbour

VP of Fundraising – Vacant

VP of Communications – Vacant

Roles filled

Marching Band Coordinator – Amy Heinlein

Volunteer Coordinator – Tina Mansfield

Roles to be filled

Tailgate coordinator: Will ask Mandy Hamilton

Senior banquet: Thursday Nov 3rd at Fireside Grill

Senior night snacks & posters: Friday Nov 4th: Will ask Brigid to do posters

Middle school night

Marching band banquet

Silent auction at SCHS Holiday Craft Fair

5K Race Coordinator: Race is October 15th needs someone to start now

NEXT MEETING: June 9, 2016

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: September 8, 2016

Call to order: The meeting was called to order at 6:40 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The May meeting minutes were approved as submitted.

Review Charms and Booster Budget: The current balance is \$49,542. We owe Charms \$26,665 for marching band fees. The balance will be \$22,877. Most students have paid their fees. The Charms account will be used to pay for the busses and gas for the rental truck. Lori does not have access to Charms yet. The t shirt order payment will need to be split since the parents paid for theirs and the students is included in their fee.

Items for discussion:

Fundraising: Tag day September 17. Kevin will encourage students to participate. Jennifer and Lori will be the money counters. Pie sales, need to know who is responsible for organization. Silent auction, need to start soliciting for donations including big ticket items and baskets to put items in.

Parent meeting: Monday September 19th at 6:30.

Uniform status: One member still needs to be fitted. The new plume case is too small, larger one will be ordered. May donate old uniforms to a school in West Virginia affected by the floods.

Board positions for 2016-2017 school year:

- President – Jennifer DelaConcepcion
- Vice President of Operations – Amy Heinlein
- Secretary – Maureen Falkenstein
- Treasurer – Lori Barbour
- Vice President of Fundraising – Vacant
- Vice President of Communications – Vacant

Parent volunteers and Event logistics:

- Tailgate coordinator – Mandy Hamilton
- Volunteer coordinator – Tina Mansfield
- Senior Banquet – Thursday, November 3rd – Vacant, looking for options since Fireside Grill closed.

First choice is Blu 1861 in Occoquan

- Senior Night – Friday November 4th
- Parent reception coordinator – Cheryl Austin
- Senior posters – Brigid Williams
- Middle School Night- Linda Clark

Marching Band banquet – Kimberly Watson catered by Dehlia’s again. Looking at charging per family.

Other items:

AIA Winter Guard Finals: Kevin is meeting with the board this coming Sunday. He should know then if we are chosen to host. Finals are April 1st, 2017.

Twilight 5K: Taking a break this year. Will start organizing next year.

Patrons’ donations: Revisit advertising for patron donations, will need to decide what the return is for the different levels.

Kevin: Stipend for conference in Chicago, approved.

Spring trip: Nashville, TN. May be the same weekend as one of the drumline competitions.

The meeting was adjourned at 7:30

NEXT MEETING: October 13, 2016

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: October 13, 2016

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

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

Drum Line: Grant was supposed to present but was unable. Kevin said the cost will be similar to last year, no more than \$600.00. The boosters will be asked to cover some of the costs. The floor and props from last year have not been sold yet. Auditions will be the second or third week of November with possibly having one rehearsal before Thanksgiving break. The rehearsal schedule will be the same as last year, Monday and Friday from 5:00 to 8:00 pm, Wednesday from 5:30 to 7:30 pm.

Review Charms and Booster Budget: The current balance is \$22,215.60. There are still a few students who have paid their marching band fee in full. There are also a few who are the reduced/free fee. The parents who had overpaid have been reimbursed. Lori supplied a balance sheet. The balance does not include the \$1,200 check for the floor winter guard is purchasing from Yorktown HS.

Items for discussion:

Fundraising: Tag Day – to date approximately \$18,000 has been raised with money still trickling in. Pie Sales- order to be submitted. Karen Linehan needs help to distribute the pies when they come in. Students can help and get hours.

Squisitos – October 27th, flier sent out through Charms, must bring it for band to get credit.

Silent Auction – will need one or two parents to coordinate, Kevin has some names in mind and will reach out to them. Donations are also needed.

Uniform status: Kevin to ask students how many of them the lining has ripped in their uniform. The company may need to be contacted for a solution.

Events:

Senior banquet – November 3rd at Blu 1861 in Occquan from 6:30 to 9:30 pm. Invitations need to be sent out with RSVP by 10/27. The cost is \$30.00 per family member with the students' cost being covered by the band boosters. The ballpark figure is 45 people. There are still some seniors who have not submitted their scripts.

Senior night – Friday November 4th. Cheryl Austin is coordinating the parent reception before the game, Brigid Williams has done the posters and will have them laminated. Kevin will ask choir director if choir room can be used instead of orchestra room since there will be so many people.

Marching band banquet – November 16th from 6:00 to 9:00 pm in the cafeteria. Kimberly Watson is coordinating, Amy will get the cakes. The cost will be \$5.00 per family member, the booster will cover the cost of the students. Checking with Squisito's about catering.

Other items:

Middle school t shirts – need to order more as the supply is getting low. These can be ordered now since the design is a generic one. Not sure who did the last ones since they were ordered a few years ago.

JUM Parade of Champions – Amy has gotten meal vouchers to eliminate standing in line. They do need to be picked up that day at D hub. Will get someone to do this.

The meeting was adjourned at 7:30

NEXT MEETING: November 10, 2016

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: November 17, 2016

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The October meeting minutes were approved as submitted.

Review Charms and Booster Budget: The current available balance is \$16,788.36 which does not include money owed for pies. Most students have paid their fees. The few students who have not paid or paid in full will be brought to Kevin's attention. All accounts were reviewed for accuracy. It was decided that Lori would document fees paid for drum line and winter guard. These fees will need to be deposited into the Charms account.

Items for discussion:

Fundraising: The total raised for tag day was \$19,966.70. The band will received 45% of the total. The total profit for the pie sales was approximately \$1,000. The total raised from Squisitos was \$485.00.

Uniform status: The old uniforms have not been sold/donated yet. One school that was interested declined after seeing the blue on the uniforms.

Silent Auction: There are three coordinators for the silent auction, heather Cooper, Nicole Zchetto and Katie Mancini.

Other items:

Board position: Jennifer suggested the position of VP of Fund raising be offered to Kathy Hadid.

The meeting was adjourned at 7:30

NEXT MEETING: December 8, 2016

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

2017 BAND BOOSTER MINUTES

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: January 23, 2017

Call to order: The meeting was called to order at 6:30 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

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

Review Charms and Booster Budget: The current balance is \$18,400. The matter of SCC being reinstated for Virginia is settled. Kevin will contact BB and T about fraud alert. The silent auction took in \$2442; the raffle took in \$553 with \$900 being donated to the ANGP.

Drumline - A show shirt design needs to be submitted. Will check with Grant about getting the order in.

AIA Finals – An email will be sent soon to the parents. Kevin will set up a sign-up genius with volunteer slots and for food donation.

Items for discussion:

Fundraising – The forms for the dessert fundraiser will be in soon. There was discussion of possibly another fundraiser night at Squistos or possibly Chipotle.

Guard equipment – Sam submitted a list of equipment guard is in need of. The list includes, flag and weapon bags, rifles and sabers. The board agreed to cover the cost of everything.

Board positions: VP of fundraising – Valerie Hadeed is interested. VP of Communications – Heather Cooper may be approached. So far this year we have raised \$11,500.

Other items:

Middle school shirts – need to have some printed.

Kevin asked for 2 checks; one to SCMS for \$170 for drum line for rehearsal space. The other to Powhatan for inside practice space between regular and finals for \$120.

5K need to start to organize.

The meeting was adjourned at 7:35

NEXT MEETING: February 9, 2017

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: March 13, 2017

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The January meeting minutes were approved as submitted.

Review Charms and Booster Budget: The current balance is \$15,950. Lori has a list of students haven't paid their fees. Lori was under the impression taxes didn't need to be paid until May. She now thinks they may need to be paid in March and will do further investigation. The bill for drum line t shirts needs to be paid from Charms. Jennifer will get Kevin the amount for the parent shirts so it can be subtracted from the total. Same needs to be done for winter guard shirts, Maureen will provide the parent shirt amount.

Items for discussion:

Fundraising: So far this year approximately \$15,000 has been raised through various fundraising events.

Charms: Charms will no longer be used after the end of this school year. The school will be responsible for all student fees. The band boosters will more than likely create a gmail account and use google calendar since they are user friendly.

The guard equipment that was ordered has been delivered.

Board positions for 2017-2018 school year:

President – Vacant

Vice President of Operations – Vacant

Secretary – Maureen Falkenstein

Treasurer – Lori Barbour

Vice President of Fundraising – Vacant

Vice President of Communications – Vacant

Kevin will be contacting various parents to inquire if they would be interested in serving on the board. Cheryl Austin has been managing the new web site. The suggestion of adding paypal to the web site to make it easier for anyone to donate was discussed.

Other items:

AIA Winter Guard Finals: Finals are April 1st, 2017. Friday night will be used to set up the floor and post signs. A few changes have been made after last year. The units will be in the hallways not in any classrooms. The wrestling room will not be used. The bubble will be split in half. One half will be for

equipment warmup, the other half will be for floor folding. Kevin created a sign up genius for volunteers. Jennifer will create one for food donations and Maureen will create one for the hospitality room for the instructors. Kevin would like to have a volunteer meeting the week of the competition on Monday or Tuesday. The choir room will be the judges' room; the media room will be the hospitality room. Guard will be able to use the black box to prepare. Drum line will be responsible for food for the judges.

The meeting was adjourned at 7:30

NEXT MEETING: April 13,2017

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: May 9, 2017

Call to order: The meeting was called to order at 6:35 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl

Approval of minutes: The April meeting minutes were approved as submitted.

Review Charms and Booster Budget: The booster account balance as of 4/28/17 is \$24,727.35. Lori distributed the list of receipts needed to reconcile the credit card. The fundraiser at Chipotle netted \$1006. The balance in the Charms account as of 4/30/17 is \$19,931.45

Drumline: There are still some students who have not paid the whole fee and the extra \$30.00 fee for Dayton. The list was sent to Jennifer and Amy. Kevin given copy of list and will need to follow up. The drumline banquet is scheduled for May 20th.

Winter Guard: There are still some students who have not paid the full fee. Kevin was given a copy of the list and will need to follow up.

Items for discussion:

Board positions for 2017-2018 school year:

President – Maureen Falkenstein

Vice President of Operations – Vacant

Secretary – proposed Nicole Britel

Treasurer – Lori Barbour

Vice President of Fundraising – proposed Valeria Hadid

Vice President of Communications – proposed Heather Cooper

Kevin will follow up with proposed candidates.

Parent volunteers and Event logistics:

Tailgate coordinator – Mandy Hamilton

Volunteer coordinator – Tina Mansfield

Middle school night t shirts: Fifty of each size should be ordered to replenish supply.

Other items:

Jennifer brought items from her garage to be stored in the band closet. They include banners from AIA finals and spirit wear items that can be sold this year.

The new state incorporation documents are due 6/30/17.

The meeting was adjourned at 7:40

NEXT MEETING: June 8,2017

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary

South County High School

Band Boosters

Board Meeting Minutes

Meeting date: June 13, 2017

Call to order: The meeting was called to order at 6:45 by President Jennifer delaConcepcion.

Members in attendance: Amy Heinlein, Lori Barbour, Jennifer delaConcepcion, Maureen Falkenstein, Kevin Engdahl, Valerie Hadid, Heather Cooper, Cheryl Austin

Approval of minutes: The May meeting minutes were approved as submitted.

Review Charms and Booster Budget: The current booster balance is \$22,664. The financial piece of Charms will not be used for the next school year. The county will be responsible for all fees collected. There may still need to be a MOA, Kevin will check. The Charms account will still need to be closed at the end of this school year. Charms will still be used for communications. Kevin needs to make sure the alumni info is still in Charms.

Items for discussion:

Fundraising: Since there is a VP of fundraising this next year will try and advertise the patron fund again. Donations would be tax deductible with the possibility of donating electronically. Will need to decide what the return is for the different levels. Jennifer had spreadsheets showing fundraising events for the past three years to show what has been raised.

AIA: The final amount we received was \$9,000. Next year SoCo will host a competition and the Drumline finals.

The t shirts for middle school night will be ordered before the end of the year.

Board positions for 2017-2018 school year:

- President – Maureen Falkenstein
- Vice President of Operations – Vacant
- Secretary – Cheryl Austin
- Treasurer – Lori Barbour
- Vice President of Fundraising – Valerie Hadeed
- Vice President of Communications – Heather Cooper

Jennifer has written the job descriptions of all board positions. She will send them to everyone.

Twilight 5K: Carla and Katie had interest meeting. Several people have expressed interest in helping. Students will be canvassing businesses.

People who will be helping next school year:

Charlene – marching band uniforms and programs
Kim Paine – pictures and fills in when needed
Tina Mansfield – volunteer coordinator
Mandy Hamilton – tailgate coordinator
Tammy Schneider – senior gifts
Carla Olivo – senior bios
Chris Walton – tag day

The band web page and Facebook page will be maintained. Will investigate adding box to donate electronically to web page. Will need to have check box to designate if donations are for tag day or patron fund.

Suggestion made for board members to send email containing everyone's cell number. Heather will distribute.

NEXT MEETING: To be determined

Date of approval

Maureen Falkenstein

South County High School

Band Boosters, Secretary