

MEETING MINUTES

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| Meeting/Project Name: | 4 th Annual Tallwood High School Marching Band Invitational | | |
| Date of Meeting: | October 4, 2016 | Time: | 6:00 p.m. – 7:30 p.m. |
| Minutes Prepared By: | Elaine Munson | Location: | Tallwood High School |
| 1. Meeting Objective | | | |
| Event Planning | | | |
| 2. Attendees | | | |
| Board Members: Tim Rossettini (Band Director), Micole Aristy (President), Becky Taber (Vice President), Sherry Carpenter (Treasurer), Mike Episcopo (Secretary) | | | |
| Department Heads: Elaine Munson (Uniform) | | | |
| Guest: Katie Baynor, Jen Bailey | | | |
| 3. Agenda and Notes, Decisions, Issues | | | |
| Topic | Discussion | | |
| Schedule | <p>Tim Rossettini point of contact State Marching Assessment, Landstown High School 9:00 am: Marching Lions depart Tallwood High School 1:15 pm: Marching Lions perform 1:30 pm: Marching Lions return to THS Drum Majors Tristen Dodd and Micaela Berry stay for awards Chaperone/Driver: ???</p> <p>Instruments and uniforms stowed Marching Lions at assigned duties 3:30 pm: bands warm-up 3:45 pm: general entrance gate open 3:45 pm: concessions open</p> | | |
| Human Resource | <p>Band students Alumni Katie Baynor: announcer/press box Parents Community Military (Jen Bailey)</p> | | |
| Volunteer Positions (excluding positions assigned to Marching Lions) | <p>Tim Rossettini and Micole Aristy point of contact Event set-up Announcers Stage set-up Runners Registration Hospitality \$1 Money Makers Event clean-up Etc.</p> | | |
| Budget | <p>Tim Rossettini and Sherry Carpenter point of contact Proceeds from registration fees from high school bands Goal: “ledger entry in the black” before October 29, 2016 free and/or discounted rate/price Big Ticket Items: light rental, concession items, security, custodial, judges</p> | | |
| Judges | Payer: THSBB | | |

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| | <p>Fee: \$650 \$50 gift card for ??? Transportation: VBODA Accommodations: @\$85 per night Driver for Stephen Howard: ???</p> |
| Videographer | <p>Stephanie Saunders' husband? Mark Weko? Equipment Supplies</p> |
| Lighting | <p>Payer: THSBB Mike Episcopo point of contact <i>Herc Rental</i> 4-light towers; location: driver's/rehearsal, grass, bus, Lions Way (general & bus/pit parking)</p> |
| Concession | <p>Payer: THSBB Mark and Amanda Romano point of contact Contributions and Donations: sponsors, vendors, community, and parents Total number of patrons; account for Gloucester HS 8th grade students Pre-order? ONLY <i>Pepsi</i> products (Aquafina, Gatorade, Starbucks, etc.) List of items to be sold and price per item Potential vendor: <i>Chanello Pizza</i> Micole Aritsy point of contact for candy Elaine Munson point of contact for Filipino food Added menu items: pancit and lumpia meal = 2-lumpia rolls and serving spoonful of pancit in a Styrofoam container</p> |
| Food and Beverage | <p>Becky Taber <i>Wawa</i> point of contact Contributions and Donations: sponsors, vendors, community, and parents Supplier: donations (parents, vendors), purchase ONLY <i>Pepsi</i> products 15-directors: dinner, snacks, beverage and supplies provided by <i>Wawa</i></p> |
| Food Stations | <p>Judges & announcer/press box Bus drivers Directors Volunteers Marching Lions</p> |
| Hydration | <p>Becky Taber <i>Wawa</i> point of contact Supplier: THSBB water coolers, cups provided by <i>Wawa</i> Location and supplies: greens between general entrance gate and bleachers; greens between back gate and bleachers</p> |
| Tents (3) | <p>Supplier: ??? Purpose and Location: first aid (general entrance gate), directors (back gate), bus drivers (driver's/band rehearsal lot)</p> |
| First Aid Stations | <p>Jen Bailey point of contact United States military corpsmen Virginia Beach Emergency Medical Service</p> |
| Table Decorations | <p>Becky Taber point of contact Supplier (on loan): Sherry Carpenter Announcer/press box Judges dining Awards/trophies</p> |
| Trophies | <p>Becky Taber point of contact Missy Wade-information resource Categories</p> |

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| | Supplier Virginia Beach Public Schools Superintendent to present |
| Signage | Jen Bailey point of contact Print vendor: family member in Eastern North Carolina Delivery: Jen Bailey's father Turnover: 3 – 4 days Sponsors Banners to hang on fence Business cards used for graphics |
| Advertisement | Micole Aristy point of contact Flyers/Order Forms: sizes and respective price for inclusion in program |
| Traffic and Parking | Mike Episcopo point of contact Signs: buses, pit trucks and trailers, privately-owned vehicles (POV) Use "Festival of Music" signage Barrier: cones, rope Reflective safety vests Parking diagram Overflow parking due to Tallwood High School homecoming dance (7:00 pm – 9:00 pm) |
| Grounds (athletic field) | <u>PIT</u> Mike Episcopo point of contact Sideline 45-50-45 yard marks Options: lay 4 to 6 wood boards or billboard fabric (14'x48') <u>FIELD</u> Markings Cans spray paint white |
| Logistics | Tim Rossettini and Katie Baynor point of contact Procedure: registration Stamp hand with BINGO dauber: directors, staff, students, bus drivers, volunteers Directions |
| Marching Route for Band | Tim Rossettini point of contact |
| Bake Sale | Stephanie Saunders point of contact for color guard |
| Apparel Sale | Elaine Munson point of contact \$05=t-shirt \$20=hoodie \$20=jacket \$10=ball cap \$01=neck scarf |
| \$1 Money Makers | Air Grams: "censor proofer" 50/50 Raffle Photograph on Throne Chair: photographer Email? Polaroid? |
| Staging Area for All Supplies and Inventory | Tallwood High School band 1 st floor storage room |
| Other Business / Public Comment | <ul style="list-style-type: none"> • Button maker-Mr. Shue • School closing and Event cancellation • THSBB President binder contents pertinent to Tallwood Invitational • Event insurance: \$1,500 for \$20,000 policy • Virginia Beach Public Schools administration scheduled all Friday and Saturday events and games to Thursday, October 6, 2016 • Band students financial statements-October 14, 2016 • Senior Regional Orchestra auditions-October 24, 2016 |

- Tim Rossettini asked if there was any other business, comments, items. None were heard. The meeting was adjourned at 7:28 pm.

4. Action Items

| Action | Assigned | Due Date | Status |
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| 1 | Tim Rossettini email Jen Bailey 2015 program, letters, judges' biographies, schedule for band (warm-up, staging, performance), band profile and show theme | | |
| 2 | Tim Rossettini email Becky Taber trophy categories | | |
| 3 | Tim Rossettini email bands for count of concession patrons | | |
| 4 | Tim Rossettini borrow from Tallwood High School reflective safety vests for traffic crew | | |
| 5 | Tim Rossettini ask Tallwood High School faculty and staff to volunteer | | |
| 6 | Tim Rossettini discuss with Ben Carr adding link for "Shout Outs" using <i>Charms</i> | | |
| 7 | Tim Rossettini and Micole Aristy set final date for agenda | | |
| 8 | Katie Baynor <i>Facebook</i> Marching Lions alumni for volunteers | | |
| 9 | Micole Aristy email Becky Taber Tallwood High School letter for donations | | |
| 10 | Micole Aristy adjust price per size for advertisement in program | | |
| 11 | Micole Aristy research location and rate of hotel accommodation | | |
| 12 | Micole Aristy email students' parents to volunteer | | |
| 13 | Micole Aristy email students' parents to donate concession items | | |
| 14 | Micole Aristy email students' parents to donate potluck meals | | |
| 15 | Micole Aristy email Christina Hall for volunteer sign-up | | |
| 16 | Becky Taber contact Wawa to order food and beverage items | | |
| 17 | Jen Bailey recruit military personnel to volunteer in first aid station | | |
| 18 | Jen Bailey research vendor (family member) to created and provide signage for sponsors | | |
| 19 | Jen Bailey create program | | |
| 20 | Mark and Amanda Romano provide list of concession items and price | | |
| 21 | Sherry Carpenter contact Jeanne Dodd for 2015 Tallwood Invitational ledger | | |
| 22 | Elaine Munson check Tallwood High School band storage rooms inventory for paint (can spray), BINGO daubers, signs (corrugated plastic double sided with wire stakes) | | |
| 23 | Elaine Munson research vendors and prices for pancit and lumpia | | |
| 24 | Elaine Munson provide <i>SignUp Genius</i> volunteer sheet for parking and traffic and apparel sale | | |
| 25 | Mike Episcopo print and deliver Tallwood High School letter for donation to <i>Ryder</i> and <i>Herc Rentals</i> | | |
| 26 | Print and attach to corrugated plastic signs for traffic | | |