



MEETING MINUTES (2016 October 20)

Meeting/Project Name: 4 th Annual Tallwood High School Marching Band Invitational	
Date of Meeting: October 20, 2016	Time: 7:00 p.m. – 8:30 p.m.
Minutes Prepared By: Elaine Munson	Location: Tallwood High School
1. Meeting Objective	
Follow-Up	
2. Attendees	
Board Members: Tim Rossettini (Band Director), Micole Aristy (President), Becky Taber (Vice President), Davida Wright (Vice President—Fund Raising), Mike Episcopo (Secretary)	
Department Head: Elaine Munson (Uniform)	
Guests: Jen Bailey, Sandi Music, Susan Killian	
3. Agenda and Notes, Decisions, Issues	
Topic	Discussion
Money	Sherry Carpenter point of contact Upfront to pay vendors: <ul style="list-style-type: none"> • Flowers • Filipino meal Three (3) separate “boxes”: <ul style="list-style-type: none"> • Gate; 50/50 • Concession • Apparel & Bake Goods & Air Grams
Flowers	34-Seniors Tradition: Parents of Seniors partake in assembling Thursday, 27 October: assemble corsages/boutonnieres Idea: staple to stem of corsages/boutonnieres ribbons ??? Carnations: <ul style="list-style-type: none"> • Ordered • Pick up: Thursday, 27 October Ferns: order Ribbons [purple (inventory) & gold (purchase)] ?Glitter spray? Design:  
Judge	Travel from Landstown High School to Tallwood High School
State Assessment	Marching Lions: 11:30 am - dress 12:00 pm - warm up 12:30 pm - stage 12:45 pm - perform
Invitational (Exhibition)	Marching Lions:

	8:15 pm – dress 8:45 pm – warm up 9:15 pm - stage 9:30 pm - perform
<i>Wawa</i>	Request must be submitted to corporate office
Volunteers	2:00 pm—Everyone must be at Tallwood High School <ul style="list-style-type: none"> • Final set up • Greet early arrivals • At assigned “posts” Davida Wright: apparel & traffic/parking Marching Lions Family: Saturday: email to be sent to Marching Lions Family asking for volunteers Jen Bailey point of contact Virginia Beach Emergency Medical Service Ambulance United States military personnel: community service <ul style="list-style-type: none"> ○ First Aid station (5-corpsmen) ○ National Anthem (3:45 pm) ○ Traffic & Parking Registration: Missy Wade & Sherry Carpenter Entrance Gate: Ramon & Lisa Villa Hydration: Micole Aristy Concessions: husband of Micole Aristy, Becky Tabor, Nan Mitchell, Christina Hall
Set Up	<u>FRIDAY</u> Tallwood High School parking lots: <ul style="list-style-type: none"> ○ clear—empty of vehicles ○ sectioned off <u>SATURDAY (8:00 am)</u> Hospitality Trophies Traffic & Parking Registration Entrance Gate Concession
Grounds (athletic field)	<u>BACK GATE</u> Mike Episcopo point of contact lay 4 to 6 wood boards (14’x48’) (stored in CONEX box) <u>FIELD</u> Students Markings Cans spray paint white
Tents (3)	Locations: <ul style="list-style-type: none"> ○ Buses & Pit Trucks/Trailers ○ Field (volunteers & students) ○ First Aid Sources: <ul style="list-style-type: none"> ○ Tim Rossettini ○ Davida Wright ○ ???
Decorations	Locations: <ul style="list-style-type: none"> ○ Awards table ○ Hospitality

	<p>Sources:</p> <ul style="list-style-type: none"> ○ 2nd floor storage inventory ○ Sherry Carpenter's daughter's wedding
Awards	<p>Trophies:</p> <ul style="list-style-type: none"> ○ Becky Tabor ○ Friday, 21 October ○ Pick up: 10:00 am ○ Store 2nd floor storage <p>Two (2) tables Ceremony: 9:45 pm</p>
Hospitality	<p>Locations:</p> <ul style="list-style-type: none"> ○ Judges: room 300 ○ Buses & Pit Trucks/Trailers ○ Field (volunteers & students) ○ Directors & Press Box <p>Approved by Tallwood HS Head Custodian Mike Williams:</p> <ul style="list-style-type: none"> ○ Tables (4) ○ Chairs (8) ○ Students to transport & set up ○ Location: concrete between concession & track
Van Vendors	<p>Cotton Candy: Susan Killian</p> <ul style="list-style-type: none"> ○ Machine rental = \$75/6-hours ○ Sugar (Costco) = \$3 ○ Total upfront cost = \$150 <p>Funnel Cake Kona Ice Location: parking lot in front of gate entrance OR grass area next to fence</p>
Food	<p>Donations:</p> <ul style="list-style-type: none"> ○ Drop off (Saturday, 29 October) ○ Storage
Concessions	<p>Price adjustments: Amanda Romano Grills (4-6): concession, Tallwood High School, Micole Aristy, ??? Pre-cook burgers (volunteers) Filipino meal:</p> <ul style="list-style-type: none"> ○ Lumpia = \$0.50/roll ○ Pancit = \$45/large tray ○ 1 lb. Paper food tray = \$6.99/pack (250/pack) ○ http://www.webrestaurantstore.com/southern-champion-417-200-2-lb-red-check-paper-food-tray-250-pack/999200RC%20%20%20%20250.html ○ La Choy Sweet and Sour/Duck Sauce = \$1.62/10 oz. bottle (Wal-Mart)
Signage	<p>"Quiet" Bake Sale: inventory Traffic & Parking: completed</p>
Traffic & Parking	<p>Approved by Tallwood HS Head Security Warren Basket:</p> <ul style="list-style-type: none"> ○ Vests (location: security office) ○ Cones (location: stairwell to 2nd floor storage/book/mechanical rooms) <p>Walkie Talkies: test & batteries Lights: confirmed</p>
Money Makers:	<p>Cinch sacks for money carried by students</p> <ul style="list-style-type: none"> ○ 50/50 Raffle ○ Donations
Program	<p>Shade of purple paper (cover sheet): Davida Wright</p>

	White paper/black ink (inside): Tallwood High School Copying: Jen Bailey Details: Tim Rossettini 3:00 pm: gates open 4:00 pm: 1 st band performs Photograph of Marching Lions: external USB flash drive (Elaine Munson)
Advertisement Shout Outs	Order form Distribution
Clean Up	Tallwood High School MUST be "spic & span"
Event Insurance	Wednesday, 26 October Check weather Decision to be made
Access into Tallwood High School buildings	NO admittance Exception: authorized VBCPS badge holders
Other Business / Public Comment	<ul style="list-style-type: none"> • Friday, 28 October <ul style="list-style-type: none"> ✓ Marching Lions sit at end of bleachers closest to back gate ✓ <u>PEP</u>: load truck after performance • Homecoming dance: location: Tallwood High School cafeteria • Virginia Honor Band = Superior in both Marching AND Concert Bands • Marching Lions schedule: Veteran's Day Parade; Tallwood High School varsity football playoff games • Tim Rossettini asked if there was any other business, comments, items. None were heard. The meeting was adjourned at 8:34 pm.

4. Action Items

Action	Assigned	Due Date	Status
1	Tim Rossettini print order forms for advertisement & shout outs		
2	Tim Rossettini distribute to students order forms for advertisement & shout outs	25 OCT	
3	Davida Wright provide ream of shade of purple paper		
4	Tim Rossettini email Jen Bailey 2016 program, letters, judges' biographies, schedule for band (warm-up, staging, performance), band profile & show theme		
5	Elaine Munson provide to Jen Bailey external USB flash drive re: group photograph of Marching Lions	19 OCT	Completed
6	Jen Bailey copy ?500? programs		
7	Elaine Munson put cinch sacks in 1 st floor storage	19 OCT	Completed
8	Elaine Munson ask Warren Basket to borrow security vests & cones	20 OCT	Completed Approved
9	Mike Episcopo test walkie talkies		
10	"Quiet" sign created		
11	Davida Wright signage		Completed
12	Signage attach to corrugated plastic signs		
13	Amanda Romano adjust concession price list		
14	Elaine Munson, Tim Rossettini & Sherry Carpenter discuss budget & quantity re: Filipino meal	21 OCT	Completed
15	Sherry Carpenter issue check for Filipino meal		
16	Tim Rossettini decision re: van vendors	21 OCT	Completed Disapproved
17	Elaine Munson & Sherry Carpenter ask Mike Williams to borrow tables & chairs	21 OCT	Completed Approved

18	Becky Tabor & Elaine Munson meet Friday, 20 October, 12:00 pm, re: decorations & table skirt & cloths in inventory		20 OCT	Completed
19	Tent borrow			
20	Jen Bailey sign up United States military personnel re: volunteer			
21	Micole Aristy email Marching Lions Family re: volunteer			
22	Becky Tabor submit request for sponsorship to <i>Wawa</i> corporate			
23	Micole Aristy assign chauffeur for judge			
24	Micole Aristy order ferns			
25	Micole Aristy purchase ribbons (purple & gold)			
26	Micole Aristy email parents/guardians of seniors to assemble corsages/boutonnieres			
27	Tim Rossettini \$1 Money Maker--Photograph on Throne Chair		21 OCT	Completed Disapproved
28				
29				
30				