

MEETING MINUTES (2017 January 31)

Meeting/Project Name:	General		
Date of Meeting:	January 31, 2017	Time:	7:00 p.m. – 8:00 p.m.
Minutes Prepared By:	Elaine Munson	Location:	Tallwood High School Band
1. Meeting Objective			
Follow-Up			
2. Attendees			
Board Members: Tim Rossettini (Band Director), Micole Aristy (President), Becky Taber (Vice President—Volunteers), Davida Wright (Vice President—Fund Raising), Sherry Carpenter (Treasurer), Mike Episcopo (Secretary) via teleconference			
Department Head: Elaine Munson (Uniform)			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Virginia All-District 2017 February 2, 3, 4	<p>Tim:</p> <p>Cox High School</p> <ul style="list-style-type: none"> • Students electing not to participate: <ul style="list-style-type: none"> Tristan Dodd Horace Mebane • Permission forms collected • Logistics: Sherry & Becky <ul style="list-style-type: none"> Departure: 3 FEB 9:00 am THS • IHOP, 3300 Princess Anne Road, 23456: <ul style="list-style-type: none"> Reservations 30 seats 9:30 am—10:30 am • THSBB paying for volunteers <ul style="list-style-type: none"> THSBB voted NO 		
Fundraiser	<p>Davida Wright, in absentia</p> <ul style="list-style-type: none"> • Chick-fil-a: <ul style="list-style-type: none"> ○ 13 February 2017 ○ 5:00 pm—8:00 pm ○ 5409 Indian River Road, 23464 • Rock-athon: <ul style="list-style-type: none"> ○ 17 February 2017, 8:00 pm—18 February 2017, 12:00 pm ○ Kempsville Presbyterian Church ○ 805 Kempsville Road, 23464 ○ Forms upon request via Tim 		
Pyramid Assessment Concert 2017 February 23	<p>Tim:</p> <ul style="list-style-type: none"> • Hosting Brandon Middle School Band • Judges: 3 times <ul style="list-style-type: none"> ○ Thank You card ○ \$50 gift cards • Set Up: 3 times <ul style="list-style-type: none"> ○ Table ○ Chairs ○ Desk lamps 		

	<ul style="list-style-type: none"> ○ Water bottles ○ Pens ○ Pencils ○ Paper ○ Clip boards
Virginia All-State Auditions: 2017 February 24, 25	<p>Tim: Students participating receive per diem Transportation: bus</p>
All-District Band Assessment 2017 March 9, 10, 11	<p>Tim: Host: THS</p> <ul style="list-style-type: none"> ● 6 March: Tri-M prior set-up ● Volunteer Positions: <ul style="list-style-type: none"> ○ Bus Reception ○ Registration ○ Stage Set-Up ○ Dining Set-Up, Clean ● Create volunteer shift schedule ● THS classrooms to be used
Music for All National Festival 2017 March 9-11 2018 March 15-17	<p>Tim: Location: Indianapolis Total Slots available = 20 Slots available for Virginia Conference = 2 Requirements: http://www.musicforall.org/what-we-do/mfa-national-festival</p>
Festival of Music 2017 April	<p>Tim: Host: THS</p> <ul style="list-style-type: none"> ● Christina Hall, THSBB Volunteer Coordinator ● Volunteer Positions: <ul style="list-style-type: none"> ○ Bus Reception ○ Registration ○ Stage Set-Up ○ Dining Set-Up, Clean ● Create volunteer shift schedule ● Mark & Amanda Romano, THS Band Concessions Department Head
Finance	<p>Sherry & Tim:</p> <ul style="list-style-type: none"> ● THS paid postage ● Statements mailed ● @\$1,500 received ● @\$22,000 to \$30,000 outstanding ● \$21,341 balance in account ● revise payment due dates ● payment options: <ul style="list-style-type: none"> ○ monthly plan ○ pay pal ● SOP re: student band fees <ul style="list-style-type: none"> ○ Postal mail ○ Electronic mail

	<ul style="list-style-type: none"> ○ Remind ○ Telephone call ● standard communication script re: telephoning parent responsible for overdue fees ● incentive: discount on total band fee; if 100% total band fee paid by 1st due date ● 75% of total obligation due prior to... [unclear]
THSBB Meeting SOP, Structure & Planning	<p>Mike, Elaine & Tim:</p> <ul style="list-style-type: none"> ● Establish SOP, Structure & Planning ● Establish “set” meeting day <ul style="list-style-type: none"> ○ THSBB example: 3rd Wednesday Every Month ○ THS Band Family/General: twice in Marching Season AND twice in Concert Season ● Monthly Agendas planned prior to next meeting ● Monthly Itemized Financial Report ● Focused Efforts ● Calendar of Events: Committee Chairs <ul style="list-style-type: none"> ○ Marching Season <ul style="list-style-type: none"> ▪ Assessment ▪ Tallwood Marching Band Invitational ○ Concert Season <ul style="list-style-type: none"> ▪ Assessment ▪ Festival of Music
Charms	<p>Tim:</p> <p>Software Database 90-day free trial period Cost for Subscription: \$300 Status: Pending</p>
Uniform: Garment Z-Racks	<p>Elaine:</p> <p>Purchase two (2) garment z-racks THSBB unanimously voted YES</p>
Other Business / Public Comment	<p>Boot Camp: Feedback from Clinicians: Positive General THSBB meeting: Monday, 27 February 2017, 7:00 pm THS band room</p>

4. Action Items

Action	Assigned	Due Date	Status
1 Reservations at IHOP	Taber		completed
2 Email THS faculty re: room use during All-District Band Assessment	Rossettini		
3 Follow-up Mark & Amanda Romano, THS Band Concessions Department Head re: Festival of Music	Aristy THSBB		
4 Distribute Rock-athon Pledge Forms to students	Rossettini		
5 Compose standard communication script re: telephoning parent responsible for overdue fees	Rossettini		completed
6 Itemize financial statement (incoming, outgoing, approved future expenditures)	Carpenter		
7 Communicate with Christina Hall, THSBB Volunteer Coordinator	Rossettini		completed
8 List agenda topics/issues for discussion to present at next THSBB meeting	Rossettini THSBB		
9 Order two (2) garment z-racks	Rossettini		completed

10	Purchase three (3) gift cards	Taber		
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