

**Tallwood High School Band
Executive Booster Meeting**

4/12/18, 7:00 PM
Tallwood High School
Band Room

Agenda Minutes in Red are additions/reiterations from Secretary and Band Director

I) Call to Order – Mr. Rossetini 7:05pm

II) Confirm Existence of Quorum – (three of four officers present)

Attendees: Mr. Rossetini, Jen Bailey, Sandi Music, Mike Episcopo, Elaine Munson on speaker phone, with cameo appearance by Ramon

III) Reports

a. Treasurer's Report: projected vs. actual.

- Currently in the bank the Band Boosters have \$13,738.39 with \$8,000.00 in the CD for the marching band tower.
- Sandi gathered \$2,000 from the safe in fees, fund raisers, etc.
- As of April 10, 2018: \$14,239.35 still owed to the Band Program through the Band Boosters. 69 students (59 marching band, 10 concert)
*That is \$4,341.73 in fees collected last month!
- 41 students have paid in full (31 marching band, 10 concert)
- Of those 41 students, 9 are seniors and 5 are juniors.

b. Fundraising: Out of 109 students given the last fundraiser (Rock-a-thon), 27 students participated.

- It is obvious that the Rock-a-thon is the biggest profit maker for the students. The event went very well and it has been suggested that the same location/venue be used for future Rock-a-thons.
- Jen needs to send out an email to students reminding them to turn in their pledge money
- We need to offer another fund raising opportunity for families to try and close out their fund raising before the band banquet. Thoughts? Mr. Rossetini will ask Micole Aristy if anything has been set-up.
- Statements have been sent home via e-mail. Next step is mail. Sandi, it is time to directly contact parents to see what fees can be turned in before May 1st.
- Can we set-up some summer fund raisers? Car washes at Sonic?
- Can we do a Chipotle night for the band?

c. Uniform Committee:

- All concert attire and the current Marching Band uniforms has been uploaded into CHARMS.
- The remaining non-used Marching Band uniforms are being loaded this weekend.
- Wind Ensemble attire is ready for distribution for April 24th.

d. Hospitality: Upcoming hospitality events include joint concert with the Wind Ensemble and the Royal Air Force Band of Belgium, Spring Concert refreshments, Band Banquet and annual New Member Meet and Greet..

e. Secretary: Minutes from the previous meeting in March are available at TallwoodBand.com

IV) Old Business

a. Officer and Committee Chairs needed for the 2018-19 School Year

Currently, the following names listed below have expressed

- President: *Jen Bailey*. Oversees the operations and runs Band Boosters.
- 1st Vice President: _____ Oversees fundraising only.
- 2nd Vice President: _____ Oversees volunteers, transportation, and communications.
- Secretary: _____ keep a true record of proceedings of each meeting regularly convened.
- Treasurer: *Sandi Music*
- **Committee Chairs**
 1. Volunteer Coordinator: _____
 2. Hospitality: _____
 3. Concessions: **Cathy Mims, Melba Alfier and Charles Digorga?**
 4. Invitational: Tina Hazzard
 5. Uniforms: _____
 6. Pit Crew: _____
 7. Scholarship Committee: filled

*** When I have all of the write-up for the above mentioned, I will send out a mass e-mail to the membership directing them on spots needed to be filled and where they can read about responsibilities of each chair. Of the above mentioned, I am missing a brief description for:**

- **Volunteer Coordinator**
- **Hospitality**
- **Concessions**

Can someone write up a brief description for me to place on the website and to send out to the membership?

Elaine Munson stated she would be able to supply descriptions for the event. UPDATE: Ms. Munson has asked the Romano family to come up with a description for the concessions chair.

b. Festivals of Music (FOM):

April 6 (Tallwood equipment to Great Bridge Baptist Church)

- **Ramon Villa delivered to Sandi, two checks for our support of FOM totaling \$4400**
- FOM will be donated \$1,500 to the band program for rental of our concert equipment and us transporting it to and from Great Bridge Baptist Church.
- FOM also donated \$400 to borrow our foot locker of folding stands.
- A huge thank you to Mike Episcopo, Ramon Villa, Mike Mitchell, Will Kester, Matt Rossetini, Tim and Daniel Forbes.

c. April 13 (Tallwood hosting Jazz and Percussion Ensembles)

- FOM will be donating \$2,500 to the band program for running this event.
- Volunteers needed: (2) registration, (1) bus greeter. Time 8:00am – 5:30pm
- Please coordinate with Jen Bailey to help volunteer

Volunteers:

Mr. Rossetini (Sr.) will cover bus duty from 0800 on

Cathy Mims 830-1200

Tracy Prior 900-1130

Heather Craft 800-1130

Seth Foster 1130-200

Sherry Carpenter 900-330 (Registration)

Stephanie Saunders announcers for the entire day

Mr. Rossettini needs 3 adults present at all times

Need three meals for judges paid by boosters reimbursed by FOM

- d. Scholarship: The Nancy McCullough Scholarship is an earmarked line item budget.
- The Nancy McCullough Band Scholarship is offered to graduating seniors as four (4) individual \$500.00 awards. Students must have at least a 3.0 GPA, have at least a B average in band, and will attend a fully accredited college or university in the fall. Students must submit the provided application, two letters of recommendation, and a personal essay.
 - The following parents have stepped forward to read the applications: Tina Hazzard, Jen Rossettini, Erin Dennis, Renee McCroskey and Cathy Mims.
 - Who is the committee chair so that I know who to turn the scholarships over to? Deadline date? Release Date?
 - Jen Bailey, Chair coordinated with Stacey Kepple from guidance.
 - Unclaimed scholarships remitted to general fund
 - Remind winners to coordinate with their respective school registrars so that payment can be forwarded

V) New Business

- a. Uniform fee: what is the charge we have set-up for those students that own a tux but rent the bow tie and cummerbund? Tentative cost for 2018-18 school year to only rent bow tie and cummerbund, \$10 based off of replacement price. Info on price to be provided to Ross from Ms. Munson.
- b. Amazon Smile on the Website?
- c. Scripts on the website?
- d. Remaining Calendar Events

Wind Ensemble Joint Concert with Royal Belgium Air Force Band

- Small number of volunteers needed: small hospitality, coffee is a MUST and small (reusable) breakfast snacks
- John Brewington will provide cases of water for the students and the visiting band. We need to put them on ice.
- Date is April 24th. The schedule will be available next month.
- Concert is open to the public for those who would like to attend.
- Do we have a lead on who can help with set-up of hospitality for the VA-Arts Festival Concert on April 24th?
- Need 1-2 parents to come and set-up food that will be brought to school.

State Jazz Assessment? May 3

- Volunteers needed: registration, hospitality, announcer: Katie Baynor. Charms e-mail to come to seek two volunteers for the afternoon/evening.
- We need dinner that night for 5-6 people. I will let you know the budget the closer we get to the event.
- As of now, District Jazz Assessment is a go at Tallwood on May 3rd. I have 14 groups state they would be coming.

Chantilly Jazz Festival

- Based off of the fact that as of April 9, the Jazz Ensemble students still owed the band program \$2,586.65, I have withdrawn them from the Chantilly Jazz Festival.

Spring Band Concert Reception

- Spring Concert Refreshments lead? Amy Nelson and Elaine Munson will coordinate. Donations only.
- Custodial fee may cost \$60-\$120 depending on length of event and how many custodians are needed.
- 2 cafeteria tables outside of auditorium in the lobby for post-concert refreshments.
- Donations of Cookie Trays? Vegetable Trays? Fruit Trays?
- Drinks? Punch? Lemonade?

New Member Meet & Greet: June 7

- New executive board needs to be in place and present at meeting
- New Marching Lions Leadership will supply food.
- Boosters need to supply beverages (water/lemonade) and paper products

Graduation: June 14

- 10 Volunteers needed to chaperone during the day.
- Jen Bailey will communicate volunteer needs.

VI) Announcements

Anything for the good of the group?

VII) Next Meeting:

a. May 17, 2018, 7:00pm. General Band Booster Meeting

VIII) Adjournment