



# Sherando High School Band Boosters Board Meeting Minutes For May 1, 2024

**Call to order: 6:19 p.m.**

**Attendance (x for present)**

President	Adam Stein	x
Vice President	Phil Benson	
Secretary	Stephanie Mangino	x
Treasurer	Danielle Jones	x
Communications	Ciara Ray	x
Logistics	Chris Kilkus	x
Volunteer Coordinator	Melissa Cotton	x
Advancement	Noelle Callas	x
Uniforms	Catherine Dodrill	x
Member-at-Large	Susan Gill	x
Band Director	Joel Cosner	x
Color Guard Instructor	Kayla Wright	x
Percussion Instructor	Scott Kittrell	x
Band Instructional Assistant	Sam Kilkus	x

**Welcome** - Adam Stein

**Old Business:**

**Spring Trip 2025 updates (Disney World)** - Melissa Cotton said the application has been submitted and it looks like we'll be accepted; we're the only band signed up for the time period being looked at in April 2025. Melissa said the room rate has dropped again, and the prices are dropping in general, which is good news.

**Tax return status** - Danielle Jones said she will have any outstanding issues taken care of around May 10.

**Needs for the 2024 summer band camp and fall marching season** - Adam Stein asked board members to start thinking about needed items to add to an Amazon wishlist. Danielle Jones added that the boosters have some Amazon gift cards that can be used for purchases.

## **Since the April Meeting: (Adam Stein updates)**

Adam said summer car wash dates have been finalized on June 15 and July 20. Both the car washes will be held in the parking lot of the Bank of Clarke at the intersection of Fairfax Pike and Double Church Road in Stephens City.

The board, via email, agreed to pay for the replacement of a wooden stool apparently broken in the choir room during the Sherando Showcase in March. Bookkeeper Sandy Smith will order it for the boosters.

## **New Business**

**Adam Stein announced the 2024-2025 Board** (was also emailed to the general membership)

**President** - Adam Stein

**Vice-President** - Phil Benson

**Secretary** - Stephanie Mangino

**Treasurer** - Sam Kilkus\*

**Communications** - Ciara Ray

**Logistics** - Justin San Agustin\*

**Volunteer Coordinator** - Melissa Cotton

**Advancement** - Noelle Callas

**Uniforms** - Jennifer Boycourt\*

**Member-at-Large** - Shannon Damron\*

\* denotes new for 2024-2025

## **Band fees discussion and vote**

The board discussed how to best collect the required yearly band fees (\$120 to the boosters and \$30 to the school). Guard director Kayla Wright said this year, the band will have a handbook to provide students/parents, which will include information about all fees and how they are spent. It will also state that if a student/family has not paid the fees or made payment plan arrangements (including scholarship requests to cover fees) by the beginning of August, the student will not be eligible for any band travel, extracurricular activities, band trips, or band competitions. These students will be able to play at home football games. Band Director Joel Cosner said he is not yet ready to say how grading will be handled if there are students who cannot travel/compete with the band (competition events are typically graded.)

As of the meeting, fees for the current year had not been paid for 41 band members. Danielle also suggested perhaps using some band savings to help “pay” band fees for students/families who put in extra effort/volunteer work for the band.

Sam Kilkus suggested having the options - pay in full, make installment payments, pay in part or full with a fundraiser option - at the band orientation on May 8, so families can opt in to their preferred plan. This might help those who may feel like they would struggle to pay.

There will be payment deadlines at the beginning of August, September and October for those on payment plans. If a payment is missed, it is unlikely a student will be able to travel/compete with the band.

Cosner added that while he doesn't think we'll have many situations of people who can't participate because they haven't taken any initiative whatsoever, he also doesn't want payment issues to be such that it becomes clear a student can't travel just a few days before an event. Lead time is needed.

The board voted unanimously in favor of Sam Kilkus' timeline for a payment plan and to add this plan to the orientation event information: 1st payment due Aug. 2, second payment due Sept. 6, third payment due Oct. 4.

### **Band orientation (May 8)**

Adam Stein provided an update on the upcoming 2024-2025 Band Orientation on May 8 at 6:30 p.m. in the Sherando High School auditorium. Adam noted that he would like to have a few board members available to speak during or be available for questions after. His goal is to keep the information for parents fun and lighthearted, while also noting how important fundraising is to the band program. Noelle Callas said she'd love to talk as advancement officer and Catherine Dodrill said she'll talk about how RaiseRight gift cards can generate money for a student's band account. Adam added that parents will hear the regular reminder that "Most, if not all of this, information is on the band boosters' website at [sherandoband.org](http://sherandoband.org).

**Band Awards Night on May 20 at 6:30 p.m. in the Sherando High School auditorium** - Adam noted that this is treated as our official Annual Booster Meeting, so a treasurer's report will need to be shared. It's the year-end numbers (very basic.) Dessert / light refreshments will be provided after the awards ceremony. Boosters supply cake and drinks. Families that are coming are asked to bring other dessert-y items to share. Danielle offered to print the programs in color. Adam will do the senior certificates.

### **Staff needs heading into summer?**

Joel Cosner mentioned there will likely be a need to increase the staff line item to expand the band staff framework. The band needs more than two brass and two woodwind instructors.

Kayla Wright said she has a spreadsheet of who has already been talked to from a staff perspective, but the band program hasn't committed to any expenditures. Will discuss more over the summer. Kayla - looking to get the props hopefully the 2nd week of June – need a vehicle to pull our trailer to get it. 8, 9, 10th – in South Carolina.

Treasurer Report - See attached. She also recommends the boosters should have more card/phone swipe machines for point of sale purchases.

### **Other?**

Adam Stein said that over the summer, he's interested in gathering all boosters' insurance information in one place on Google Drive so it can be accessed easily if needed. He'd also like to continue the conversation about acquiring directors and officers insurance. Some changes may be afoot regarding how nonprofits can solicit funds in Virginia, so any questions regarding that will need to be addressed and changes instituted accordingly.

**Adjournment - 7:05 p.m.**

# Sherando High School Band Boosters

## Profit and Loss

April 2024

	TOTAL
Income	
Band Fee	120.00
Band Trip Payments	70.00
Fundraising	
Golf Tournament	
Golf Tournament - Entrance Fee	1,243.08
Golf Tournament Sponsor	3,405.77
<b>Total Golf Tournament</b>	<b>4,648.85</b>
RaiseRight/Scrip	333.82
<b>Total Fundraising</b>	<b>4,982.67</b>
<b>Total Income</b>	<b>\$5,172.67</b>
GROSS PROFIT	<b>\$5,172.67</b>
Expenses	
Contractors	1,850.00
Concert Coaches	495.00
Instructors	1,450.00
<b>Total Contractors</b>	<b>3,795.00</b>
Fall Show & Season	
Pool Party	460.00
<b>Total Fall Show &amp; Season</b>	<b>460.00</b>
Fuel	363.42
Indoor Expenses	
Championship Expense - Hotel	2,502.00
Driver Food & Tickets	50.12
<b>Total Indoor Expenses</b>	<b>2,552.12</b>
<b>Total Expenses</b>	<b>\$7,170.54</b>
NET OPERATING INCOME	<b>\$ -1,997.87</b>
Other Expenses	
Office Supplies & Software	30.00
POS Machines	84.40
<b>Total Other Expenses</b>	<b>\$114.40</b>
NET OTHER INCOME	<b>\$ -114.40</b>
NET INCOME	<b>\$ -2,112.27</b>

# Sherando High School Band Boosters

## Profit and Loss

July 2023 - April 2024

	TOTAL
Income	
AIA Competition - Host	381.20
AIA - Concessions	3,751.43
AIA - Donations	40.69
AIA - Gift Card Raffle	20.00
AIA - Ticket Sales	7,141.80
AIA - Vendors	147.05
Competition Sponsor	4,695.15
<b>Total AIA Competition - Host</b>	<b>16,177.32</b>
Band Fee	7,119.98
Band Shoes - DrillMaster	2,062.81
Band Trip Payments	2,646.65
Trip Payment Return	-20.00
<b>Total Band Trip Payments</b>	<b>2,626.65</b>
Equipment & Uniform Sales	
Guard - Equipment Sales	160.00
Guard - Flag Sales	348.06
Guard - Uniform Sales	1,960.00
Wind & Percussion - Uniform Sales	980.00
<b>Total Equipment &amp; Uniform Sales</b>	<b>3,448.06</b>
Equipment Return	19.90
Fundraiser - Calendar Fall 2023	9,167.05
Fundraiser - Winter Calendar 2023	5,640.77
Fundraising	
Benevity	500.00
BlackBauld Giving Fund	720.00
Car Wash	913.86
Chipotle	257.37
Donations	306.75
Facebook - Network for Good	50.00
Firenza	120.00
Golf Tournament	
Golf Tournament - Entrance Fee	2,805.58
Golf Tournament Sponsor	6,336.54
<b>Total Golf Tournament</b>	<b>9,142.12</b>
GOT Sneakers	152.00
Homecoming Concessions	986.71
HundredX	7,696.00
JB Ice Cream Night	120.00
Krispy Kreme	4,393.33
Krispy Kreme Sponsor	738.10
<b>Total Krispy Kreme</b>	<b>5,131.43</b>

# Sherando High School Band Boosters

## Profit and Loss

July 2023 - April 2024

	TOTAL
Merchandise	1,407.05
Newtown Printers Fundraiser	390.41
RaiseRight/Scrip	3,444.29
Safe Halloween	200.00
Admission	1,560.00
Candy Sales	65.00
Concession	1,190.00
Donations	131.72
Safe Halloween Sponsor	940.38
<b>Total Safe Halloween</b>	<b>4,087.10</b>
Spirit Wear Sales	932.35
Tag Day	14,851.06
Touch a Truck	1.11
Non-Profit Income	250.00
<b>Total Touch a Truck</b>	<b>251.11</b>
Winter - T-shirt Sponsor	1,794.00
<b>Total Fundraising</b>	<b>53,253.61</b>
Non-Profit Income	146.30
Savings Account Interest	8.04
Uniforms - TShirts	983.74
Vending	237.00
<b>Total Income</b>	<b>\$100,891.23</b>
<b>GROSS PROFIT</b>	<b>\$100,891.23</b>
Expenses	
AIA - Atlantic Indoor Association	
AIA - Banner	186.08
AIA - Competition Host Fee	3,701.52
AIA Supplies	180.31
Cash to Start	0.00
Concessions	883.00
Director Meals - Hospitality	150.00
<b>Total AIA - Atlantic Indoor Association</b>	<b>5,100.91</b>
Band Trip	2,109.38
Contractors	1,850.00
Bookkeeper	600.00
Concert Coaches	1,125.00
Instructors	3,900.00
Marching Coaches	4,750.00
<b>Total Contractors</b>	<b>12,225.00</b>

# Sherando High School Band Boosters

## Profit and Loss

July 2023 - April 2024

	TOTAL
Fall Show & Season	
Band Camp Meals	970.19
Drill Writing - Fall	3,500.00
Fall Guard Silks	378.20
Guard - Tape, Poles, Gloves	1,250.30
Instrument Purchase - Percussion	4,178.85
POC Registration	300.00
Pool Party	528.79
Props - Fall	2,853.68
Tailgate	461.31
<b>Total Fall Show &amp; Season</b>	<b>14,421.32</b>
Fuel	461.08
Fundraising Expense	
Golf Tournament - Site Deposit	500.00
Homecoming	
Concessions - Homecoming	95.91
Cash to Start	200.00
<b>Total Concessions - Homecoming</b>	<b>295.91</b>
<b>Total Homecoming</b>	<b>295.91</b>
Krispy Kreme - Donut Cost	2,602.50
Merchandise	787.99
Safe Halloween	845.45
Concessions	278.72
Start Up Cash	200.00
<b>Total Safe Halloween</b>	<b>1,324.17</b>
<b>Total Fundraising Expense</b>	<b>5,510.57</b>
Indoor Expenses	
AIA Fee - Indoor Comp Fee	1,287.96
Championship Expense - Hotel	2,502.00
Choreography	300.00
Drill Writing - Guard	1,200.00
Drill Writing - Percussion	1,000.00
Driver Food & Tickets	50.12
Guard Prop - Tarp	2,994.60
Guard Props - Indoor	633.46
Indoor Guard Silks	859.78
Music - Percussion	180.00
Percussion - Show	1,200.00
Percussion Floor	1,300.00
Poles, Gloves, Tape	320.20
<b>Total Indoor Expenses</b>	<b>13,828.12</b>
Reimbursable Expenses	

# Sherando High School Band Boosters

## Profit and Loss

July 2023 - April 2024

	TOTAL
Uncategorized Expense	14.10
Uniforms	
Alterations	325.00
Concert	216.44
Drill Shoes	2,564.00
Guard	4,987.50
Guard Shoes	319.60
Make up	289.06
<b>Total Guard</b>	<b>5,596.16</b>
Show Shirt	4,060.50
Wind & Percussion Uniform	3,723.90
<b>Total Uniforms</b>	<b>16,486.00</b>
<b>Total Expenses</b>	<b>\$70,156.48</b>
NET OPERATING INCOME	<b>\$30,734.75</b>
Other Expenses	
Award Banquet	396.00
Insurance	845.00
Office Supplies & Software	326.94
Other Business Expenses	169.60
POS Machines	730.45
Scholarship	4,000.00
Taxes & Licenses	273.26
Vending-items	332.46
<b>Total Other Expenses</b>	<b>\$7,073.71</b>
NET OTHER INCOME	<b>\$ -7,073.71</b>
NET INCOME	<b>\$23,661.04</b>