



Sherando High School Band Booster Association

June 13, 2024 Board Meeting Minutes

Call to order: 6:10 p.m.

Attendance: X for those present.

X	President	Adam Stein	X	Band Director	Joel Cosner
X	Vice President	Phil Benson	X	Guard Instructor	Kayla Wright
	Secretary	Stephanie Mangino		Perc Instructor	Scott Kittrell
X	Treasurer	Sam Kilkus	X	Band Assistant	Devon Stein
X	Logistics Coordinator	Justin San Agustin	X	Bookkeeper	Sandy Smith
X	Volunteer Coordinator	Melissa Cotton			
	Communications	Ciara Ray			
	Advancement	Noelle Callas			
	Uniforms	Jennifer Boycourt			
X	Member-at-Large	Shannon Damron			

1. Welcome, Introductions, Thanks! - Adam Stein

- Joel Cosner introduced the new Band Assistant, Devon Stein.

2. Treasurer's Report

- HundredX - \$5548.80 - We should receive this in July.
- Golf Tournament Results - \$15,000
- Touch A Truck Results - \$3,160
- Please review the P/L's attached to the minutes.

3. Old Business

- RaiseRight
 - 22 new users since orientation, \$10k in gift card value purchased in May, \$542 to student accounts. Catherine is working to push Walmart, Lowe's, and Disney, to encourage those going on the trip to buy gift cards.
- Car Washes - Catherine has supplies and will purchase one more bottle of soap.
- Law Abiding Boosters?

- Adam called and spoke with Jared Truban (Owen and Truban PLC), a lawyer here in town that specializes in helping to set up non-profit orgs. He happened to be familiar with the band and offered a few minutes to discuss the questions we had. Adam mentioned to him that we just wanted to make sure we were up to date with the laws in VA as it relates to solicitation for a non-profit.

Jared discussed the proper steps to take to make sure we have our IRS tax exempt status (*we do*), VA SCC filing (*we do*), and we are registered with the VA Dept of Ag. Office of Charitable and Regulatory Programs (*we are*). He and Adam were able to look up our registration online and Jared pointed out that we are EXEMPT from the Annual Registration for solicitation, because we are a civic organization. He believes that at the time the SHSBBA was created, that board completed the necessary exemption form so we do not have to report our yearly earnings to VA Dept of Ag Office of Charitable and Regulatory Programs. We should be good on this for now!

- Adam still needs to research the D&O insurance that has been discussed previously. He should have more info available at the July board meeting.

- 2025 Disney Trip

- As of June 9, 57 students have shown interest in the trip, we have to have 40 instrumentalists in order to march.
- Deposit Info
 - Blocking off 30 rooms
 - Deposit for Student Rooms - \$3000
 - Deposit for Chaperones/Staff/Bus Drivers - \$2400
 - **Total Deposit Needed \$5400** - due within 30 days of contract receipt
- Tickets must be purchased by December 20th at a rate of \$236.07 per ticket. Example: (80 tickets would be just shy of \$19,000)
- There was a discussion to send a separate email newsletter, with ONLY trip information, and to have a parents informational meeting soon for those with students interested in going on the trip. This would be a more detailed breakdown of the trip itinerary, expectations, and payment schedule.

4. New Business

- FY 2024-2025 Budget Discussion
 - We went over each line and thoughtfully reviewed the proposed dollar amounts. Each line item was calculated from the prior year's income or expense and then padded a little to err on the side of caution. During the discussion, some line item amounts were updated from the original proposal.

- Since we did not have the full board present for this meeting, the budget was updated and sent to the board via email for final review and vote. The budget was approved via email vote on Monday, June 24, 2024.
- A copy of the budget is available upon request.
- Band Camp Planning
 - Pre Camp Activities?
 - Prop work - Kayla said we will need some prop work to be done this summer. This includes adding wheels to the bases of the stars, as well as making a PVC or other type of frame for the sideline vinyls. Kayla said she will organize the prop work that is needed.
 - Scaffolding Set-up - Will be Tuesday July 23rd @ 5:30 p.m.
 - Sign Up for helpers / fruit?
 - Melissa will prepare the SignUpGenius for Band Camp helpers. As a group, we decided that maybe it's not a great idea to have a specific signup for fruit, but provide more of a guidance of the type of fruit we want and how to have it prepared when delivering to camp. (rinsed, pre-cut, on trays, etc...). We have extra metal trays if anyone needs them for transporting fruit.
 - Pool Party Planning?
 - We have the pool already reserved and paid for Aug 2, 7 p.m. to 11 p.m. The actual event for kids will run from 7 p.m. to 10 p.m., which then provides enough time for the boosters to clean up and make sure we are all gone by 11 p.m.
 - Boosters will provide Little Caesars pizza and drinks. (we have several gift cards already on hand) Families/students can bring any other sides/desserts to share.
 - Ice cream/Snow cone treats at Parent Preview?
 - Adam presented this idea to the group on behalf of other band parents. There was some discussion about this related to Parent Preview night, but it was ultimately decided that because of how hectic that night is typically, it would not be a great time to also add in a dessert vendor.
 - HOWEVER, the group present did like the idea of offering a treat like this (KonaIce, since it's non-dairy) to the kids at some point during the second week of camp instead.
 - Two potential ideas were floated
 - Instead of being a full booster expense, perhaps we could work a deal with Kona to offer half price Ice to the students, and the boosters pay the other half?

- o Or, full price Ice to the kids and we could invite other school staff to participate, since they will be back to work that week. There could then be a small kickback to the band from Kona.
 - o Sandy Smith has been working with Kona for TouchATruck, so she has that connection with them now, and can work with Noelle to see if we can work out something with them.
- Fundraising discussion
 - o Adam suggested we keep spirit nights to a minimum this year due to low turnout for most of them last year. If we do them, keep them local to Stephens City, like JB's, Anthony's, Newtown Printing, etc.. We could keep Chipotle, since that is one of our better ones.
 - o Adam will communicate with Noelle regarding setting up a committee for advancement for the 24-25 school year, and how to best go after more corporate sponsors.
 - o We discussed getting our big 6 fundraisers on the calendar as early as possible to help with consolidated fundraising opportunities this year.
 - Safe Halloween - penciled in for Sunday, Oct 20
 - Tag Day - Saturday, Sept 7
 - Sherando Showcase AIA Comp - Could be Mar 1 or Mar 15, our regular weekend this school year is concert assessment day.
 - HundredX - April-May 2025
 - Golf Tournament - Guy Curtis wants to do this again. Planning will start soon!
 - Touch A Truck - The group present liked that we did TAT the first weekend after the school ended. We have not decided on a potential date for this yet, so we can discuss it at the July board meeting.

Adjournment - 9:15 p.m.

Sherando High School Band Boosters

Profit and Loss

May 2024

	TOTAL
Income	
AIA Competition - Host	
AIA - Vendors	150.00
Total AIA Competition - Host	150.00
Band Fee	390.00
Fundraiser - Calendar Fall - 2024	20.00
Fundraising	
5 Star Auto Spirit	50.00
Donations	10,100.00
Golf Tournament	
Golf Tournament - Entrance Fee	3,342.74
Golf Tournament - Music	480.00
Golf Tournament - Raffle	180.00
Golf Tournament - Silent Auction	1,122.00
Golf Tournament - Starter Cash	3,000.00
Golf Tournament - Tshirt Sales	30.00
Golf Tournament 50/50	191.00
Golf Tournament Adds	1,410.00
Golf Tournament Sponsor	4,809.62
Total Golf Tournament	14,565.36
Merchandise	100.00
RaiseRight/Scrip	212.39
Touch a Truck	
Touch a Truck - Sponsor	250.00
Total Touch a Truck	250.00
Total Fundraising	25,277.75
Total Income	\$25,837.75
GROSS PROFIT	\$25,837.75
Expenses	
Contractors	
Concert Coaches	180.00
FCPS Custodial	1,039.22
Total Contractors	1,219.22
Fall Show & Season	
Fall Guard Silks	774.75
Instrument Purchase - Percussion	12,000.00
Total Fall Show & Season	12,774.75

Sherando High School Band Boosters

Profit and Loss

May 2024

	TOTAL
Golf Tournament	
Golf Tournament - Signs	565.50
Golf Tournament - Starter Cash	3,000.00
Total Golf Tournament	3,565.50
Total Expenses	\$17,559.47
NET OPERATING INCOME	\$8,278.28
Other Expenses	
Office Supplies & Software	30.00
Other Business Expenses	152.66
POS Machines	82.45
Taxes & Licenses	0.95
Total Other Expenses	\$266.06
NET OTHER INCOME	\$ -266.06
NET INCOME	\$8,012.22

Sherando High School Band Boosters

Profit and Loss

July 2023 - May 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	297.05
Competition Sponsor	4,695.15
Total AIA Competition - Host	16,327.32
Band Fee	7,509.98
Band Shoes - DrillMaster	2,062.81
Band Trip Payments	2,646.65
Equipment & Uniform Sales	
Equipment Return	19.90
Guard - Equipment Sales	160.00
Guard - Flag Sales	348.06
Guard - Uniform Sales	1,960.00
Wind & Percussion - Uniform Sales	980.00
Total Equipment & Uniform Sales	3,467.96
Fundraiser - Calendar Fall - 2024	20.00
Fundraiser - Calendar Fall 2023	9,291.26
Fundraiser - Winter Calendar 2023	5,584.84
Fundraising	
5 Star Auto Spirit	50.00
Benevity	500.00
BlackBauld Giving Fund	720.00
Car Wash	913.86
Chipotle	257.37
Donations	10,406.75
Facebook - Network for Good	50.00
Firenza	120.00
Golf Tournament	
Golf Tournament - Entrance Fee	6,148.32
Golf Tournament - Music	480.00
Golf Tournament - Raffle	180.00
Golf Tournament - Silent Auction	1,122.00
Golf Tournament - Starter Cash	3,000.00
Golf Tournament - Tshirt Sales	30.00
Golf Tournament 50/50	191.00
Golf Tournament Adds	1,410.00
Golf Tournament Sponsor	11,146.16
Total Golf Tournament	23,707.48

Sherando High School Band Boosters

Profit and Loss

July 2023 - May 2024

	TOTAL
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
Total Krispy Kreme	5,131.43
Merchandise	1,507.05
Newtown Printers Fundraiser	390.41
RaiseRight/Scrip	3,656.68
Safe Halloween	200.00
Admission	1,560.00
Candy Sales	65.00
Concession	1,190.00
Donations	131.72
Safe Halloween Sponsor	940.38
Total Safe Halloween	4,087.10
Spirit Wear Sales	932.35
Tag Day	14,782.78
Touch a Truck	1.11
Touch a Truck - Sponsor	500.00
Total Touch a Truck	501.11
Winter - T-shirt Sponsor	1,794.00
Total Fundraising	78,463.08
Non-Profit Income	146.30
Savings Account Interest	8.04
Uniforms - TShirts	983.74
Vending	237.00
Total Income	\$126,748.98
GROSS PROFIT	\$126,748.98
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
Total AIA - Atlantic Indoor Association	5,100.91
Band Trip	2,109.38

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Profit and Loss

July 2023 - May 2024

	TOTAL
Contractors	
Bookkeeper	600.00
Concert Coaches	1,755.00
FCPS Custodial	1,039.22
Instructors	3,900.00
Marching Coaches	6,150.00
Total Contractors	13,444.22
Fall Show & Season	
Band Camp Meals	970.19
Drill Writing - Fall	3,500.00
Fall Guard Silks	1,152.95
Guard - Tape, Poles, Gloves	1,250.30
Instrument Purchase - Percussion	16,178.85
POC Registration	300.00
Pool Party	528.79
Props - Fall	2,853.68
Tailgate	461.31
Total Fall Show & Season	27,196.07
Fuel	461.08
Fundraising Expense	
Homecoming	
Concessions - Homecoming	95.91
Cash to Start	200.00
Total Concessions - Homecoming	295.91
Total Homecoming	295.91
Krispy Kreme - Donut Cost	2,602.50
Merchandise	787.99
Safe Halloween	845.45
Concessions	278.72
Start Up Cash	200.00
Total Safe Halloween	1,324.17
Total Fundraising Expense	5,010.57
Golf Tournament	
Golf Tournament - Signs	565.50
Golf Tournament - Site Deposit	500.00
Golf Tournament - Starter Cash	3,000.00
Total Golf Tournament	4,065.50
Indoor Expenses	
AIA Fee - Indoor Comp Fee	1,287.96
Championship Expense - Hotel	2,502.00
Choreography	300.00

Sherando High School Band Boosters

Profit and Loss

July 2023 - May 2024

	TOTAL
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
Total Indoor Expenses	13,828.12
Reimbursable Expenses	
Trip Payment Return	20.00
Uniforms	
Alterations	325.00
Concert	216.44
Drill Shoes	2,564.00
Guard	4,987.50
Guard Shoes	319.60
Make up	289.06
Total Guard	5,596.16
Show Shirt	4,060.50
Wind & Percussion Uniform	3,723.90
Total Uniforms	16,486.00
Total Expenses	\$87,721.85
NET OPERATING INCOME	\$39,027.13
Other Expenses	
Award Banquet	396.00
Insurance	845.00
Office Supplies & Software	356.94
Other Business Expenses	336.36
POS Machines	812.90
Scholarship	4,000.00
Taxes & Licenses	274.21
Vending-items	332.46
Total Other Expenses	\$7,353.87
NET OTHER INCOME	\$ -7,353.87
NET INCOME	\$31,673.26