

Sherando High School Band Boosters Board Meeting Minutes For April 8, 2024

Welcome/Call to Order (Adam Stein) - 6:33 p.m.

Attendance (x for present)

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

Old Business

Spring Trip 2024 Updates (Toby's Dinner Theater)

Spring Trip 2025 Updates (Disney) - Melissa Cotton

- Application window will hopefully open at the end of the week. All of our materials are ready to be submitted.
- Melissa said Disney has a very strict policy regarding chaperones. She added that we will need 50 instrumentalists to march, and any chaperones must be 21

years old or older. Siblings cannot piggyback on the trip. We will have to figure out how many chaperones we will need for the size of our group, once we determine how many students will participate.

- For chaperones, space on the trip will be first come, first served.
- For students to participate, they will need to be in good academic standing and attendance, and up to date on band fees for the current year and past years.
- The board voted unanimously both to officially require that all band fees must be paid in full to be eligible to participate and to create paperwork that clearly outlines chaperone responsibilities.
- Adam Stein would like a small committee to get together to discuss presenting
 this information, including how RaiseRight money in students' band accounts will
 be viewed in terms of using this money for band fees, etc.. at the May band
 orientation meeting. He's inclined to have RaiseRight/student account money be
 used to pay band fees if fees are not paid by a certain date.
- It is likely that any potential exceptions to the band fee/Disney trip rule will be considered on a case-by-case basis.
- Melissa will organize a committee to talk about guidelines related to this trip.

Pool Rental for Band Camp - Adam Stein

 Aug. 2 date has been requested of Frederick County Parks & Recreation and Adam is working with FCPR to arrange payment of \$460.

In other old business, the red trailer inspection was taken care of in March. We should have receipts from Mr. Dodson, so we can get him reimbursed.

Since March Meeting:

SHSBBA Debit Card Daily Payment Limit - Adam Stein/Sandy Smith

Board approved, via email, to raise the daily payment limit, as needed. SHSBBA Bookkeeper Sandy Smith said, per the bank, it's hard to raise it all the time, but we can call the bank and ask for a temporary increase as needed.

Fall 2024 Prop Discussion - Adam Stein

Board approved, via email, to purchase props from a school in South Carolina.

Indoor Percussion Tech Stipends - Adam Stein

Board approved, via email, the request to pay three stipends. Stein noted, as a general reminder, that as we plan for budgets, to please make sure these requests are made as the budget is created in the summer, so that no surprises appear during the budget year.

New Business - Adam Stein

Summer car wash dates are being planned - Adam is thinking June 15 and July 20 at the Bank of Clarke on Fairfax Pike. People are to organize these - coordinate sign-up lists, getting the buckets, etc. At the Bank of Clarke. Catherine Dodrill will check with the bank for June 15 and July 20. Likely for Catherine to oversee June and Ciara, July.

Starting to think about needs for band camp/fall season - Wishlist prep is underway.

Treasurer Report - Danielle Jones

See attached reports.

Danielle recommends the boosters investigate buying some directors and officers insurance - it protects the people working within the entity.

Other business

Director Joel Cosner asked about the Manzione Volunteer Award. Adam said he's working on that.

Cosner also asked about hospitality for district jazz directors on Wednesday. He noted that snacks and simple food items will be fine.

Adjournment - 6:58 p.m.

Sherando High School Band Boosters

Profit and Loss March 2024

Income AIA Connetition - Host 200.00 AIA - Concessions 3,751,43 AIA - Donations 40,69 AIA - Conditions 40,69 AIA - Clift Card Raffle 20,00 AIA - Vendors 1147,05 Competition Sponsor 995,15 Total AIA Competition - Host 12,266,12 Band Fee 433,62 Band Fip Payments 1,220,65 Trip Payment Return 20,00 Total Band Trip Payments 1,250,65 Fundraiser - Winter Calendar 2023 1,250,65 Fundraiser - Winter Calendar 2023 8,90,44 Golf Tournament - Entrance Fee 89,04 Golf Tournament Sponsor 1,300,00 Total Golf Tournament 2,199,04 RaiseRightt\Scrip 376,41 Spirit Wear Sales 87,85 Touch a Truck 250,00 Total Touch a Truck 250,00 Total Fundraising 2,919,30 Non-Profit Income \$18,260,93 Savings Account Interest 3,25 Total Income \$18,2		TOTAL
AIA - Concessions 3,751,43 AIA - One Alonations 40,69 AIA - Cirk Card Raffle 20,00 AIA - Ticket Sales 7,141,80 AIA - Vendors 195,15 Competition Sponsor 95,15 Total AIA Competition - Host 12,296,12 Band Fee 433,62 Band Trip Payments 1,200,65 Trip Payment Return -20,00 Total Band Trip Payments 1,210,65 Fundraisers Winter Calendar 2023 1,257,65 Fundraisers Winter Calendar 2023 89,04 Golf Tournament 899,04 Golf Tournament - Entrance Fee 899,04 Golf Tournament Sponsor 1,300,00 Total Colf Tournament 2,199,04 RaiseRight/Scrip 36,85 Spirit Wear Sales 87,85 Total Truck 2,500,00 Total Truck a Truck 2,500,00 Non-Profit Income 2,500,00 Total Fundraising 2,913,00 Savings Account Interest 3,25 Total Income \$18,260,93 <t< th=""><th>Income</th><th></th></t<>	Income	
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GROSS PROFIT \$18,260.93 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	Savings Account Interest	3.25
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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	GROSS PROFIT	\$18,260.93
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Cash to Start0.00Concessions883.00Director Meals - Hospitality150.00Total AIA - Atlantic Indoor Association5,100.91	AIA - Competition Host Fee	3,701.52
Concessions883.00Director Meals - Hospitality150.00Total AIA - Atlantic Indoor Association5,100.91	AIA Supplies	180.31
Director Meals - Hospitality 150.00 Total AIA - Atlantic Indoor Association 5,100.91	Cash to Start	0.00
Total AIA - Atlantic Indoor Association 5,100.91	Concessions	883.00
	Director Meals - Hospitality	150.00
Band Trip 2,109.38	Total AIA - Atlantic Indoor Association	5,100.91
	Band Trip	2,109.38

Sherando High School Band Boosters

Profit and Loss March 2024

	TOTAL
Contractors	
Instructors	540.00
Total Contractors	540.00
Fall Show & Season	
Props - Fall	1,500.00
Total Fall Show & Season	1,500.00
Fuel	97.66
Fundraising Expense	
Safe Halloween	243.60
Total Fundraising Expense	243.60
Uniforms	
Concert	147.00
Drill Shoes	557.00
Total Uniforms	704.00
otal Expenses	\$10,295.55
NET OPERATING INCOME	\$7,965.38
Other Expenses	
Office Supplies & Software	30.00
POS Machines	82.45
Vending-items	113.72
Total Other Expenses	\$226.17
NET OTHER INCOME	\$ -226.17
NET INCOME	\$7,739.21

Sherando High School Band Boosters Profit and Loss

July 2023 - March 2024

	Ju	I 2023	Αι	ıg 2023	Sej	2023	0	ct 2023	No	v 2023	De	ec 2023	Ja	n 2024	Fe	b 2024	M	ar 2024		Total
Income				404.00																221.22
AIA Competition - Host				181.20														200.00		381.20
AIA - Concessions AIA - Donations																		3,751.43 40.69		3,751.43 40.69
AIA - Gift Card Raffle																		20.00		20.00
AIA - Ticket Sales																		7,141.80		7,141.80
AIA - Vendors																		147.05		147.05
Competition Sponsor												150.00		2,250.00		1,300.00		995.15		4,695.15
Total AIA Competition - Host	\$	0.00	\$	181.20	\$	0.00	\$	0.00	\$	0.00	\$	150.00	\$	2,250.00	\$	1,300.00	\$	12,296.12	\$	16,177.32
Band Fee		354.49		4,071.58		1,420.29				120.00				120.00		480.00		433.62		6,999.98
Band Shoes - DrillMaster		43.00		1,851.45		168.36														2,062.81
Band Trip Payments																1,346.00		1,230.65		2,576.65
Trip Payment Return Total Band Trip Payments	\$	0.00	¢	0.00	•	0.00	•	0.00	¢	0.00	•	0.00	•	0.00	\$	1,346.00	•	-20.00 1,210.65	¢	-20.00 2,556.65
Equipment & Uniform Sales	Ψ	0.00	Ψ	0.00	Ψ	0.00	Ψ	0.00	Ψ	0.00	Ψ	0.00	Ψ	0.00	Ψ	1,540.00	Ψ	1,210.03	Ψ	0.00
Guard - Equipment Sales				160.00																160.00
Guard - Flag Sales														348.06						348.06
Guard - Uniform Sales		425.00						1,535.00												1,960.00
Wind & Percussion - Uniform Sales														980.00						980.00
Total Equipment & Uniform Sales	\$	425.00	\$	160.00	\$	0.00	\$	1,535.00	\$	0.00	\$	0.00	\$	1,328.06	\$	0.00	\$	0.00	\$	3,448.06
Equipment Return	•	120.00	•	100.00	•	0.00	*	1,000.00	•	0.00	•	0.00	•	19.90	*	0.00	•	0.00	*	19.90
Fundraiser - Calendar Fall 2023		368.17		6,047.01		2,631.87		120.00												9,167.05
														0.4=0.44						
Fundraiser - Winter Calendar 2023								671.64		360.00		851.00		2,150.44		350.00		1,257.69		5,640.77
Fundraising Benevity														500.00						0.00 500.00
BlackBauld Giving Fund														300.00		720.00				720.00
Car Wash		885.00		28.86												720.00				913.86
Chipotle		200.00		20.00										257.37						257.37
Donations				168.51				8.00		44.00				38.46		47.78				306.75
Facebook - Network for Good														50.00						50.00
Firenza																120.00				120.00
Golf Tournament																				0.00
Golf Tournament - Entrance Fee														663.46				899.04		1,562.50
Golf Tournament Sponsor										150.00		150.00		400.00		930.77		1,300.00		2,930.77
Total Golf Tournament	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	150.00	\$	150.00	\$	1,063.46	\$	930.77	\$	2,199.04	\$	4,493.27
GOT Sneakers	,		·		·		·		·		·		·	,	·	152.00	·	,	·	152.00
Homecoming Concessions						777.00		209.71												986.71
HundredX		7,696.00																		7,696.00
JB Ice Cream Night		120.00																		120.00
Krispy Kreme										4,369.00				24.33						4,393.33
Krispy Kreme Sponsor				388.10				350.00												738.10
Total Krispy Kreme	\$	0.00	\$	388.10	\$	0.00		350.00	\$	4,369.00	\$	0.00	\$	24.33	\$	0.00	\$	0.00	\$	5,131.43
Merchandise				82.77		646.95		630.33		47.00										1,407.05
Newtown Printers Fundraiser		000.44		000.40		475.70		007.75		004.04		005.00		390.41		000.75		070 44		390.41
RaiseRight/Scrip Safe Halloween		209.11		299.49		475.76		367.75		264.31 200.00		395.29		491.60		230.75		376.41		3,110.47 200.00
Admission								1,560.00		200.00										1,560.00
Candy Sales								65.00												65.00
Concession								1,190.00												1,190.00
Donations								131.72												131.72
Safe Halloween Sponsor						300.00		640.38												940.38
Total Safe Halloween	\$	0.00	\$	0.00	\$	300.00	\$	3,587.10	\$	200.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	4,087.10
Spirit Wear Sales						565.35		116.25						162.90				87.85		932.35
Tag Day						10,518.70		2,810.36				42.00		1,480.00						14,851.06
Touch a Truck		1.11																		1.11
Non-Profit Income																		250.00		250.00
Total Touch a Truck	\$	1.11		0.00		0.00		0.00	÷	0.00		0.00		0.00		0.00		250.00		251.11
Total Fundraising	\$	8,911.22	\$	967.73	\$	13,283.76	\$	8,079.50	\$	5,074.31	\$	587.29	\$	4,458.53	\$	2,201.30	\$	2,913.30	\$	46,476.94
Non-Profit Income						2.20						O E4						146.30		146.30 8.04
Savings Account Interest Uniforms - TShirts				59.38		2.28 514.84		19.52		40.00		2.51		267.50		82.50		3.25		8.04 983.74
Vending				59.50		J 14.04		13.J∠		+0.00		237.00		207.30		UZ.JU				237.00
Winter - T-shirt Sponsor								750.00		250.00		794.00								1,794.00
Total Income	\$	10,101.88	\$	13,338.35	\$	18,021.40	\$ '		\$	5,844.31	\$		\$	10,594.43	\$	5,759.80	\$	18,260.93	\$	95,718.56
Gross Profit	\$	10,101.88		13,338.35		18,021.40								10,594.43				18,260.93		95,718.56
Expenses																				
AIA - Atlantic Indoor Association																				0.00
AIA - Banner																		186.08		186.08
AIA - Competition Host Fee																		3,701.52		3,701.52
AIA Supplies																		180.31		180.31
Cash to Start																		0.00		0.00
Concessions																		883.00		883.00

Director Meals - Hospitality																	150.00		150.00
Total AIA - Atlantic Indoor Association	\$	0.00	\$	0.00	\$	0.00	\$ 0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	5,100.91	\$	5,100.91
Band Trip																	2,109.38		2,109.38
Contractors																			0.00
Instructors		1,000.00					3,450.00		2,750.00		90.00				600.00		540.00		8,430.00
Total Contractors	\$	1,000.00	\$	0.00	\$	0.00	\$ 3,450.00	\$	2,750.00	\$	90.00	\$	0.00	\$	600.00	\$	540.00	\$	8,430.00
Fall Show & Season				070.40															0.00
Band Camp Meals Drill Writing - Fall		3,500.00		970.19															970.19 3,500.00
Fall Guard Silks		0,000.00		378.20															378.20
Guard - Tape, Poles, Gloves		1,086.75		163.55															1,250.30
Instrument Purchase - Percussion		2 504 02		645.05		404.20	248.90				198.00		150.05						4,178.85
POC Registration		2,501.93		645.85		424.32 300.00	240.90				196.00		159.85						300.00
Pool Party				68.79		000.00													68.79
Props - Fall				1,185.66		168.02											1,500.00		2,853.68
Tailgate						461.31													461.31
Total Fall Show & Season	\$	7,088.68	\$	3,412.24	\$	1,353.65	\$ 248.90	\$	0.00	\$	198.00	\$	159.85	\$	0.00	\$	1,500.00	\$	13,961.32
Fuel																	97.66		97.66
Fundraising Expense Golf Tournament - Site Deposit							500.00												0.00 500.00
Homecoming							300.00												0.00
Concessions - Homecoming							95.91												95.91
Cash to Start						200.00													200.00
Total Concessions - Homecoming	\$	0.00	\$	0.00	\$	200.00	\$ 95.91	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	295.91
Total Homecoming	\$	0.00		0.00		200.00	•				0.00		0.00		0.00		0.00		295.91
Krispy Kreme - Donut Cost											2,602.50								2,602.50
Merchandise											787.99								787.99
Safe Halloween						467.08			134.77								243.60		845.45
Concessions							278.72		000.00										278.72
Start Up Cash Total Safe Halloween	\$	0.00	•	0.00	\$	467.08	0.00 \$ 278.72		200.00 334.77	\$	0.00	\$	0.00	\$	0.00	\$	243.60	\$	200.00 1,324.17
Total Fundraising Expense	\$	0.00		0.00		667.08					3,390.49		0.00			\$	243.60		5,510.57
Indoor Expenses											•								0.00
AIA Fee - Indoor Comp Fee											1,287.96								1,287.96
Choreography													300.00						300.00
Drill Writing - Guard											1,200.00								1,200.00
Drill Writing - Percussion Guard Prop - Tarp							2,994.60				1,000.00								1,000.00 2,994.60
Guard Props - Indoor							2,994.00						633.46						633.46
Indoor Guard Silks									399.20		460.58								859.78
Music - Percussion				180.00															180.00
Percussion - Show				1,200.00															1,200.00
Percussion Floor		1,300.00							000.00										1,300.00
Poles, Gloves, Tape Total Indoor Expenses		1,300.00	\$	1,380.00	\$	0.00	\$ 2,994.60	\$	320.20 719.40	\$	3,948.54	\$	933.46	\$	0.00	s	0.00	\$	320.20 11,276.00
Reimbursable Expenses	•	1,000.00	Ψ	1,000.00	•	0.00	Ψ 2,004.00	•	7 10.40	۳	0,040.04	Ψ	000.40	۳	0.00	٧	0.00	•	0.00
Uncategorized Expense				14.10															14.10
Uniforms																			0.00
Alterations							325.00												325.00
Concert				0.007.00							69.44						147.00		216.44
Drill Shoes Guard		4,987.50		2,007.00													557.00		2,564.00 4,987.50
Guard Shoes		1,007.00		319.60															319.60
Make up				154.54									134.52						289.06
Total Guard	\$	4,987.50	\$	474.14	\$	0.00	\$ 0.00	\$	0.00	\$	0.00	\$	134.52	\$	0.00	\$	0.00	\$	5,596.16
Show Shirt		2,785.50													1,275.00				4,060.50
Wind & Percussion Uniform		3,723.90		0.404.11			A 227 2 2	_	*		AA .:	•	464		40== **		=0	_	3,723.90
Total Uniforms Total Expenses	<u> </u>	11,496.90 20,885.58		2,481.14 7,287.48		2.020.73	\$ 325.00 \$ 7,893.13				7,696.47		134.52 1,227.83		1,275.00 1,875.00		704.00 10,295.55		16,486.00 62,985.94
Net Operating Income	-\$	10,783.70		6,050.87			\$ 3,282.53	_			5,074.67		9,366.60		3,884.80		7,965.38		32,732.62
Other Expenses	Ŧ	-,3 3	•	-,	•	-,	,	7	,	7	, 		,	•	,	•	,	•	- ,
Award Banquet		396.00																	396.00
Insurance		524.00				321.00													845.00
Office Supplies & Software		30.00		30.00		30.00	30.00		30.00		30.00		56.94		30.00		30.00		296.94
Other Business Expenses		00 45		40.45		0.45	100 45		90 45		00.45		00 45		127.49		00.45		127.49
POS Machines Scholarship		82.45 4,000.00		42.45		2.45	106.45		82.45		82.45		82.45		82.45		82.45		646.05 4,000.00
Taxes & Licenses		6.00							100.85						166.41				273.26
Vending-items		2.00				76.74									142.00		113.72		332.46
Total Other Expenses	\$	5,038.45	\$	72.45	\$	430.19	\$ 136.45	\$	213.30	\$	112.45	\$	139.39	\$	548.35	\$	226.17	\$	6,917.20
Net Other Income	-\$	5,038.45		72.45		430.19							139.39			_	226.17		6,917.20
Net Income	-\$	15,822.15	\$	5,978.42	\$	15,570.48	\$ 3,146.08	\$	1,826.84	-\$	5,187.12	\$	9,227.21	\$	3,336.45	\$	7,739.21	\$	25,815.42