



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	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	
Uniforms	Catherine Dodrill	x
Member-at-Large	Susan Gill	
Band Director	Joel Cosner	x
Color Guard Instructor	Kayla Wright	x
Percussion Instructor	Scott Kittrell	x
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

	TOTAL
Income	
AIA Competition - Host	200.00
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	995.15
Total AIA Competition - Host	12,296.12
Band Fee	433.62
Band Trip Payments	1,230.65
Trip Payment Return	-20.00
Total Band Trip Payments	1,210.65
Fundraiser - Winter Calendar 2023	1,257.69
Fundraising	
Golf Tournament	
Golf Tournament - Entrance Fee	899.04
Golf Tournament Sponsor	1,300.00
Total Golf Tournament	2,199.04
RaiseRight/Scrip	376.41
Spirit Wear Sales	87.85
Touch a Truck	
Non-Profit Income	250.00
Total Touch a Truck	250.00
Total Fundraising	2,913.30
Non-Profit Income	146.30
Savings Account Interest	3.25
Total Income	\$18,260.93
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
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
Total 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

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
Income										
AIA Competition - Host		181.20							200.00	381.20
AIA - Concessions									3,751.43	3,751.43
AIA - Donations									40.69	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									-20.00	-20.00
Total Band Trip Payments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,346.00	\$ 1,210.65	\$ 2,556.65
Equipment & Uniform Sales										
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							19.90			19.90
Fundraiser - Calendar Fall 2023	368.17	6,047.01	2,631.87	120.00						9,167.05
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			500.00
BlackBauld Giving Fund								720.00		720.00
Car Wash	885.00	28.86								913.86
Chipotle							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							390.41			390.41
RaiseRight/Scrip	209.11	299.49	475.76	367.75	264.31	395.29	491.60	230.75	376.41	3,110.47
Safe Halloween					200.00					200.00
Admission				1,560.00						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									146.30	146.30
Savings Account Interest			2.28			2.51			3.25	8.04
Uniforms - TShirts		59.38	514.84	19.52	40.00		267.50	82.50		983.74
Vending						237.00				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	\$ 11,175.66	\$ 5,844.31	\$ 2,621.80	\$ 10,594.43	\$ 5,759.80	\$ 18,260.93	\$ 95,718.56
Gross Profit	\$ 10,101.88	\$ 13,338.35	\$ 18,021.40	\$ 11,175.66	\$ 5,844.31	\$ 2,621.80	\$ 10,594.43	\$ 5,759.80	\$ 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	\$	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													0.00							
Band Camp Meals				970.19									970.19							
Drill Writing - Fall		3,500.00											3,500.00							
Fall Guard Silks				378.20									378.20							
Guard - Tape, Poles, Gloves		1,086.75		163.55									1,250.30							
Instrument Purchase - Percussion		2,501.93		645.85	424.32	248.90		198.00	159.85				4,178.85							
POC Registration					300.00								300.00							
Pool Party				68.79									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													0.00							
Golf Tournament - Site Deposit						500.00							500.00							
Homecoming													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	\$	95.91	\$	0.00	\$	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							278.72							
Start Up Cash						0.00	200.00						200.00							
Total Safe Halloween	\$	0.00	\$	0.00	\$	467.08	\$	278.72	\$	334.77	\$	0.00	\$	0.00	\$	0.00	\$	243.60	\$	1,324.17
Total Fundraising Expense	\$	0.00	\$	0.00	\$	667.08	\$	874.63	\$	334.77	\$	3,390.49	\$	0.00	\$	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									1,000.00				1,000.00							
Guard Prop - Tarp						2,994.60							2,994.60							
Guard Props - Indoor										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											1,300.00							
Poles, Gloves, Tape									320.20				320.20							
Total Indoor Expenses	\$	1,300.00	\$	1,380.00	\$	0.00	\$	2,994.60	\$	719.40	\$	3,948.54	\$	933.46	\$	0.00	\$	0.00	\$	11,276.00
Reimbursable Expenses													0.00							
Uncategorized Expense				14.10									14.10							
Uniforms													0.00							
Alterations						325.00							325.00							
Concert								69.44				147.00	216.44							
Drill Shoes				2,007.00								557.00	2,564.00							
Guard		4,987.50											4,987.50							
Guard Shoes				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	\$	134.52	\$	0.00	\$	0.00	\$	0.00	\$	5,596.16
Show Shirt		2,785.50										1,275.00	4,060.50							
Wind & Percussion Uniform		3,723.90											3,723.90							
Total Uniforms	\$	11,496.90	\$	2,481.14	\$	0.00	\$	325.00	\$	0.00	\$	69.44	\$	134.52	\$	1,275.00	\$	704.00	\$	16,486.00
Total Expenses	\$	20,885.58	\$	7,287.48	\$	2,020.73	\$	7,893.13	\$	3,804.17	\$	7,696.47	\$	1,227.83	\$	1,875.00	\$	10,295.55	\$	62,985.94
Net Operating Income	-\$	10,783.70	\$	6,050.87	\$	16,000.67	\$	3,282.53	\$	2,040.14	-\$	5,074.67	\$	9,366.60	\$	3,884.80	\$	7,965.38	\$	32,732.62
Other Expenses																				
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	30.00	56.94	30.00	30.00		296.94							
Other Business Expenses												127.49	127.49							
POS Machines		82.45	42.45	2.45	106.45	82.45	82.45	82.45	82.45	82.45	82.45	82.45	646.05							
Scholarship		4,000.00											4,000.00							
Taxes & Licenses		6.00					100.85				166.41		273.26							
Vending-Items				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	-\$	136.45	-\$	213.30	-\$	112.45	-\$	139.39	-\$	548.35	-\$	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