

SCHS Orchestra Booster Club Board Meeting Minutes

August 26, 2020

Transcribed by Teresa Gribschaw, Secretary

Location:

Virtual Zoom Meeting (due to COVID-19)

Attendees:

Mrs. Marci Swift (Orchestra Director)

Tammy Toth (2020-2021 Orchestra Booster President)

Mandy Petrocelli (2020-2021 Orchestra Booster Vice-President)

Polly Peckham (2020-2021 Orchestra Booster Treasurer)

Teresa Gribschaw (2020-2021 Orchestra Booster Secretary)

Brenda Cheney (2019-2020 Orchestra Booster President)

Gina Creskoff (Bookkeeper)

Call to Order: 7:02 pm

End of Year Financial Report (EOYFR) 2019-2020

- In accordance with the by-laws, Brenda Cheney and Gina Creskoff presented to the Board the 2019-2020 EOYFR (which was conducted on August 9, 2020, with Brenda Cheney, Gina Creskoff, Polly Peckham, and Tammy Toth in attendance). Tammy made the motion to approve the 2019-2020 EOYFR. Mandy seconded the motion. The motion was approved by the Board.
- An email will be sent to the 2019-2020 (last school year) booster members stating that the 2019-2020 EOYFR is available upon request directed to the OBC Treasurer at schsorchestra+Treasurer@gmail.com. Mrs. Swift is going to check that the 2020-2021 board members email addresses and names are update and linked to their personal emails.

Upcoming Board Meetings

- Proposed dates are as follows: August 26, 2020; October 6, 2020; December 1, 2020; and February 9, 2021. All meetings will be at 7:00 pm and locations are TBD. The Annual Board Meeting details are TBD. The Board agreed to all proposed meeting dates.

Role of the 2020-2021 Boosters

- Mrs. Swift suggested **Goodie Bags** with “swag” (such as magnet, instrument tag, a Christmas ornament, and rosin) be assembled and delivered to the incoming Orchestra freshmen and new students. Polly volunteered to assemble the bags. Mandy will pick up the “swag” from Mrs. Swift at SCHS and deliver to Polly. Mandy and Teresa will be responsible for bag delivery, adhering to COVID personal contact guidelines (The goal is to have bags delivered anytime between now and the first two weeks of school). There are approximately 40 freshmen/new students.

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- Mrs. Swift is continuing attempts to connect with **Spirit Wear** representative from last year to again set up on-line ordering , but so far has gotten no response. If she continues to get no reply, she will look for another company to contact.
- **Instrument Pick-up** at SCHS is September 2, 2020.
- There is a **Virtual Orientation** on September 1, 2020, for freshmen and new students. Idea: Have a Zoom Q & A with OCB and Mrs. Swift.

Vacant Volunteer Positions for 2020-2021

- The Board reviewed the list of vacant positions, and it was collectively decided that recruitment for these positions will be on an as-needed basis (due to COVID and the many SCHS/Orchestra future events TBD as the year progresses).

Uniforms for 2020-2021

- Uniforms will not be ordered this year. If any orchestra performances/events are scheduled, students will be required to wear all black clothing in accordance with school/orchestra dress codes.

Events/Fundraisers for 2020-2021

- Virtual 5K – Registration is currently open. Those registering need to choose “Orchestra” as his/her participating group. Once registered, detailed information about the event is available. There is a \$30 registration fee for each individual. The total money collected (minus costs) will be divided equally among the number of participating groups. Any prizes will be mailed to participants.
- Stallion Stampede – This event will be held virtually, September 1, at 5:30pm.
- Tag Day – There is a virtual meeting with various relevant boosters on September 2, 2020, to discuss ways this fundraiser could still be accomplished with the current/future COVID situation. Any OBC board members are welcomed to join the meeting. Mrs. Swift has requested an electronic record of Tag Day donations be compiled annually starting with this year if the event is held.
- Pie Sale – This fundraiser will not happen in 2020. TBD if Pie Sale can happen in 2021, before Spring break (Pie Delivery and Pick-up would be 3-23).
- Masquerade – This event is still happening, virtually. Each elementary/middle school group will play one piece, and the Band Man is coordinating the production of the audio/video recording . The Student Workshop will take place via Google Meet and with virtual assistance from selected orchestra members. Participants will pay a fee (most likely via Pay Pal) that will cover the cost of a t-shirt and the making of the video/audio recording which will be accessed via a link to be published at the time of the event. The t-shirt pick-up process is TBD, but a suggestion was made it be done via “drive by” at an outside location at each individual school or at the entrance of SCHS. Also, flexibility on the date of the event will be needed, for it may take place in

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the winter and be called, for example, the “Snow Show” rather than it being at Halloween time and called “Masquerade.”

- Christmas Ornaments – As mentioned previously in the minutes, unsold Christmas ornaments from past years will be put in each Goodie Bag delivered to incoming freshmen and new students. (For more information, refer to the first item listed under the Role of the 2020-2021 Boosters section of the minutes.)
- District Honors Orchestra and Solo/Ensemble – TBD. Mrs. Swift said she would like to do something within SCHS if possible if events are cancelled.
- Winter Concert – In-person performance canceled. TBD if a virtual performance is possible.
- All Spring Orchestra Events – TBD with the exception that the decision has already been made that there will be no Spring Trip this school year.

Treasurer Report

- Switch Account from Capital One to Burke & Herbert – A motion was made by Polly to switch from Capital One (CO) to Burke & Herbert (BH). Mandy seconded the motion. Motion was approved by all board members. The money leftover in the CO account will be used to open the BH account via OBC check written by Brenda with accompanying signee signatures. That check will give it to Polly, who will use it to open the BH account. Brenda will pass off all financial materials/equipment (such as Square One, blank checks, etc.) to Polly when she gives her the OBC check for BH. Appropriate changes will be made to the letter previously used to open the CO account/make changes to signees, so that the edited letter and OBC check can be presented to BH when opening the new account and designating the signees.
- Requests from Mrs. Swift – Funds to pay for Sectionals in Winter and possibly Spring, costly \$1000 each, totaling \$2000. Professional Association fees totaling \$130. Funds to produce audio/video for possible Winter and Spring concerts; amounts TBD.
- Review of 2020-2021 Budget – Polly reviewed budget items/amounts with the Board to determine/estimate/predict financial needs for this school year in light of COVID, virtual learning thru at least December, and many issues yet TBD from January 2021 to the end of the fiscal year. Polly will draft a new 2020-2021 Budget based on the discussion and may need to revamp the budget as decisions are made throughout the school year.

Adjournment: 8:30 pm