**Location:**

Location:

South County High School Orchestra Room

8501 Silverbrook Road

Lorton VA 22079

**Attendees:**

Marci Swift (2018-2019 Orchestra Director)

Greg Manns (2018-2019 Orchestra Booster President)

Raquel Hecker (2018-2019 Orchestra Booster Treasurer)

Brenda Cheney (2018-2019 Orchestra Booster Secretary)

Gideon Gravatt (2018-2019 Webmaster)

Shannon Lee (2018-2019 Concert Reception Coordinator)

Teresa Gribschaw (2018 Pie Sale Chair)

Emily Nelson (2019 District Orchestra Chair)

**Call to Order:** 7:07pm

**President’s Report:**

* Volunteer positions vacant for 2018-2019
  + Concert Reception Support- Mrs. Swift will create a Signup Genius with request for help for Masquerade Concert
  + Senior Slide Show Chair-Brenda will contact Carson Schultz to confirm he is still interested, will ask that he use the new Gmail address set up by Gideon.
  + Photographer and Videographer - Mrs. Swift will contact Ms. Saffron the photography teacher.
* Pie Sale
  + October 1-15 sales. Raquel and Teresa compiled the envelopes with the order forms/instructions and the envelope was sent home with the students. Raquel has not heard from band or choir. Mrs. Swift confirmed that band and choir are participating this year.
  + October 17th Raquel and Teresa will open envelopes. Raquel will deposit funds, Teresa will enter data on spreadsheet.
  + November 15 pie pick-up. Signup Genius has been emailed to all parents
  + Chuck Batt arrives at loading dock at 12:00pm, Raquel needs adult volunteers at 12:00pm.
* Masquerade Workshop: October 27
  + Need volunteer to purchase and set up snacks and lunch – Mrs. Swift will create a Signup Genius.
  + Mrs. Swift will email custodian to set up 4 tables in orchestra hallway.
  + Mrs. Swift will contact Ms. Saffron requesting a student volunteer to take group photo.
  + Discussed where the photo should be processed so it will be ready for distribution before/after the concert. Will use Walmart or local company.
  + Order form for t-shirt and pizza ($10) and photo ($5) included in the email to ES students.
  + HS student volunteers will receive Masquerade t-shirt. Discussed if t-shirts would also be available for purchase by parents. Mrs. Swift will include option for parent purchase in an email.
* Masquerade Concert: October 30
  + Shannon Lee will follow up with Joen Schultz regrading coordinating the reception.
  + Shannon reviewed items for reception in the storage room.
  + Mrs. Swift will email custodian to set up 3 tables in cafeteria (reception) and one table near auditorium (photo pick-up).
  + Shannon and Raquel will take turns manning the reception tables during the concert.
  + It was suggested that signs are posted on all of the main doors and that a student or adult volunteer be at each of the doors to direct ES to the rooms they need to report to.
  + Mrs. Swift will include volunteer to man table for photo pick up on Signup Genius.
  + Mrs. Swift will email Mrs. LaBrie regarding SSS status.
  + We will await response from Mrs. LaBrie to copy SSS flyers for inserting into program.
  + Brenda will send copy of 2017 president program blurb to Greg.
  + Mrs. Swift will send program information to Zach Wilson by this weekend. Greg will send blurb to Zach ASAP.
  + Brenda will send Mrs. Swift half sheet 2018-2019 Patron form to be inserted in the program.
  + Raquel emailed Gideon and Zach the current Patron information for inclusion on the website and in program.
* Winter Concert
  + Christmas Ornament: will need to follow up with Carmen regarding status.
  + Mrs. Swift will email custodian to set up 1 table near auditorium (ornament) and 3 tables in cafeteria (reception)
* District X Orchestra Event at SCHS: January 10-12
  + Emily Nelson will chair and will follow up in early November.
* Board Meeting #3: Tentatively scheduled November 27 at 7:30pm at SCHS.

**Treasurer Report:**

* Raquel provided hard copy of Treasurer Report and Budget dated 10-02-18.
* SCC 2018 annual payment was submitted but a report that needs to be submitted every five years was not submitted. Raquel is following up with the reinstatement packet.
* Raquel is still having issue with Capitol One bank. The names and contact information of the Booster Club members who should be on the account are not accurate despite providing the correct information on numerous occasions. To date, the bank balance is accurate. Raquel suggest that the account be closed at the end of the fiscal year and a new account possibly at another bank be opened.
* Mum Sale: 2018 sold 37 profit- $370 (2017 sold 78 profit - $532.70) will need to reconsider if we want to do it next year and if we need to modify how the mums are sold.
* Tag Day:
  + Still receiving donations, final numbers not available.
  + Raquel will follow up with Chris Walton regarding the final number of orchestra student participation.
  + Parent volunteers will be added to the count of volunteers and will increase the % of the split.
* Pie Sale: Up and running.
* Patrons: Three patrons to date, we need more.

**Webmaster Report:**

* Gideon will be out of town 10-15-18 through 11-03-18, request for Website updates should be submitted before the 12th.
* Information regarding the updated website and it’s many features including the calendar autofill capability should be included in the next email to the parents and students.

**New Business:**

**Spring Trip:**

* Band and Choir will be doing trips without orchestra this year. Mrs. Swift has contacted several vendors for pricing if orchestra goes to Disney.
* Current estimate is $800 per student for 40 students and 5 chaperones.
* Mrs. Swift asked if Booster Club could contribute towards the cost per student. It was determined that Boosters could possibly provide $125 per student.
* Discussed doing Snap Raise again in the spring to offset cost.
* Mrs. Swift indicated she does not have immediate need for instrument repair or replacement and plans to use school funds for guest sectional fees (paid by the Boosters in the past).
* Mrs. Swift ask the Boosters to purchase one iPad for students who do not have access to computers at home. It was determined that the Boosters can cover the cost of one iPad and iPad stand. Emily and Eric Nelson will research cost and apps included with the iPad.

**Adjournment:** 8:43pm