

SCHS Orchestra Booster Club Board Meeting Minutes

October 13, 2021

Transcribed by Teresa Gribschaw, Secretary

Location:

Virtual Zoom Meeting (due to COVID-19)

Attendees:

Marci Swift (Orchestra Director)

Tammy Toth (2021-2022 Orchestra Booster President)

Mandy Petrocelli (2021-2022 Orchestra Booster Vice-President)

Polly Peckham (2021- 2022 Orchestra Booster Treasurer)

Teresa Gribschaw (2021-2022 Orchestra Booster Secretary)

Call to Order: 7:03 pm

Upcoming Board Meetings

- Board Meeting #4: December 8, 2021, 7:00 pm, Location TBD
- Board Meeting #5: February 9, 2022, 7:00 pm, Location TBD
- Annual Board Meeting #6: May 24, 2022, 7:00 pm, Location – Auditorium, prior to Spring Concert

Old Business

- **End of Year Financial Review** – EOYR will be conducted virtually on October 20, 2021 at 7pm. Elizabeth Peckham will be the non-board member present. Polly and Tammy will prepare the EOYR paperwork prior to the meeting.
- **Burke & Herbert (B&H)** – Tammy, Mandy, and Polly will meet at B&H on October 20, 2021 at 1:30 pm to complete OBC checking account signee paperwork.

Tag Day Update

Donations currently total over \$20,000, with additional donations still being received. Once all donations are in, the final Tag Day fundraiser amount will be announced. The distribution of donations among music departments is as follows: Choir (25.1%), Band (31.2%), Drama (17.3%), and Orchestra (26.4%). (Percentages are based on the number of student and adult volunteers on that day from each department.)

Pie Sales

- Co-Chairs are Teresa Gribschaw (who will coordinate Pie Orders) and Tammy Toth (who will coordinate Pie Delivery Day).
- Pie Sale Order Dates: October 12-26, 2021. Pie Delivery Day: November 15, 2021, SCHS dock.
- Pie Sale Order Packets were assembled October 7, 2021 and distributed to the orchestra students the week of October 11, 2021.
- Tammy will prepare the Adult/Student Volunteer Sign-Up for the November 15th Pie Delivery Day and email it, via Mrs. Swift, to all music department directors.

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Masquerade Workshop

- Date: October 23, 2021, from 8:00 am-12:00 pm in the SCHS Auditorium
- Goody Bags will be given to each elementary student at the Saturday Workshop. The middle schools are collecting candy donations, and SCHS orchestra students are responsible for bag assembly.
- Volunteers will be requested to hand out Masquerade t-shirts to each participant.
- Group Pictures will be available the night of the concert.
- There will be no food provided at the workshop due to COVID restrictions.

Masquerade Concert

- October 26, 2021, at 7pm in the SCHS Auditorium
- Tammy will speak to the audience on behalf of the OBC prior to the concert.
- Due to COVID restrictions, each Masquerade participant is allotted 2 spectator tickets. The elementary school participants, supervised by volunteers, and any overflow audience members from the auditorium will watch the concert live streamed in the cafeteria.
- There will be a table outside the auditorium for selling Masquerade t-shirts and leftover spirit wear. Polly will provide the change box and Square and will oversee sales. Sales will begin 30 minutes before the performance (6:30pm). Volunteers will be requested to assist.

Busch Gardens Winter Trip

- Date: December 16, 2021
- Trip payment due by November 1, 2021
- Transportation will be provided by school buses. Departing time is 11:00 am, so students will attend classes until that time. Return time to SCHS is approximately 11:30 pm.
- Chaperones will be requested once the total number of students going is calculated.
- TBD if anything is needed from the OBC, such as snacks, water, etc.

Winter Concert

- Date: December 9, 2021, at 7:00 pm in the auditorium.
- TBD if, following the concert, a reception table will be provided and how the items will be distributed (example: packaged items, all same or different, etc).
- Decorations TBD. Possibility get donations such as poinsettias, lights, etc. and borrow décor from members for that night.

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Review of By-Laws

- “Section 13.3 Checks and Drafts “ – Drafts are debit card charges (not checks). Attendees discussed proposed wording of Section 13.3. It was agreed that any purchases require Board approval beforehand, and more than one signature is needed for checks and drafts over \$1000.00. Tammy is going to revise the wording of Section 13.3 and send it to OBC members for review. The final revision/proposed amendment of Section 13.3 will be voted on by all members in attendance at the Winter Concert, December 9, 2021.

Treasurer Report

- Polly presented the proposed 2021-2022 OBC Budget.
- Attendees reviewed/discussed the budget line-by-line. Any needed changes were agreed by all.
- Polly will make agreed upon revisions to the budget and send out the revised budget to OBC members for review.

Next OBC Board Meeting is scheduled for December 8, 2021 at 7:00 pm, Location TBD

Adjournment: 8:30 pm