



Thomas Dale High School Band Boosters

Band Booster Minutes

Marching Knights Band Boosters board meeting August 18, 2009 called to order at 7:00pm.

Review of minutes from June 2, 2009 meeting. Approval of minutes motion by Jon Schoepflin, second Martha Seitz. Minutes approved.

Officers introduced to new members. Funds discussed and banked at DuPont Credit Union. Records to be audited.

New Business:

- Membership to website to help organize and advise our club. Free website and free legal advice for 1 year. Sale on membership fee to join. Sherri presenting for questions from parents for membership. Discussed the benefits of joining the organization. Motion for band boosters to join made by Kathy Edwards at 7:10 pm, second by Cynthia Williams. All in favor and motion passed.
- Treasurer Business:
 - Paperwork in progress for Tami to become bonded. Due to her personal job, she travels weekly. She needs volunteers. Kimberly Baker volunteered to help count money after games for concessions and 50/50. Kathy Edwards back up. Also need volunteers to count money on Tag Day.
 - Big need for underclassmen parent volunteers. Seeking co-treasurer to shadow Tami to learn process.
 - Audit being arranged by Mike Williams.

Financial Business:

- IRS – We need to file taxes by October 1. Brad Williams reports that Don Lawton has donated his time to be the CPA. We need 501C3 to file taxes. There are items needed to complete the filing. Biggest issues are scholarship money and explanations as to process and procedures letters to accompany taxes.
- Gift cards and getting signatures suggested due to treasures availability. : Board decided against the use of credit cards or gift cards for concession purchases due to loss and theft possibilities. Not safe. Our by-laws require 2 authorized signatures for purchases greater than \$500.00, President, CP and/or treasurer. Petty cash fund not secure – too much money. Decided that process needs better planning due to getting checks signed and it has to be done differently from last year.
- Should we have a finance committee? Table and present at next meeting.
- Exhibit C > Band Fee Payment Plan form. Need more obligations from parents. Student must be up to date on payments in order to march. Payments must be made by Dec. 1st. to march in Christmas parade. Payments are fair for everyone. Boosters are owed \$2,000 from last year. School cannot collect the debts. We can budget for kids who do



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not have the funds; there is an application on file for tax purposes. \$75.00 Deposit covers buses ect. Suggested to start \$25.00 payment plan on June 1. Form ok for this year. Make sure all upcoming freshmen get the information. Students who have not paid in full by present are not written in the drill. Easy to fit kids into the drill and there can also be alternates. Motion made by Job Schoepflin to accept from, Beverly Edwards second, motion passed at 7:40 pm.

- No by-law changes for band scholarships.
- Meeting Date change proposed. Have to change the by-laws. Mr. Holley needs the meetings to remain on the first Tuesday of each month due to his practice schedule. There is no practice on Tuesdays. Leave meetings to be held on the first Tuesday of each month.

Article IX section 7 audits. Should we add to by-laws? It is proposed that someone review the bank records monthly per Tami's request. Audits done frequently and unofficially. Chesterfield County Schools are not requiring all boosters to submit a copy of a annual audit. This will not be added to by-laws. By-laws are available on website and Sherri has a hard copy.

Band Camp lunches – good volunteers, wonderful turn out for purchase.

Parent Preview night: Pot luck dinner. Set up conflicts with teacher orientation. Need volunteers for dinner set up. Kimberly Baker will help. All coolers need to be emptied at conclusion of dinner. Paper products are bought with band camp proceeds.

Exhibit A is the letter to parents from the dinner. Microphone is needed to discuss business. Orders will be taken for parent shirts, Parents are orange and students are purple. Shirts are bought at wholesale. 5 x VA honor band added to shirt. Parents' orders needed by 9-3-09, there will not be a 2nd order. They will have them by first game. Shirt order form is on website.

Sherri will conduct a small meeting during dinner. Tami will discuss band fees, Jon will discuss volunteers. Need over 400 volunteers and have that many opportunities.

First Game:

- 50/50 chairman is Chris Craig. Marianne Mazzio is interested in helping. Chris will call volunteers to remind them of helping.



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Tag day:

- Kathy Edwards is in charge of sign-ups and arranging volunteers. Jon will mention on parent preview night. 40 drivers are needed.
- Sonic and Tropical Smoothie will be contacted to reward gift cards to the top 2 teams that collect the most donations. Also will check with Chik-Fil-A. Students will also be allowed to advertise the fruit sale.
- Any new areas discussed. Hidden valley conflict with Bird high's tag day.
- Make chart with neighborhoods that give the most.
- Have a volunteer shadow Kathy to learn process.
- Advertise Tag day in Village News.

Fruit Sale:

- Link on website for the open sale period only.
- There will be a form passed out on tag Day for the sale.
- There will be credit and debit card orders taken online and purchaser can indicate which student gets credit for the sale. Shipping is included or orders can be picked up at the school.
- www.fruitorder.org
- Online sales 10-19-09 – 11-06-09
- Money collections 11-09-09 – 11-13-09
- Fruit will be delivered at winter concert.
- Suggested to put banner on fence to advertise.
- Winter concert is Dec. 8 and 10. Final pick up date is 12-10-09/

Phonemoola.com discussed as fundraiser. Flyers will be sent home with just band members and posted to website.

Chaperones:

- Joe Lewis is in charge of coordinating volunteers. Jon will give list when complete.
- Begin with old list and add new to it.
- 1st chaperones needed on 9-17 and 18 for elementary school tours.
- Need to replenish first aide kit.
- Motion made by Jon Schoepflin to replenish kit, second by Kathy Edwards, no opposed, motion passed at 8:25 pm.
- \$200.00 needed to replenish.
- Proposed to ask local businesses to donate items for kit.



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More concessions will be discussed at the next meeting.

Possible that grills will not pass inspection. Fryers need checked.

Bread donated by Wal-Mart, Martha Seitz will get City Ice, draft email for first game volunteers.

Volunteers needed to shadow fruit sake and trailer for take over next year.

From Directors:

- Tower built 2 years ago and needs some boards replaced.
- Needs power washed and sealant due to sun and weather damage.
- 5 gallons to clean and seal.
- Need volunteers.

Meeting adjourned.