



BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters

Minutes of the Executive Board Meeting

November 10th, 2025

6:00pm

Location of the Meeting: Severna Park High School, 60 Robinson Road, Severna Park, MD 21146

1. Call to Order

The regular meeting of the Executive Board of the Severna Park High School Band and Orchestra Boosters was called to order at 6:10pm on November 10, 2025, at Severna Park High School by Alena Davis.

2. Review of Previous Minutes

- Prior minutes were reviewed (noted as end of September / early October).
- One correction: a name referenced as “R/Rob” should be Bob.
- Minutes approved with the correction.

3. Reports

- Treasurer’s Report (Financial Review)
 - Treasurer presented slides (described as detailed/“eye chart”); slides will be emailed to the group.
- Income highlights
 - Dining out & commissions performing above budget expectations.
 - Popcorn income received: \$6,700.
 - Fair share income received: \$48,000.
 - Fair share still owed: approximately \$6,000 (addressed further below).
- Expense highlights
 - Popcorn student credit allocation: \$3,300 posted to student accounts.
 - Clinicians/consultants/staff payments expected to increase soon; anticipated 4–5 additional payments pending requests (question raised whether “Evan” is a new name on the list).
 - Copy/printing invoices: treasurer has not received invoices beyond the first; team to follow up on where invoices are being sent and whether hard copies stopped.
- Truck rental/fuel
 - Truck rental and fuel expenses likely to increase; credit card statements still being reconciled.
- Budget vs. actual

- Additional income still possible from:
 - More fundraising/dining commissions
 - Remaining fair share collections (approx. \$6,000)
- Taxes / accounting
 - Taxes are completed; treasurer needs to sign and submit.
 - Noted as the earliest taxes have been completed, which is positive.
- Current financial position (YTD)
 - Total income: \$94,720
 - Total expenses: \$87,396
 - Boosters are currently ahead (“in the right direction”), with some outstanding expenses still expected.
 - Checking account balance: \$51,000
 - Outstanding checks: \$4,000
 - Effective available cash: approx. \$47,000
 - Year-to-date spending summary:
 - \$74,000 in checks written
 - \$10,000 in credit card expenses
- Fair Share / Open Orders Follow-Up
 - 22 open orders with outstanding balances remain.
 - Root cause discussed: Membership Toolkit issues/usage patterns (some families paid an initial amount but never created/submitted the full fair share order).
 - Officers manually reviewed accounts and created missing orders so families could see balances due.
 - Treasurer is following up with families in a supportive tone; payments are improving as awareness increases.
- Student Account Credits (Fundraising Credits)
 - 43 student accounts have credits totaling \$5,585 available to apply toward the spring trip.
 - Plan: develop a clear communication process in the next couple of weeks to notify families of credit amounts and how credits will be applied/ported to the Cedar Point trip.
- Home Show Financial Summary
 - Bottom line: ~\$3,000 profit on the Home Show, despite having only six bands participating.
 - Key figures discussed:
 - Tickets: \$3,695

- Concessions: approx. \$843 profit
 - Programs/ads: approx. \$2,250 profit (printing donated)
 - Merchandise: \$2,800 revenue (approx. \$1,000 profit noted; discussion included that some revenue likely came from airgrams and button sales)
 - Hospitality: approx. \$790 spent
 - Awards: approx. \$400 cost, offset by \$1,000 Lions Club donation
 - Competition fees: \$4,800 (USBands)
 - Comparison note: last year's judge/adjudication costs were cited as ~\$3,500, with a different structure (MMBA individual judge payments). USBands fee includes adjudicators.
 - Other expenses (announcer, signage, thank-you cards, water bottles, banners): approx. \$1,000
 - Custodial costs were not charged; security/SRO costs were likely not charged as the scheduled SRO did not attend (a replacement officer was present).
 - Recognition: Multiple members emphasized this was a major success given the reduced band count and the same workload as larger shows.
- Secretary's Report: No report.
- Volunteer/Administrative Updates
 - Parent volunteer background checks: continuing coordination with front office (Mrs. Slater); expected to wind down now that competition season has ended.
 - Home show support: goody bags for bus drivers and general wrap-up tasks noted.
 - Lions Club coordination: trophies, fruit sale ad, and continued partnership; Lions Club members were proud/happy to participate.
 - Reminder: a Lions Club-related event is on the calendar for the 13th and the group should plan to send students to help.
- Director's Report (Mr. Kilby)
 - Thanked boosters and parents for support, especially for the Allentown trip:
 - Help organizing "goody" items for staff buses
 - Rapid coordination of a third bus at the last minute
 - Noted strong season progression and student improvement throughout the year.
 - No immediate needs from boosters; focus is on cleanup and reset:
 - Bringing items back inside

- Moving the golf cart back to the garage
- Addressing storage/organization

4. Date and Time of the next Board Meeting

The next Executive Board meeting is scheduled for January 5th, 2026 at 6:00pm, virtually.

5. Adjourn

The meeting was adjourned at 6:59pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julia Triplett Date: 01/05/2026

Minutes Approved by: _____ Date: _____

Attachments: