



BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters

Minutes of the Executive Board Meeting

May 15, 2023

6:30pm

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

Present at Meeting: Michael Nunn, Karen Clayton, Jill Newton, Travis Darcy, Eric Kilby, Julie Triplett

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 6:39pm on May 15, 2023, at Severna Park High School by Michael Nunn.

2. Review of Previous Minutes

The minutes of the previous meeting held on April 17, 2023, were reviewed and approved.

3. Review of Open Action Items

ID	Owner	Task	Status
12.001	Julie	Research solution for Photo storage and sharing	Ongoing
04.009	Travis	Obtain approval from SPHS Admin for Papa Johns fundraiser	On Hold
04.010	Scholarship Committee	Review applications and make selections	Complete

4. Reports

Treasurer: Jill provided a report in advance of the meeting with Statement Balances and transactions (attached as part of the agenda). Jill requested that someone from Fundraising take over the TruEarth fundraiser from Suzi Warner-Jones. We received the last donation check from AmazonSmile, which has discontinued the program. Jill is still waiting for the donation from the Mattress Warehouse. The Drum Major Camp tuition has been paid. Everyone has paid their Fair Share Fee for the 2022-2023 school year. There was one Bad Debt. Jill's VISA account is closed and the switch over to Travis is almost complete. Scholarship checks have been written. The Truist signature cards should be updated the first week of June. Colleen with Non-Profit Accounts is the contact.

Secretary: No Report.

VP: Julie will stand in for Karen for the Scholarship Awards Ceremony. There will be a planning meeting on June 3rd from 10am to 4pm at the Severna Park Public Library. Karen is organizing the Spring Picnic and needs to confirm paper products for the event. There will be a feature article in the Severna Park Voice for Seniors. The deadline is Friday.

President: No Report.

Mr. Kilby: The Spring Concerts will take place over 2 nights. The engravings went out for the musician's superlatives and awards for the Spring Picnic. Marching Band registration is well underway. We currently have 8 Color Guard members and 34 musicians.

Student Leadership: No Report.

Communication and Marketing: No Report.

Operations: No Report.

5. New Business

4th of July Parade: The Marching Band will participate in the Severna Park 4th of July Parade this year! All returning marchers and alumni are welcome to march. They will wear SPHS MB polos and khaki shorts and perform the same music that was performed during the Spring Trip.

Mailbox in the office: The BOB will be able to check the mail over the summer.

Marching Band Show Shirts: The design for the 2023 Show Shirts will be done after the concert.

Band Camp Packet: Currently in revision, but should be completed by next Friday, May 26th.

Home Show Program Advertisements: Julie will organize Program Ads again this year.

6. Fundraising

Travis is waiting for a check from the Chick-Fil-A night. It may be missing or in the mailbox. Travis will follow up. Travis suggested a summer Popcorn Sale or Spaghetti Night. After some discussion, it was decided to move this idea to September when everyone is home from vacation and back to school.

7. Action Item Task List

ID	Owner	Task	Due Date
12.00 1	Julie	Research solution for Photo storage and sharing	Ongoing
04.00 9	Travis	Obtain approval from SPHS Admin for Papa Johns fundraiser	On Hold
05.01 7	Fundraising	Take over the TruEarth Account from Suzi	September 2023

05.01 8	Julie	Present Scholarship Awards at Senior Award Ceremony	May 18
05.01 9	Karen	Double check paper products and supplies for Spring Picnic	May
05.02 0	Karen	Submit copy for the Severna Park Voice Senior Feature	Friday, May 26
05.02 1	Exec Board	Check BOB mail at the SPHS front office	Over summer
05.02 2	Mr. Kilby	Arrange for MB Show Shirt design after concert	May 19
05.01 3	Mr. Kilby	Update Band Camp Packet	May 26
05.02 3	Julie	Update Program Ad documents and organize this fundraiser	By June 1

8. Date and Time of the next Board Meeting

The next Executive Board meeting will need to be scheduled. The next General Membership meeting is scheduled for June 1st, 2023, at 6:30pm, in the SPHS Band Room. This will be the Marching Band Kickoff Meeting.

9. Adjourn

The meeting was adjourned at 7:18pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julie Triplett Date: 08/30/2023

Minutes Approved by: _____ Date: _____

Attachments: