



BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters
Minutes of the Executive Board Meeting
September 30, 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 6:00pm on September 30, 2025, at Severna Park High School by Alena Davis.

2. Review of Previous Minutes

The minutes of the previous meeting held on September 2, 2025, were missing due to technical difficulties with the meeting transcript. Julia will finalize once she gains access to the recording.

3. Treasurer's Report (Pete)

- YTD (since 7/1): ~\$60,000 income / ~\$57,000 expenses → modest positive variance.
- Bank balance: ~\$37,000 (roughly where we started the year); several large expenses still ahead.
- Line-item clarification: "Class/Fair Share Fees" currently groups marching-band fees with membership dues (labeling to be refined later).
- Membership dues: Trending ahead of last year; continue outreach.
- Comms constraints: We cannot bulk-email orchestra families from school systems; leverage word-of-mouth, teacher emails, and events.

Action:

- Pete to share a simple monthly P&L snapshot (income by source & major expense lines) for future meetings.
- Pete to remit ~\$400 for the second bus for the 8th-Grade Invitational (AACPS/music dept. covering the first).

4. Engagement & Orchestra Outreach

- Observed lower visibility/camaraderie for orchestra families; brainstormed low-cost, fun, community-building ideas.
- April designated as Orchestra Liaison (with support from Heather and others).
- Ideas: pre-Spooky Strings bake/pack cookies for sale; simple craft/wholesome meet-up; "hospitality" presence at concerts.

Actions:

- Heather to check space/permissions & feasibility for an after-school cookie pack ahead of Spooky Strings.
- April to coordinate simple activity plan and timing with Dr. Gardner.
- Comms team to prep one-pager for orchestra parents ("What Boosters fund for classes").

1. Events & Logistics

A) 8th-Grade Invitational (Field Trip – Friday)

- Sign-ups: 51 permission slips on hand; more expected.
- Buses: 2 total; AACPS covers one; Boosters cover one (~\$400).
- Flow: Arrive ~3:00; practice blocks; dinner; distribute T-shirts (after dinner or at dinner pickup); drum major talk.
- Chaperones: 3 eighth-grade parents so far; need more.
- Stands: Band section will be blacked out/expanded to fit guests.
- Water: Use pitchers/cups (kids prefer cups over bottles).

Actions:

- Jennifer – continue daily school coordination & headcounts; send final numbers to Pete & logistics leads.
- Ops/Chaperone lead – recruit additional chaperones and set crowd-control/photo points.
- Uniform/Spirit table – prepare T-shirt distribution plan.

B) Future Falcons (Saturday – morning of Home Show)

- Schedule change: Home Show moved to 1:00–3:30 pm (awards ~3:00); Future Falcons now starts ~10:30 am.
- Food: Provide hot dog “lunch” (~100 dogs); any overage can go to concessions.

Actions:

- Amy + kitchen team – confirm crock/crab-pot equipment & counts; coordinate timing with band schedule.
- Comms – confirm arrival time, parking, and pickup flow to families.

C) Home Show (1:00–3:30 pm)

- Volunteer needs: Critical gaps in pit/prop parking and AirGrams. Student workers limited (in warm-ups) → recruit non-marching HS & 8th-graders (service hours).
- Sign-up slots: Adjusted for earlier end time; continue to fill.
- Community push: Invite senior living communities & neighbors; banners at SPHS & SPMS; request messages on digital kiosk.
- Merch: New universal “Music” Home Show tee (not date-locked). Initial order: 50. Target price \$29.99 (final to be set); sell at show and later events. Consider bringing seat cushions to sell.
- Buttons/Tattoos: Warren/Grace to organize button station; tattoos optional if design bandwidth allows.

Actions:

- Kelly – place first 50-shirt order; propose final price; bring seat cushions.
- Jennifer – flyers/banners; outreach to senior facilities; request digital kiosk placement (coord with Dr. Gardner).
- Volunteer lead – publish a targeted “We need YOU for AirGrams & Pit!” post; recruit middle-school helpers (with parent coverage).
- Props/Ops – define exact person-per-prop counts; run a Friday trial; assign field-walk teams.

5. Sponsorships & Ad Sales

- Ad art due: Oct 4 to Tara (confirm all paid ads received).
- Sponsorships: Keep selling throughout the season (banners/benefits apply to end of season).

Actions:

- Jennifer to reconcile recent sponsor emails (e.g., Victory, Bluewater) with Tara; confirm all assets received.
- Comms – push “We still welcome sponsors” note weekly until season end.

6. Friday Game Dinner (This Week)

- Menu: Tacos. Need 2 more crockpots of seasoned ground beef.
- Setup: Due to Homecoming decorating, set up in the hallway outside kitchen; coordinate tables with custodial.
- Supplies: Check existing sour cream/condiments in Mr. K’s fridge; avoid over-buying.
- Allergies: Keep labels clear; remind families to check ingredients.

Actions:

- Two volunteers – claim remaining beef slots on SignUp.
- Custodial contact – request 4–6 tables in hallway.
- Kitchen lead – consolidate existing condiments; label allergens.

7. Fundraising

- Double Good Popcorn: Oct 8–12. Families can create accounts now; stores go live on the 8th.
- Incentive: Heather running daily Chick-fil-A gift card drawings to boost sign-ups.
- Accounting model: Double Good pays Boosters 50%. Of total sales, 25% credited to student accounts.
- Add a donation track: Offer a direct-donation option on the website (for those who won’t purchase popcorn).

Actions:

- Comms – send a two-path flyer: (1) Popcorn app instructions; (2) Direct donate link on musicaccents.org with optional “credit this student” field.
- Pete – set up back-end mapping for student credits; clarify timing of the check and postings.

8. Operations & Props

- Huge thanks to the build crew—designs are done.
- We still need more field hands for 4 large banners, boxing ring, judge blockers, etc. (fast changes required).

Action:

- Ops – publish prop staffing numbers and call for specific roles per set piece; recruit at game & via GroupMe.

9. Uniforms

- Status good: new garment bags & hangers; most items ordered/received.
- Gloves: awaiting student preference list (Grace/Jon survey).
- Dry cleaning back to normal capacity.

Action:

- Uniforms – nudge Grace/Jon for glove selections; place order immediately.

10. Communications & Marketing

- Focused on Home Show assets and routine updates (newsletter, GroupMe adds).
- Rob to deliver paper for copies.

Action:

- Comms – weekly cadence: Home Show push, sponsor ask, popcorn reminder, volunteer gaps.

11. Special Items

- Chick-fil-A Sandwich Night: Oct 10; proceed at ~last year's spend (~\$1,476 for ~90 sandwiches). Everyone gets one; extras to Mr. K/crew as available.
- Halftime on Homecoming: Band performs at halftime; court after (confirm in weekly note).
- Seating side (home/away): TBD; check with AD and plan dinner serving accordingly.

12. Date and Time of the next Board Meeting

The next Executive Board meeting is scheduled for November 10, 2025 at 6:00pm, in the SPHS Band Room. The next General Membership meeting is scheduled for November 10, 2025 at 7:00pm, in the SPHS Band Room.

13. Adjourn

The meeting was adjourned at 6:45pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julie Triplett Date: 11/10/2025

Minutes Approved by: _____ Date: _____

Attachments: