



BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters

Minutes of the Executive Board Meeting

January 5th, 2026

6:00pm

Location of the Meeting: Severna Park High School, 60 Robinson Road, Severna Park, MD 21146
and virtually via Google Meet

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 6:05pm on January 5th, 2026, at Severna Park High School by Alena Davis.

2. Review of Previous Minutes

The minutes of the previous meeting held on November 10, 2025, were reviewed and approved.

3. Reports

Treasurer's Report: Pete shared budget and forecasting pulled from Membership Toolkit.

Current year-to-date status (as of meeting date)

- Actual income: \$101,414
- Actual expenses: \$101,360
- Net: essentially break-even / cost neutral (tracking closely to budget).

Forecast to June 30

- Forecast suggests boosters may end the fiscal year approximately \$11,000 over budget (expenses exceeding income).
- Contributing factors:
 - Penske truck receipts not fully reconciled/entered (estimated \$2,000–\$3,000 outstanding due to receipt/payment mismatches).
 - Spring trip truck expenses still pending.
 - Additional expected expenses through end of year.

Checking account balance

- Checking currently \$36,690, roughly where the year began.
- End-of-year projection: high \$20,000s, unless additional fundraising occurs.

Credits and outstanding balances

- Account credits: \$5,700 (expected to be applied to spring trip payments).
- Outstanding income: 8 families with unpaid fair share/new marcher fees totaling \$2,400.
 - Progress noted: balance reduced from ~\$6,000 since November through focused outreach.

Secretary Report: No report.

Vice President Report:

- Update provided on completing certificates recognizing All-State Band/Orchestra students.
- Appreciation expressed for help supporting Lions Club event (cold day but strong turnout; students and families enjoyed it).

Student Leadership: No report.

Director's Report:

- No formal report; shared updates:
 - Winter concerts went well; appreciation for parent support and reception/fundraising efforts.
 - Upcoming items: ensemble event end of month, festival in February, spring concert and spring trip will arrive quickly.
- Calendar discussion:
 - Calendar appears light; Mr. Kilby noted jazz rehearsals, All-County events, and after-school rehearsals prior to festival are included or will be added.
 - February is typically lighter due to Rock & Roll/other school activities limiting student availability.
 - President noted no immediate events requiring volunteer planning/manpower at this time.

Fundraising Report:

- Thanks to volunteers for December holiday shows; candy "goodie bags" were popular and may continue for spring events.
- Restaurant fundraiser: Cyprus – Tuesday the 13th (all day: lunch/dinner/takeout).
 - 10% back on purchases (including alcohol).
 - Important instruction: patrons must state they are there for the fundraiser so staff can apply the correct button.
 - Flyer to be posted and widely promoted (teachers, social media, friends).
- Potential fundraiser idea: recycling drive (clothing/shoes/housewares).
 - Heather requested a partner/volunteers due to workload (last year approx. \$800 raised but required weeks of work).
 - Requested a brief email summary of prior experience: space needs, pickup needs, timing, pros/cons.

Communications / Marketing: Jennifer will resume responsibility for the newsletter ("Music Accents") next week.

Uniforms:

- All receipts submitted; uniforms financials caught up.
- Final accessory invoices:
 - Gloves invoice confirmed paid in December.
 - Garment bags were a separate earlier invoice.
- Shakeout boxes: believed not received yet.
 - Marianne to reach out to Jonah to confirm ordering/receipt/return plan and status.
- Asked about refunds for items shipped back; to be forwarded to Treasurer if received.

Spirit Wear: No report; Kelly texted she could not join and had no updates.

Hospitality

- Amy (not present) compiled three years of hospitality information into a binder and is ready to transition to a new chair.
- Amy will still assist with end-of-year picnic but wants to begin handoff soon.

President's Report:

- Cost per Marcher & Fair Share Discussion
 - President initiated discussion on revisiting fair share pricing for next season due to heavy reliance on fundraising and shortfalls (e.g., popcorn sale, reduced participation/home show impacts).
 - Cost per marcher analysis (Pete)
 - Approximate cost per marcher (rough estimate): ~\$800 per marcher per year.
 - Current fair share: \$550 returning marchers; new marcher fees are separate and effectively pass-through.
 - This estimate excludes certain pass-through fees and may need refinement.
 - Key concerns raised
 - Increasing costs without matching revenue will continue to reduce checking balance year over year.
 - Mr. Kilby expressed discomfort with increasing fair share substantially (historically uncomfortable at \$750) and stated \$1,000 would be cost-prohibitive for families.
 - Discussion shifted to:
 - identifying items to cut (largest cost noted: competition buses, especially trips like Allentown and coach buses)
 - identifying high-volume fundraisers to close the gap.
 - Fundraising math discussed (rough planning tool)
 - To offset ~\$300 per marcher gap:
 - $\$300 \times 100 \text{ marchers} = \$30,000$ additional fundraising goal (minimum), acknowledging some families do more/less/none.
 - Potential fundraiser: Sub sales (pre-COVID)
 - Reintroduced as a possible high-yield fundraiser.
 - Mr. Kilby noted prior admin was not interested post-COVID, but timing may be better now with new administration.
 - Mr. Sullivan (prior leader) may be willing to provide training/overview.
 - Considerations raised:
 - need to confirm food service licensing/SafeServ requirements and school approval
 - supplies/equipment status (some old supplies discarded due to contamination concerns; some sealed foil wrappers may remain)
 - possible sourcing through Restaurant Depot (board member offered access/support)

Director Wish List / Fundraising Targets (Mr. Kilby) Priority needs:

- Additional Sousaphones
- Additional percussion mallet instruments
- Longer-term: observation tower (potentially via Eagle Scout project and donated materials)

- Discussion also included potential future idea: purchase a trailer to reduce ongoing truck rental costs; new administration may be more open to storing it at SPHS. Trailer advertising “real estate” noted as potential revenue.

Scholarships / Awards

- Plan to use same scholarship forms as last year with updates.
- Booster side to update forms; then Mr. Kilby will distribute to students.
- Need to create a judging committee.

Spring Trip

- Three payments remain before boosters “shell out” costs.
- Request made for a roster showing student sign-ups and payment status; Mr. Kilby believed he prepared it and will send promptly.
- Spring trip T-shirt planning:
 - Student design contest will be launched.
 - Vendor: SP Customs discussed; approx. \$15 per shirt referenced.
 - Vendor timeline: 4–6 weeks lead time.
 - Board will explore vendor logo sponsorship on shirts.

Open Discussion

- Reminder: students/families can earn money via concessions work that can be applied to fees/fair share (time constraints noted due to student schedules).
- Newsletter / Transparency Idea
 - Suggestion to share the true cost per marcher (~\$800) with families to motivate fundraising without raising fees.
 - Idea: include an explanatory summary in Music Accents after internal review for accuracy.

Bylaws Review

- Bylaws last reviewed in 2018; review is due.
- A committee is being formed; President has heard from 3 members and is awaiting a 4th response.

4. Date and Time of the next Board Meeting

The next Executive Board meeting is scheduled for February 2nd, 2026 at 6:00pm, in the SPHS Band Room.

5. Adjourn

The meeting was adjourned at 6:57pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julie Triplett Date: 01/29/2026

Minutes Approved by: _____ Date: _____

Attachments:

