Severna Park High School Band and Orchestra Boosters Associ… Inc.

BOARD MEETING MINUTES

Severna Park High School Band and Orchestra Boosters
Minutes of the Executive Board Meeting
September 12th, 2022
5:30pm

Location of the Meeting: Carrollton Manor Clubhouse, 546 East Drive, Severna Park, MD 21146

Present at Meeting: Michael Nunn, Karen Clayton, Jill Newton, Julie Triplett, Ruth Heffes, Eric Kilby, and Kathleen Feinberg

The regular meeting of the Executive Board of the Severna Park High School Band and Orchestra Boosters was called to order at 5:32pm on September 12th, 2022, at the Carrollton Manor Clubhouse by Michael Nunn.

1. Review of Previous Minutes

The minutes of the previous meeting were reviewed and approved.

2. Review of Open Action Items

ID	Owner	Status
07.008	Mr. Kilby	Mr. Kilby sent the rosters to Michael. Michael will forward to Julie.
07.013	Executive Board	Complete
07.015	Mr. Kilby	Complete
07.018	Julie T.	Complete
07.019	Julie B.	Chocolate Sales discussion moved to November
08.007	Karen	Complete
08.008	Julie T.	Complete
08.009	Julie T.	Complete
08.010	Julie T.	Complete
08.011	Karen	Complete
08.012	Karen	Complete
08.013	Michael	Complete
08.014	Julie T.	Complete
08.015	Julie B.	Complete
08.016	Julie B.	Complete
08.017	Julie B. and Mr. Kilby	Complete
08.018	Kathleen	Complete

3. Reports

Treasurer: Jill provided a Treasurer's Report in advance of the meeting (attached).

- Laptop: Years ago, the BOB purchased a laptop for BOB business. Jill has the laptop. She has never used it or even opened it, so she is not sure what exactly is stored on it. Jill is preparing to hand off the Treasurer's position to Keith Spencer next year and will give Julie Triplett the laptop in advance. Instead of using the laptop, Jill has BOB records on her home computer. She will transfer all BOB records to a thumb drive and hand that off to Keith in the spring.

- Credit Cards: The Truist credit card problem has been resolved. Paula worked out the fraudulent charges with the bank and closed the account. Ruth has reserved trucks for the competition season. Jill will go to the truck company and provide a BOB credit card to have on file.

- Tax Filings: The 2022 BOB tax forms have been turned into Michael. The Sales & Use Tax Exemption was submitted at the end of July; however, Jill has not received the new tax exemption cards yet.

Secretary: The September Correspondence Log is attached. A sympathy card was sent to June West for the passing of Winger West. The new Thank You cards have arrived. Thank You cards were sent out to our new corporate sponsors. Julie T. will send out Thank You cards to companies that purchased Program Ads.

Communications: Julie T. provided a review of external communications planned for September, including Music Notes, Falcon Times, Website updates, Yearbook, and Severna Park Voice. The Communications Committee report is attached. When discussing the online store updates, the issue of concert uniforms was raised. Last year the concert uniform order was placed late and nearly didn't make it in time for the concert. This year we will sell concert uniforms on the website store and place the order early. Kathleen Feinberg has the order information in an email. She will email Julie T with the information and Julie T will add the concert uniform items to the online store. Mr. Kilby will send out an email (with a 1 week deadline) explaining how musicians can purchase the uniform.

VP: Volunteer badges are in and the order was placed for section t-shirts and jackets. The Intergalactic shirts and uniform shoes are in. Gloves have been ordered. Trophies have been ordered and will be in next week. Pride Badges are 80% done, should be finished this week. The WiFi Hotspots have been reserved through the library. Senior banners are underway, the only holdup is one senior who still needs to have their picture taken. The 8th Grade Invitational game will be the Broadneck game. We do not yet have a coordinator for the 8th Grade Invitational. Kate Cooney is managing the Home Show Future Falcons. Karen will ask her if she would be willing to take on the 8th Grade Invitational as well.

President: The battery for the golf cart is dead. Michael ordered a new one. The warranty has not expired so the company will provide a new one for a significant discount: $25 as opposed to $100. The school administration has rules surrounding gatherings at the school. Executive Board meetings are allowed, but parent meetings and sub sales are not allowed at this time.

Mr. Kilby:

- Costs: Mr. Kilby is aware of some ways we can reduce costs to the BOB and by extension reduce (or potentially eliminate) the fair share fee. The county has approved funds ($50,000) for new uniforms on a 12-year cycle. Our uniforms are new, so we are at the bottom of the list, but this relieves the need to save for future new uniforms. He has also approached the county

about funding to cover buses. Currently, the county pays for athletic buses to games and the hope is that band competitions could be covered as well.

- Administrative Office Forms: There was some conversation about corporate and tax forms that could be required by the business manager in the main office. Mr. Kilby inquired about the forms and the business manager didn't seem to know anything about it. We do not need to do this this year.
- MMBA Clinic: It was a success. Unfortunately, the adjudicators were 45 minutes late. They will come to a practice or two to work with our students so that we get the full benefit of their fee.
- Spring Trip: Mr. Kilby has begun planning for the 2023 Spring Trip. Because of the late start, some of the options will be limited. Next year we should begin planning in April for 2024.

4. Action Item Task List

ID	Owner	Task	Due Date
07.008	Michael	Forward rosters to Julie T.	This month
07.019	Julie B.	Decide about chocolate sales	End of November
09.007	Jill	Bring BOB laptop to next Board Meeting for Julie T.	10/12/22
09.008	Jill	Put the BOB credit card on file at Penske	Next week
09.009	Michael	File 2022 tax forms that Jill provided	This month
09.010	Julie T.	Send out Thank You cards to Program Ad companies	This month
09.011	Kathleen	Send concert uniform information email to Julie T.	Today
09.012	Julie T.	Add concert uniform items to online store	This week
09.013	Mr. Kilby	Send out concert uniform email to students	This month
09.014	Karen	Ask Kate Cooney if she can coordinate the 8th Grade Invitational	This month

5. Date and Time of the next Board Meeting

The next Executive Board meeting is scheduled for October 10, 2022, at 6pm, in the SPHS Band Room. The next General Membership meeting is scheduled for November 14, 2022, at 6:00pm, in the SPHS Band Room.

6. Adjourn

The meeting was adjourned at 6:28pm.

Submission and Approval of Minutes:

Minutes Submitted by: Julie Triplett_____ Date: September 27, 2022

Minutes Approved by:_____ Date:

Attachments: Agenda, Previous Meeting's Minutes, Treasurer's Report, Correspondence Log, Communications Report