

## RHSBPA Meeting Minutes

January 9, 2024

### Officer Attendance

#### **Executive Members**

YES Band Director - Jennifer Lewis  
YES President - Jessica Cottet  
YES Vice President - Mindy Steiniger  
NO Treasurer - Rose Hines  
YES Assistant Treasurer - Ashley Lawrence  
YES Secretary/Reporter - Ashley Anderson  
YES New Marcher Representative - Charma Carey  
Student Representative - Alex Carey

#### **Mandatory General Officers**

YES Pit Crew Chairperson - Gary Brightbill  
NO Concessions Chairperson - Kim Oztuna  
YES Hospitality Chairperson - Mindy Steiniger

#### **2023-2024 Discretionary General Officers**

YES Documentarian - Shauna Harris-Snyder  
Emerald Classic Event Coordinator - vacant  
Community Outreach Coordinator - vacant

#### **Meeting called to order: 6:02pm**

(We had a virtual meeting. School was closed for bad weather.)

#### **Band Director's Report**

All County Band @ Riverbend Jan 25 & 26

- Should we have a table with RHS Band giveaways for incoming Freshmen?  
Between 4-6pm
  - Middle school and high school together - practice during school hours
  - Friday practice during the day and the concert is at 6pm - need to feed the high school bands. Looks to be around 100 people for the kids and band directors.
  - An "All County Band" account from the county has funds to provide. RHSBPA would have to pay a short fee, around \$100 to pay for certificates, paper, judges fees, etc.
  - Looking at pizza for dinner ~28 pizzas (2 slices per kid)
  - Setting up a table to welcome upcoming bears: options are mugs, t-shirts, magnets. Will have dates for marching band camp and rookie camp so it can be put on a flier.

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Ivan Breivik #1 Barry Sax in the state. Ivan Breivik and Luke Smith and #1 in the district and audition at the state. Lots of students participating in All County Band and All District Band.

BANDquet: May 6 @ 6:30pm @ Spotswood Baptist Church (new officers announced)

Mini Band Camp: May 8-10

Marching Band Parent Meeting w/ Cookout: May 10 @ 6pm

End of Year Concert: May 14 @ 6:30pm

Winter Drumline was \$500-\$700 to participate in Massaponex's Winter Drumline and Mrs. Lewis didn't want to put that on the families.

## President's Report

### Budget Review

Current Budget NET Income: \$17,130.25 vs Actual \$26,038.13

- Several items still remaining to come out of the budget to close out 2024
  - BJs annual membership (charged at the end of the year)
  - Annual AT&T mifi expense (pay monthly but calculate it at the end of the year)
  - Uniform cleaning
  - Instrument cleaning
  - 2024 Drum Major camp
  - Mini Band Camp expenses
  - Dinners for band camp
  - Mileage reimbursement approved at \$0.50/mile

As of Jan 1, 2024 there was \$22,000 estimated in NET revenue from the concession stand from Fall 2023. Below is the projected list of expense breakdown.

\$22,000.00	CONCESSIONS 1/1/2024
\$10,000.00	marching band carryover to 2024-2025
\$6,000.00	concession stand start up
\$2,000.00	instrument replacement savings
\$3,000.00	Universal Trip
\$1,000.00	CONCESSIONS REVENUE START 2024-2025

### Overnight @ Tallwood Debrief

- 58 students & 5 chaperones
- We charged \$30/student. Actual cost/student was \$56.70.
- University of Richmond donation (\$1,000.54) and Legends Grille donation (\$850.00) were used to offset expenses
- Took a school bus, so no transportation cost

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- Hotel for 24 rooms (put students 3/room) was \$3,221.85 and that included breakfast
- NET income was \$332.02. This was moved to the travel account for the Universal trip as fundraising.
- The students said they had a great time and would absolutely do this again in 2024!

<b>Tallwood HS Competition</b>			
<b>REVENUE</b>	<b>Event Budget</b>		
Students	58		\$1,740.00
Chaperones	5		\$0.00
Bus Driver	2		\$0.00
Wifi Reimbursement			\$30.00
Donation (University of Richmond)			\$1,000.54
Donation (Legends Grille)			\$850.00
<b>Total Revenue</b>			<b>\$3,620.54</b>
<b>EXPENSES</b>			
Credit Card Fees (3.5%)			\$66.67
Hotel (Students)	20	\$141.00	\$3,221.85
Hotel (Chaperones & Bus Drivers)	4	\$141.00	
<b>Total Expense</b>			<b>\$3,288.52</b>
Per Person Total Cost			\$56.70
<b>Per Student Fee</b>			<b>\$30.00</b>
<b>Income</b>			<b>\$3,620.54</b>
<b>Expense</b>			<b>\$3,288.52</b>
<b>Net Income</b>			<b>\$332.02</b>

### RHS Donation

A \$90 donation was made to Mary Washington Regional Cancer Center in memory and honor of Riverbend Band Moms diagnosed with breast cancer. We will have a few Breast Cancer Awareness shirts left! Size XL @ \$10 each (7 left). \$5 from each shirt sold will be sent as a donation. Please contact [rhsbpapresident@gmail.com](mailto:rhsbpapresident@gmail.com) if interested!

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### Emerald Classic Debrief

8 schools have committed to the 2024 Emerald Classic

**\*\*Goal is 15-18 schools.\*\***

Date: Sep 28, 2024 @ Riverbend High School

Fee: \$140 for 2024 new registrations

- Caroline High School - refund
- Chancellor High School - Keep for 2024
- Cosby High School - refund
- Courtland High School - Keep for 2024
- Culpeper County High School - Keep for 2024
- Grafton High School - refund
- James Monroe High School - Keep for 2024
- King George High School - check was never cashed
- Massaponax High School - Keep for 2024
- Orange County High School - Keep for 2024
- Page County High School - refund
- Skyline High School - Keep for 2024
- Spotsylvania High School - never paid for 2023
- Thomas Dale High School - Keep for 2024
- Tuscarora High School - refund

### Spring Break Update

- Final cost of the trip is \$800. Everyone is paid in full up to this point. Final payment of \$200 is due Feb 15.
- \$3,700 was earned through our partnership with Kings Dominion and their volunteer program! 3 kids earned their trip paid in full, a few other students' families did participate. Paperwork was sent for next year for the volunteer program. This will be discussed at a later date.
- Original projection for fundraising was \$22,000 and at our Oct 17, 2023 meeting, we still needed to raise \$12,625.40. We were able to adjust fundraising to \$20,500 after a budget review and we have met our fundraising goal!
- Students/Chaperones will be receiving 5 trip shirts
- MANDATORY student & at least 1 parent meeting is Mar 5, 2024 from 6pm-8pm in the band room. Again, this is a MANDATORY meeting for those going on the trip.

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2024 Fundraising Totals	
\$6,699.00	Discount cards + \$25 donation
\$3,216.64	Holiday Vendor Fair
\$40.00	Car Wash Donation
\$200.00	KBI Sponsorship (moved from Emerald Classic)
\$200.00	At Home Care Staffing Sponsorship (moved from Emerald Classic)
\$173.88	Donations (raised from Giving Tuesday)
\$332.02	Tallwood Overnight (reallocation post Tallwood event)
<b>\$390.54</b>	<b>Publix Donation (boxed lunches) - REQUESTING THIS FROM PUBLIX CORPORATE</b>
\$68.65	Breast Cancer T-Shirt fundraiser (50% of revenue received on square)
\$795.83	Kona Ice
\$510.00	716 Slice
\$552.54	Amiee's Sandwiches
\$498.00	Funnel Cake Cafe
\$494.00	Buffalo Wild Wings
\$221.00	EnJOY Ice Cream
\$275.00	Chapo's Tacos
\$360.00	Little Caesars
<b>\$2,900.00</b>	<b>Spring Vendor Fair (40 vendors) (anticipated revenue)</b>
\$3,000.00	Concession Stand revenue
<b>-\$417.10</b>	<b>Amount still needed</b>

### RHSBPA Board Member Open Positions for 2024-2025

President, Vice President, Treasurer, New Marcher Representative, Community Outreach Coordinator

- *Nominating Committee:* Gary Brightbill, Kim Oztuna, & Ashley Lawrence
- Nominations accepted at the February 6, 2024 meeting
- Voting at the April 30, 2024 meeting
- New officers announced at the May 6, 2024 BANDquet
- Mini Band Camp is May 8-10, 2024
- Marcher Band Parent Meeting & cookout is May 10, 2024

### **Vice President's Report**

- Little Caesars fundraising amount: \$360.00
- May do a few spirit nights (Sonic/Chipotle) to end the year.
- Spring vendor fair date?

### **Treasurer's Report**

Travel Savings: \$33,733.13 (so far paid the deposit for the charter buses and \$10,000 towards the hotel - splitting the cost of the hotel over a period of time)

Uniform Savings: \$11,935.12

Instrument Savings: \$6,510.87

General Fund Checking: \$25,950.00

Received three quotes for General Liability Insurance for Non Profit Directors, Officers  
\*will help to cover us if we decide to work concessions at the Fred Nats. Anyone who knows the details of this and can walk through the details, please reach out to Mrs. Cottet.

Limit: \$1M

Burke & Burke: \$1,073.00 for 12 months with A rating

Maloney & Ward: \$450.00 for 12 months with no rating

Carr & Hyde: \$475 for 12 months with A++ (superior) rating

**Assistant Treasurer's Report - no updates**

**Secretary/Reporter's Report - no updates**

**New Marcher Representative's Report - no updates**

**Student Representative's Report - not present**

### **General Officers' Reports**

**Pit Crew Chairperson - no updates**

**Concessions Chairperson - work on pushing out spring concession dates for student volunteer hours**

**Hospitality Chairperson - no updates**

**Documentarian - no updates**

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### Upcoming Events

All County Band: Jan 25 & 26

BPA Meeting: Feb 6 (new officer nominations)

- Executive Meeting @ 6pm
- General Meeting @ 7pm

MANDATORY student/parent meeting for Universal: Mar 5 @ 6pm

Universal Trip: Mar 11 - Mar 17

BPA Meeting: Apr 2

- Executive Meeting @ 6pm
- General Meeting @ 7pm

Spring Vendor Fair: Apr 27?

BPA Meeting: Apr 30 (new officer voting)

- Executive Meeting @ 6pm
- General Meeting @ 7pm

BANDquet: May 6 @ 6:30pm @ Spotswood Baptist Church (new officers announced)

Mini Band Camp: May 8-10

Marching Band Parent Meeting w/ Cookout: May 10 @ 6pm

End of Year Concert: May 14 @ 6:30pm

Graduation: May 18

Last Day of School: May 23

New Marcher Band Camp Week: ??

Eight to Eight Week: ??

Afternoon Week: ??

First week of school/rehearsal: ??

**Meeting adjourned: 7:45pm**