

# **SCHS Orchestra Booster Club President Transition Meeting Minutes**

**July 21, 2018**

*Transcribed by Brenda Cheney*

## **Location:**

Raquel Hecker home  
8230 Walnut Ridge Road  
Fairfax Station, VA 22039

## **Attendees:**

Greg Manns (2018-2019 Orchestra Booster President)  
Brenda Cheney (2017-2018 Exiting Orchestra Booster President)  
Raquel Hecker (2018-2019 Orchestra Booster Treasurer)  
Gideon Gravatt (2018-2019 Webmaster)

**Call to Order:** 4:00pm

## **Outgoing President (Brenda Cheney) Report:**

- Booster President transition from Brenda Cheney to Greg Manns official as of July 21, 2018 at 6:30pm
- Brenda emailed Susan Lang (secretary) requesting minutes for May 31, 2018 meeting, awaiting receipt
- Brenda suggested tentative dates for 2018-2019 Board meetings. Greg Manns will officially determine dates for 2018-2019
  
- Board Meeting #1 and meeting with Mrs. Swift planned for either August 14<sup>th</sup> or 15<sup>th</sup> 5:00pm -7:00pm for board meeting, 7:00pm to 8:00pm for general booster and volunteer recruitment meeting at SCHS
  - Items to bring and set up for the volunteer recruitment meeting
    - Packets containing blank registration forms
      - Orchestra Agreement form
      - Orchestra Payment form
      - Emergency Care form
      - Instrument Rental form
    - Tag Day trifold and volunteer signup sheet
    - Mum sale flyer/order form
    - Volunteer signup sheet for president to contact those who want to volunteer throughout the year

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- Stallion Stampede: August 22 at 4:00pm – 6:00pm
  - o Need adult volunteers for:
    - Registration Table x2 adults: Raquel and Greg will man table
    - Uniform x4 adults: Brenda will contact volunteers and let Greg know.
    - Tag Day Table x1 adult: Raquel emailed Emily Nelson.
    - Mum presale table x2 adults: Brenda will contact and train Shannon Lee.
    - Brenda Cheney will send Vilma's (head custodian) [velizama@fcps.edu](mailto:velizama@fcps.edu) email to Greg and Raquel
- Mum sale delivery at Back to School Night: September 12
  - o A Sign-Up Genius needs to be sent for adult and student volunteers (delivery/set up of mums after school and distribution of mums during BTSN). Would be good to have parents who are "retired" from SCHS to man the table during BTSN.
- Tag Day: September 15
  - o Mrs. Swift will be out of town
  - o Chris Walton is the school wide POC
  - o Raquel Hecker is the Orchestra POC
  - o Raquel will set up parent coffee/donut station in Orchestra room.
  - o Raquel will create a SignUp Genius for parent volunteers: Lunch set-up/serve/clean-up and drivers. Greg to send out to parents/students.
    - Orchestra counter volunteers: Brenda Cheney will be cash counter. Raquel Hecker will email Audrey Brinkley to volunteer as second cash counter.
- Begin planning Pie Sale which is October 1-15
  - o Teresa Gribschaw a freshman parent will Chair the ordering portion
  - o Still need a volunteer to chair the distribution portion
- Concert Programs will be designed by Zach Wilson for 2018-2019
- Christmas Ornaments:
  - o Carmen Amparo chair.
  - o Need to finalize what will be done this year. Best to order ornaments now for best pricing.

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- Board Meeting #2: October 2
  - Begin planning for District Orchestra Event scheduled for January 10-12 at SCHS.
    - Emily Nelson will chair District X Orchestra Event
    - First week after winter break, need to coordinate everything prior to break
  
    - Need an adult volunteer to chair the food concession during event
    - Adult and student volunteers needed
  - Discuss Pie Sale status
  - Masquerade Workshop: October 27 8:30am-1-30pm
    - Need adult volunteers to coordinate the food purchase/set-up
  - Masquerade Concert: October 30
    - Shannon Lee is new chair for concert receptions
    - Still need additional adult volunteers to help Shannon
    - Brenda Cheney will contact Mrs. LaBrie to see if the Stallion Summer Strings camp flyer will be ready for publication as an insert in the program. If no flyer is available add blurb in the program to include camp dates: July 8-19, 2019
  - Pie Pick-up: November 15
    - Need adult volunteer to chair
    - Need student volunteers to hand pies out
  
- Board Meeting #3: November 27
  - SCHS Craft Fair
    - Check with Carmen Amparo about selling Christmas ornaments
  - Winter Concert: December 13
    - Check with Carmen about selling Christmas ornaments
  - Winter Break: December 24 – January 4
  - SCHS Curriculum night: January 17
    - Brain storm ideas for fundraising during event
  - Discuss EOY Banquet
    - Kelly Wilson to chair

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- Discuss Senior Slideshow and setting up link on webpage for photos to be collected. Gideon Gravatt will look into what is involved and how to make the uploads safe and not contain personal/private content (SSL certification)
  - o Will need to confirm if Carson Schultz will do the slideshow in 2019
  
- Board Meeting #4: February 5
  - o Discuss EOY Banquet, Senior Slide show and Senior Gift
  - o Discuss Pre-Assessment Concert: February 28
  - o EOY Banquet and Booster Annual Meeting: May 30
  - o Recruit 2019-2020 volunteers for vacant Board and Chair positions
  
- Graduation: June TBD

#### **Treasurer Report:**

- Still need to schedule date/time to update the bank signatory cards and account information, meet at Capital One Bank (8981 Ox Rd, Lorton, VA 22079) Raquel will follow up with Carmen to confirm when she returns from travel and set up a date for Raquel, Greg, Carmen and Brenda to meet. Joen Schultz will be removed from bank signatory card.
- Raquel will request a new debt card to replace current card
- Budget needs to be discussed and determined when the board meets with Mrs. Swift in August
- Raquel received a \$40 check and brochure from Network for Good indicating online donation have been made to SCSS Orchestra Club. After discussion and review of the organization it was determined that this was a fishing scheme and Raquel will not deposit the check. Raquel indicated “void” on the check and will maintain the documents in the treasurer files.
- Raquel emailed Susan Lang requesting that she review the monthly accounts for 2018-2019 but has not received a response.
- Brenda Cheney will send updated Patron form to Greg, Gideon and Raquel

**Adjournment: 6:30pm**