

SCHS Orchestra Booster Club Board
Record of updating Capital One Bank Account Information
July 28, 2018

Transcribed by Brenda Cheney

Location:

Location:
Capital One Bank
8981 Ox Rd, Lorton, VA 22079
Lorton VA 22079

Attendees:

Brenda Cheney (2017-2018 Outgoing Orchestra Booster President)
Raquel Hecker (2018-2019 Orchestra Booster Treasurer)

Call to Order: no call to order. Meeting began at 9:00am.

Raquel Hecker and Brenda Cheney met with Anun Ayyub to update the signature card. Anun Ayyub indicated a letter from Brenda Cheney was needed to make changes on the account/signature card. The most recent signature card dated July 2017; Brenda Cheney is designated as the SCHS Booster Club President and primary on the account. Raquel and Brenda discussed with Anun Ayyub that a letter was not needed in the past and questioned if this was a new policy. Anun Ayyub indicated it was not a new policy and the bank needed the letter to allow changes. A hand-written note was written by Brenda Cheney and notarized by Anun Ayyub. A copy was retained by Anun Ayyub and the original retained by Raquel Hecker.

The letter indicated the following:

Remove Brenda Cheney as the designated president of the SCHS Orchestra Booster club.

Remove Brenda Cheney as the primary on the account.

Brenda Cheney will be indicated as a member on the account.

Designate Greg Manns as the president of the SCHS Orchestra Booster Club.

Raquel Hecker will continue as Treasurer for the SCHS Orchestra Booster Club.

Raquel Hecker will be the primary on the account.

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Carmen Amparo will continue as vice president for the SCHS Orchestra Booster Club.

Joen Schultz will be removed as a member on the account.

Adjournment: 9:30am