

**Tallwood High School Band Booster  
Executive Board Meeting, 11/7/24, Tallwood Band Room**

**Agenda**

1. **Call to Order** 6:00 pm in attendance – Renee, Elizabeth, Amanda, Michelle, Thomas, Mr. Ross, and Mr. Varga
2. **Attendance**
  - 10% of membership required for quorum at a general meeting. Either the President or Vice-President needs to be present with an additional 3 officers for an executive board meeting to have quorum.
3. **Reports**
  - Treasurer’s Report
    - Please see additional attachments for this month’s Treasurer’s Financial Report.
    - Fees paid in full, raised money, can’t get money back because of 503c non-profit. Money can go towards anything else band, potential trip, Star Wars in Concert, Harry Potter etc.
4. **Volunteers**
  - Recognition:
    - i. 1,934.92 hours were logged for volunteers towards the Tallwood Band, an approx. 203 adult volunteers. Certificate of Appreciation is suggested.
  - VMEA Trailer unload/load. Please see CutTime to sign up. Two trailers will be needed Wednesday. 2 pm show time at Tallwood and about 3pm drop off time at Waterside. Jim will tow one trailer.
  - Unloading will be a challenge due to the elevator not being in service. We may need more volunteers to assist.
  - Parade Dec. 7<sup>th</sup>. 8 volunteers needed as well as at least 4 bags of candy to throw out during parade.
5. **Fundraising**
  - SnapRaise Update
    - i. Raised \$35,475.36
    - ii. Received \$28,260.29
    - iii. Swag arrived @ Tallwood on Monday and has been passed out to students
  - Invitational Update: See Thomas Bell’s Invitational note
  - Apple Bee’s Cash-ola Nights? Future update to be provided by Marilyn Kennedy.
  - Senior panels made a small profit. Need to see this in treasurer’s report.

- Other fund raisers his year? Winter Concessions has been requested through Wendy Baylor, THS Student Activities Coordinator.

#### 6. **8<sup>th</sup> grade night follow-up**

- Thank you's for directors? Hoodies for MS Directors. Booster President will reach out to Davida
- How can we make more connections with the kids?
  - i. Invite Parents to volunteer?
  - ii. Facts sheet with contact and an overview of the band to hand out while students are getting dropped off.
  - iii. Make sure we have enough time, don't put it on senior night, include 8<sup>th</sup> graders with warm-up

#### 7. **Senior Night**

- Follow-up
  - i. Cost for senior banners? They were smaller than last year, but we had less space to hang them on the fence.
  - ii. Cost for corsages?
  - iii. Overall thoughts. Like the banners and corsages. Need to inform parents outside of newsletter and their own kid. Direct text to those kids and parents.

#### 8. **Apparel Update**

- T- Shirts Sales? Treasurer's Report
- Sweatshirt Sales?

#### 9. **Update on Uniforms from G2**

- According to Joe Lutes, G2 Representative with our account, items from G2 will be arriving sometime mid-November.

#### 10. **Track sale of drinks**

- The leftovers non-perishables have been removed from the concessions stand and is in the booster room. Are we trying to sell them to the track program? Using them for the winter concession stand?

#### 11. **Trailer**

- Purchased. Yay. From Georgia! Need the company we bought it from and overall cost.
- Wrap is coming from same vendor the previous wrap was done by. Ross has requested to make a color scheme change to differentiate between the two trailers.

- Delivery time. Monday November 11 will go to get wrapped. Wednesday Nov 13 delivered to school. And it is a beauty!
- Currently no way to strap anything down in the new trailer but the floor. We need to install D-rings to be able to use it correctly for moving the percussion equipment.
- Convex bin moved. We have a \$500.00 quote from the company that originally donated it. Getting a second quote from the company that VBCPS used to move the first one. Hoping to have convex bin moved over by end of month.

## 12. Director's Items

- Cash Green
  - Mr. Jackson-Green is currently receiving some negative press, could reflect poorly on the band.
  - <https://www.pilotonline.com/2024/11/04/virginia-beach-democrats-to-file-complaint-against-city-council-candidate/>
  - Mr. Green will no longer be associated with the Tallwood Band.
- JMU Jazz Ensemble performance Nov. 20th during the day
- District Band soon
  - Auditions Dec 14. Landstown HS
  - Event February Jan 30<sup>th</sup>- Feb 1<sup>st</sup>
    - No breakfast, Ross will be out of town
    - Possible Top Golf Event? 8 bays for 42 people for a "field trip" and will be about \$15 a student
- Va Honor Band has been replaced/renamed to Program of Honor
  - Point system
  - Bands have to have a superior to be considered for Program of Honor

## 13. Adjourn – 7:25 pm

## 2024 THS INVITATIONAL AAR/LL

### ORGANIZATION/ARCHIVE

1. There needs to be a Google Drive Folder created and shared with all stakeholders (director, executive board, coordinator) for coordination, organization, and passing-the-torch.
  - a. This will help with creating, modifying, and approving setup diagrams, programs, concession pre-purchases (# of bodies), etc.
  - b. A single repository that can be passed along, modified, and archived. Don't have to reinvent the wheel every year or so.

### CLEARLY DEFINED EXPECTATIONS FOR GUEST BANDS

1. Continue to impress upon incoming bands clear direction regarding where their pit volunteers can park.
  - a. Need further clarification to them that they are to follow the direction of the parking monitors and not just blow by them.
2. Continue to encourage limiting the number of vehicles used as best as possible (carpool, consolidate).
3. Continue to encourage bands to pre-order food from concessions, vice having their entire band at the window.

### ONE WEEK OUT

1. Post signs around tennis court of the approaching competition date and the expectation of cones to be set out to isolate the lot the morning of.
2. Have all program information available to the Invitational Lead to create the program.

### THE DAY BEFORE

1. Traffic cones need to be placed in the entrance/exit of the school bus parking lot (where the trailer is) to avoid having cars parked in the practice area prior to the event start.
  - a. Less confrontation needed with tennis and pickleball players the morning of.
2. Work with the choir director or whomever oversees the auditorium stage to allow pre-staging of materials (signs, tents, diner ware, etc.) to keep organizers and volunteers out of the way of the crowded THS band hall the morning of.

### PRE-OPENING SETUP

1. Need to ENSURE that all persons involved in the opening of the invitational are in place with all the materials they are required (money, bracelets, signs, iPads, etc.) to have no less than 30 minutes before opening to the public.
2. Need more parent volunteer positions throughout the day (recommendations at the end).
3. Encourage parent volunteers to rotate around the event to fill in gaps if they can.

**COMMUNICATIONS**

1. I'd like to have a radio in each location (1 each) 8(9) total.
  - a. Coordinator(s)
  - b. Traffic Manager (front)
  - c. Concessions (for \$ drops, need hands, pre-order questions, etc.)
  - d. Registration
  - e. Medical
  - f. Back parking (bus/pit)
  - g. Custodian

**TENTS**

1. Ensure manned stations that are directly impacted by the sun/weather have shelter, before sheltering empty tables.
2. Recommend THS Band invest in tents that can be used for invitational, as well as at competitions (FE volunteers).

<b>LOCATION</b>	<b>10x10</b>	<b>10x10 enclosed</b>	<b>20x20</b>
Water Station East	1		
Water Station BG	1		
Pit Assistants	1		
50/50, Lion Grams	1		
Grill	1		
Admissions Table	1		
Hospitality			1
Medical		1	
Back Gate	1		
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>1</b>

**CONCESSIONS**

1. Select a Concessions Coordinator to organize the following:
  - a. Set up and encourage food pre-orders with the incoming bands.
  - b. Organize the preorders (how much food, how much \$, when/where delivered).
  - c. Concession shutdown announcements, in pre-order requests, flyers at concessions and admissions (ensure it is placed in program as well).
2. If it's not already happening, we need to give a good # estimate to the treasurer then double it.
3. Recommend shutting down concessions 15-20 minutes prior to THS taking the field.
  - a. This will allow time for additional hands to move front ensemble and parents to see their students march (some for the last time).
  - b. May want to make this a note in the program, and between performance announcement fifteen minutes prior, and a posting at the window to notify quests.
4. Needs a new grill lighter for lighting the STERNOs.

## HOSPITALITY

1. Order signage for director's and bus driver's hospitality tent.
2. We need a way to identify directors, staff, and bus drivers who are coming to the hospitality tent for food/refreshments.
  - a. There was enough food and drinks to support the number of folks who dropped by, but we're not sure they were all allowed there.
  - b. A spectator came by and asked how much the cookies cost... so he could buy some.

## MEDICAL

1. Need seating area or litters in the event a patient needs to be rested or laid down.
  - a. Laying a patient on the ground may not be optimal in all weather conditions.
2. Tent should be enclosed in the event of heat related illness with limited immediate access to the school.
  - a. Consider a cooling fan to be hooked up in the tent (for hot days).

## PARKING

1. PIT
  - a. Vehicles without trailers or equipment in a truck bed will not be allowed in the pit parking lot. There are enough vehicles and props in the lot as is.
  - b. If a member of the "crew" is unable to walk from general parking to the "Pit Lot", I recommend they ride with one of the trucks towing a trailer or have another member of their team drive them to the back, then return their vehicle to general parking.
2. BUS
  - a. Only busses should be parked in this lot. If someone is handicap and are to supervise their students in any way, they should ride the bus or have a better plan than park with the busses.

## SAFETY

1. Directors and chaperones must ensure that their students move to the grass field or sidewalk opposite of the pit parking when not loading or unloading their bus.
  - a. Bus drivers SHOULD NOT sit in lawn chairs in the middle of driving lanes in the bus parking area.
2. ALL parking personnel need to have traffic wands in hand to direct traffic in and out (nighttime).
  - a. Preferably GREEN, YELLOW, or RED in color. WHITE light is not recommended at night, as it can hinder driver's vision.
3. Look at night lighting in the bus parking lot (at back gate) to ensure there is adequate lighting for moving busses and equipment at night.
  - a. Two crunches during event involving the misjudgment of distance between the rear of a moving bus and the mirrors of a stationary bus. One by day and one by night (Was lighting a factor?).
4. Ambulance routes need to be clearly defined and articulated to whomever is escorting the vehicle to the affected area.
  - a. Would recommend that the EMS meet the student in the parking lot on the other end of the bus lot (Custodial Staff parking).

5. Ensure all tents, tables and vendors are off the walking paths and gate entrance to allow free flow of traffic (foot and vehicle).

#### RECOMMENDATIONS FROM VOLUNTEERS

1. Have a hospitality table setup exclusively for THS Band members.
  - a. Need signage to reserve those tables.
2. Track and concrete curb leveling (back gate).
  - a. Small ramps need to be built, installed, placed at the lip of the track and the 1.5-inch drop of the back gate "ramp" to aide in moving equipment in and out of the field. Will turf replacement also include the track and could this be addressed with that work?

#### RECOMMENDED PARENT VOLUNTEER POSITIONS (NOW AND FUTURE)

Total between 20-30. Encourage/incentivize (somehow) volunteering.

- Parking Control (1)
- Registration (1)
- Back Parking Coordinator (1)
- Pit Parking (1)
- Bus Parking (1-2)
- Back Gate (1-2)
- Medical (1-2)
- Concessions (9-13)
  - o Inside 4-5
  - o Grill 2-3
  - o Popcorn 1-2
  - o Runner 2-3 (for on campus and off campus)
- 50/50, Best Director, etc. (1)
- Hospitality (1-2)
- Admissions (4)
  - o 2 – windows
  - o 2 – program table & wrist band

#### LARGE PURCHASE RECOMMENDATIONS

- 10 Traffic Wands
  - o 5 stations, 2 wands (1 as backup)
- 9 tents
  - o 7 10x10 tents
  - o 1 10x10 tent w/collapsible sides (enclosed)
  - o 1 20x20 tent

INVITATIONAL FINANCES

(\*Concessions number total reflects JV game 10/4, Varsity Game 10/25 and Invitational 10/26)

<b>Application Fees</b>	\$2,250.00		
<b>Admission</b>			
	<b>GoFan</b>	\$5,635.00	
	<b>Square</b>	\$5,335.00	
	<b>Cash</b>	\$3,605.00	
<b>Concessions total sales (broken down by cash)</b>		\$3,562.00	
<b>Concessions total sales (broken down by credit card)</b>		\$9,986.00	
<b>Guard Bake Sale</b>		\$1,446.50	
<b>50-50/Air grams</b>		\$468.25	
<b>Sundae Scoop Profit Share</b>		\$200.00	
<b>Returns on unopened nonperishables</b>		\$544.83	
<b>Great Bridge pre-orders</b>		\$520.00	
<b>Volunteer Reimbursements</b>			
	<b>Renee McCroskey (propane)</b>	\$100.00	
	<b>Melissa Mohammed (BJ)</b>	\$100.00	
<b>Trophies</b>		\$875.35	
<b>Payroll</b>			
	<b>Ronnie</b>	\$350.00	
	<b>Brian</b>	\$350.00	
	<b>Nick</b>	\$350.00	
	<b>Sam</b>	\$350.00	
	<b>Daniel</b>	\$350.00	
	<b>Andrew</b>	\$450.00	
	<b>Announcer</b>	\$100.00	
<b>Custodial</b>		\$168.00	
		<b>\$33,552.58</b>	<b>\$3,543.35</b>
			<b>\$30,009.23</b>

FALL CONCESSIONS FINANCIAL

(\*Week of October 26 included 2024 Tallwood Invitational)

<b>Concessions Operations (Weekly)</b>	<b>6-Sep-24</b>	<b>20-Sep-24</b>	<b>4-Oct-24</b>	<b>10-Oct-25</b>	<b>26-Oct-26</b>	<b>Marching Band Season</b>	
Marcos	\$228.00	\$199.50	\$237.50	\$114.00	\$408.50	<b>still pending invoice from invitational</b>	
Sam's	\$168.02	\$159.79	\$0.00	\$109.68	\$1,489.59		
Sam's	\$113.88	\$0.00	\$290.07	\$254.12	\$0.00		
Sam's	\$404.95	\$0.00	\$0.00	\$0.00	\$0.00		
Walmart	\$103.87	\$104.00	\$162.00	\$258.87	\$163.43		
Restaurant Depot	\$440.38	\$0.00	\$134.78	\$20.38	\$216.52		
Restaurant Depot	\$79.25	\$0.00	\$0.00	\$0.00	\$423.77		
Kroger	\$105.06	\$139.15	\$70.72	\$29.30	\$803.25		
Amazon	\$18.99	\$0.00	\$45.96	\$0.00	\$34.44		
Applebee's	\$280.50	\$150.00	\$0.00	\$166.00	\$0.00		
BJ's	\$0.00	\$79.16	\$55.37	\$0.00	\$118.34		
Propane Tank Refill	\$0.00	\$23.99	\$0.00	\$0.00	\$100.00		
	\$1,942.90	\$855.59	\$996.40	\$952.35	\$3,757.84		<b>\$8,505.08</b>
Square	\$2,969.50	\$2,176.60	\$3,396.81	\$1,546.23	\$16,924.00		<b>\$29,723.94</b>
Kid's Meals	\$250.00	\$352.00	\$356.00	\$220.00	\$75.00		
Sundae Scoops	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00		
Popcorn Truck	\$255.00	\$151.80	\$164.00	\$84.00	\$175.00		
Tips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Snow Cones	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00		
	\$3,574.50	\$2,808.40	\$4,016.81	\$1,950.23	\$17,374.00		
Profit & Loss	\$1,631.60	\$1,952.81	\$3,020.41	\$997.88	\$13,616.16	<b>\$21,218.86</b>	