



Lake Braddock Orchestra Boosters, Inc.

Lake Braddock Secondary School
9200 Burke Lake Road
Burke, VA 22015
Lake Braddock Orchestra Boosters
Board Meeting Minutes



February 15, 2023—700pm-800pm In-person (Recorded for minutes purposes only)

Present: Board members: Bob Gaylord, Suzie Bousquet, Annette Barger, Tina Kim, William Robare(virtual), Zahra Safavian, Jackie Li, Rachel Estrada(virtual), Director Austin Isaac, Director Marc Collier, Associate Principal Teri Hampton.

President called to order at 7:02 p.m., met in LBSS Community room.

Secretary's report: January minutes approved.

Treasurer's report: Strings Extravaganza payments. Senior Solo judges' payment. Paid November clinician MS and HS.

Vice President's report: Suzie is chairing Scholarship committee. Applications should probably go out soon. Mr. Isaac will look at previous timing. Scholarships for MS and HS, for use for private lessons. \$2000 for MS, \$2000 for HS, divided up last year 4 scholarships of \$500, up to Directors to decide how it's divided up.

President's report: Welcome Marc Collier, MS Orch long term sub, here for rest of the school year. Include Marc on emails, don't include Mr. Allen, per military leave protocol. \$600 Benevity corporate match donation was by April Chan, as part of SnapRaise. Amount direct deposited into transfer account. Tina mentions transferring over creates problem. Discussion to possibly removing transfer account since we haven't used it. Mainly used for Director's debit cards. Bob renewed domain hosting with Blue Host, total \$463, connected to LBOB President Gmail.

Director's report: Mr. Isaac introduced Marc. Two students auditioning for All State at JMU. HS Pre-Assessment concert on TUES 7 MAR @7 pm. Waiting on Field trip approval. Parents will receive field trip info once approved. 16/17 MAR Assessment @ West Springfield HS. Spring Concert THURS May 18.

Mr. Collier: Middle School Pre-Assessment Concert March 2 @ 7 pm. Assessment is March 11 8am-6pm @ Catherine Johnson MS. Spring Concert May 16. Worked for Mr. Isaac for 5 years, subbed as LB Band Director for first 3 months. Worked at many schools in FCPS.

Mrs. Hampton: Thank you for patience. Informed parents as soon as we learned of Mr. Allen's military leave at Pentagon and as soon as we found a sub.

Volunteer Coordinator - Zahra Savafian

Need volunteers for pre assessment concerts. Use the same Signup genius as Winter concerts. Spirit wear sales at pre-assessments. Mr. Isaac needs chaperones for HS assessment field trip—Mr. Isaac will send info to Zahra for Signup Genius. Tina will coordinate with Suzie for cash boxes. Zahra will head up flowers for MS Concert. Request to add board minutes and update board members on LBOB website.



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Ways and Means -Bill Robare

Revenue is \$3300 on the plus side compared to budget. Looking for corporate donation opportunities. Membership has performed significantly less compared to what was expected. Has membership fluctuated this much from year to year? Looking to setting budget for next year, are we comfortable with current numbers. We outperformed on fundraising but underperformed on membership. We only have 2 years of membership records. Mrs. Hampton says across the board a lot of organizations are seeing lower membership, not just LBOB. Last year we built budget in AUG, voted in SEP. We can do it earlier if it's a concern. Jackie says it's the lowest involvement of volunteers she's seen in her 5 years.

Spirit Wear Coordinator - Annette Barger

New school year design orders are in—t-shirts and hoodies. Also reordered more joggers in black and grey, beanies. We discussed prices at last board meeting and settled on t-shirts \$15, hoodies \$30, beanies lowered to \$15. First sale will be at Area Orchestra concert on March 1.

New Business:

Mr. Isaac requests to use \$2000 through end of March. Question of how much is left in the budget with possible late bill not yet received. Mr. Collier would also like to use funds for Middle School clinicians through March. Mr. Isaac will work this out with Marc and get back to the board. Mrs. Hampton will double check on outstanding bills.

Scholarship nominating committee (combined MS and HS): Zahra Savafian, Bob Gaylord, Suzie Bousquet (Chair), Annette Barger. Students submit applications, blind (redacted names)

Board members Nominating Committee -President appoints three people to committee. Open positions: Treasurer and Membership. Non-voting positions open: Charms and Scrip. Three critical positions are President, Secretary and Treasurer per LBOB bylaws. Treasurer position is critical. Two years ago we moved from Quickbooks to MoneyMinder which decreased workload and increased visibility. We need to find a Treasurer ASAP to have adequate time for Tina to train. We need to send out an email, nominating committee should spearhead. Need trusted recommendations so we can trust them to do the job. Zahra will volunteer for nominating committee again; she has email template from last year.

Spring Picnic - Jackie Li will chair. FRI April 28 6-8 pm. Shelter is reserved (\$365). \$755 last year, budget cut down. \$1800 suggested budget this year. Last year we combined with International Night, asked families to bring in various dishes (due to not holding traditional International Night (COVID) and limited budget). Last year a lot of leftovers because we also ordered catering. Agreed that it was successful last year and will combine with International Night again. Budget will be \$1500 minus \$365(spent on shelter). Need to get a committee via sign up genius.