



Lake Braddock Orchestra Boosters, Inc.

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



January 18, 2023—700pm-820pm In-person (Recorded for minutes purposes only)

Present: Board members: Bob Gaylord, Suzie Bousquet, Annette Barger, Tina Kim, William Robare, Jackie Li, Rachel Estrada, Director Austin Isaac, Director Clayton Allen, Associate Principal Teri Hampton.

President: Call to order at 7:03 p.m., January 18, 2023. Met in LBSS Community room.

Secretary's Report: December minutes were approved.

Treasurer's Report: Membership \$3200 short of budget. Bake sale \$200 short, spirit wear: break even. Strings Extravaganza is using surplus to purchase music for next year. After paying NOV Clinician fees, \$4000 left, \$3000 for Director budget (\$1500 for each director), so far only Mr. Isaac reimbursed (over budget \$1660- \$160 over). Applied for VA tax exemption and accepted, no update regarding tax.

Vice President's Report: created shared Google drive to house all LBOB documents for records management. Tina recommended to use LBOB gmail instead of personal. Suzie will create LBOB gmail and set up editing options to optimize security. Request for Mr. Isaac to send email to announce YouTube streaming of concerts prior. VP requests Zahra to get reimbursed for buying snacks—motion and approved.

Director's report:

Mr. Isaac: Thanks for lodging and support to Midwest Conference. First Strings Open house was successful, many elementary directors, 11 local vendors. Strings Extravaganza successful with over 200 students. Senior solo competition-2 finalists for Spring Concert

Mr. Allen: Winter concerts—successful collaboration with dancers. Tri M Honors Society Induction on 24 JAN, small performance covering the 5 departments. "Into the Woods" musical pit orchestra rehearsals started. 45 orchestra members, 72 scenes, hard music.

Membership: 61 members, 52% of last year. Total revenue \$3300 short. Request to add membership form to google drive

New Business:

Square/iPad/Spirit wear sales discussion - Suzie requested for training at next meeting, iPads were purchased with a grant many years ago for the orchestra. Right now, iPads are stored at school but could be kept with cash boxes since they are used exclusively for spirit wear sales. Only 1 iPad has the Square app on it. Square readers should be kept in cash box, Jason will purchase square readers for LBOB—plug-in and wireless, Annette can write up SOP for square use-how to log in, etc.



Lake Braddock Orchestra Boosters, Inc.

Lake Braddock Secondary School
9200 Burke Lake Road
Burke, VA 22015



Bob recommends using personal devices. Tina raises issue of multi-factor authentication which goes to her cell and requires coordination with her. Jason notes that he has a Square sub-account, where he can only take payment and log in with his own unique pin, so that Tina is not involved in the MFA. This greatly increases security. Bob brings up potentially buying new iPad since old iPads are at least 6-8 years old. Jason can create sub accounts.

Into the Woods: Theatre boosters offered to include orchestra in meals signup on Myschoolbucks for the week of show. Mr. Allen: kids pay for their meals through Myschoolbucks. Boosters paid for snacks last year. Tina notes that we only have \$50 in budget for this. Conclusion: yes—link with theatre, parents pay. We will provide \$50 for snacks, work with Zahra to set up signup genius for snack donations. Tina says to increase the budget next year if you need more.

JDO/SDO: volunteer sign up filled up, still need for 2nd day, need coordinator. Zahra will send out specific ask for coordinator. No need to set up plan, just enact plan, oversee. Mr. Allen will type up language for that email. We don't have the volunteer base and need to regenerate that base to match pre-covid times.

Spirit Wear: Placed big spirit wear order, total \$2237. Ordered new t-shirts and hoodies with new design without the school year printed, which will prolong sale opportunity. Also ordered joggers in two colors, beanies in two colors. Discussion of spirit wear prices: Should we raise price point and sell for a profit/fundraising or sell for the sake of orchestra community? Annette lays out wholesale price vs. sale price, for some items the profit margin is quite low. Also, Athletic boosters sell same items for higher. Treasurer recommends we analyze expense/profit to see how much we are losing/gaining. Mixed opinions—some want to make more profit for boosters, some want to keep price point low. Conclusion: 30% markup. Annette will calculate 30% profit for each item and email the board with prices for a vote. Annette will also calculate expense/profit report.

Student trip expense: Mr. Isaac updated on HS NYC field trip: original trip was \$1175, 2 nights in hotel, only a few people signed up. Worked to pare down the trip to one day and still hear NY Philharmonic. Trip still under approval. Hands are also tied re: use of other travel agencies, due to credit vouchers from cancellation due to COVID a few years ago. Trip was also more expensive due to time of year. Cheaper locations a possibility in the future? Mr. Isaac was given 3 options on Atlantic seaboard. Jason asks what is an acceptable cost and duration of a trip? Mr. Isaac replied \$400-700, Disney was more. MS- 2 trips a year. HS-1 big trip a year. Suzie notes that upcoming band trip to TN is 5 nights and only \$700.

LBOB financial support of field trips, requested by Mr. Allen. Bob states that LBOB does not subsidize trips per previous board discussions and budget development, but the board could re-evaluate this decision. Mr. Allen had 10 kids who couldn't afford the last field trip and raised \$3000 allowing them to go. These kids were selected based on application and review process. Bill asks if the boosters could cover a portion of trips, such as covering the fee for NY Phil clinicians. Due to educational value, he sees this type of assistance as a valid function for the board to support and the board should

be willing. Many on the board agree. Bob says we can discuss this when we build the budget next year. Bill mentions that the Directors did a great job and now we have a big surplus in fundraising, so it's our responsibility to see how we can properly utilize that. Tina responds there are losses in other areas so there is not necessarily a surplus of the overall budget (e.g. membership not coming close to goal).



Lake Braddock Orchestra Boosters, Inc.

Lake Braddock Secondary School
9200 Burke Lake Road
Burke, VA 22015



It was noted in the discussion that budget line Trip/Uniform Assistance be more clearly defined in the budget next year.