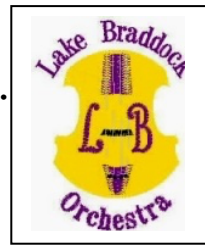




Lake Braddock Orchestra Boosters, Inc.

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



1 Lake Braddock Orchestra Boosters
2 Board Meeting Minutes
3 September 12, 2022—700pm-800pm Videoconference & In-person
4

5 **Present:** Board members: Bob Gaylord, Suzie Bousquet, Zahra Safavian (remote), Tina Kim; Jason
6 Heron; William Robare; Director Austin Isaac; and Teri Hampton and Lindsey Kearns (remote).
7

8 **President:** Call to order at 7:00 p.m., September 12, 2022. Met in LBSS Community room in-person
9 and via videoconference. Quorum met. The President thanked all for attending.
10

11 **Secretary’s Report:** Previously provided and electronically approved.
12

13 **Treasurer’s Report:** The Treasurer reviewed expenses submitted and reimbursed for Bruin Blast.
14

15 The President raised a question posed via email by Director Allen about using money left over from
16 last year’s budget. Bob explained that any money left over from a prior year’s budget is pulled back
17 and cannot be spent retroactively once the final budget is presented and the audit is completed. The
18 budget and audit results were shown to the membership in the general membership meeting last
19 week. The money does roll over, so we have more money starting this year than last year.
20

21 Last year we underperformed in fundraising raising by about \$13,000 against our goal of \$20,000. The
22 money that was left on the table was about \$3,000 from clinicians alone, because it was not spent
23 nor requested except for about \$1600 that we paid this year for last year. Some money was spent
24 this year for clinicians used last year, because the process was not followed for submitting time
25 sheets so the school could submit to LBOB for payment. This process is now fixed.
26

27 Last year cuts were made to account for the revenue shortfall. We still have a bill due of about \$3,807
28 to the IRS for one of the year’s taxes due to a prior treasurer not providing the necessary
29 documentation to the IRS. We are working with an accounting firm to try to resolve this issue.
30

31 No other questions from anyone about the budget or financials.
32

33 **Vice President’s Report:** The tailgate was a fun event for the orchestra families, and we have a list of
34 things to improve for next time. Suzie is working on compiling an online inventory of what is done for
35 various activities for future members. Request from Suzie that we change the meeting dates to
36 another day aside from Monday. Wednesdays are free for most of the board members. Bob indicated
37 he would send out a doodle to identify the day of the week that might work better for most
38 members.
39

40 **Director’s Report:** Director Isaac stated that he is sending out information about the Fall concert and
41 asking families to sign up for LBOB membership. The concert will include 30-40 6th graders who will



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42 be playing a piece at the beginning of the concert, and then they will sit in the audience to watch the
43 HS concert. This should be a good recruiting/retention event.

44
45 Diana Chou and Director Isaac requested that we might be able to do something fun in the hallway
46 for the 6th graders before the concert. Suzie and Tina proposed that we provide a souvenir of some
47 sort for the students.

48
49 Jason Heron suggested that he could create little violins that fit in the hands of Lego mini figures. This
50 would be very budget friendly.

51
52 A report (attached) submitted by Director Allen, who was on military duty, was a request for money.
53 Bob checked with Ms. Hampton on a similar funding request, and she indicated that the school would
54 respond to the request. Within his report is a request for money from Director Allen, who provided
55 no input to the budget development and did not attend the budget or board meetings. He did attend
56 the membership meeting where the budget was presented, and he did not comment on the budget
57 at that time either.

58
59 Ms. Hampton indicated that in the budget there was a request for funding for field trips, but there
60 have been no field trips approved. Suzie and Bob noted that we do not have money left in the budget
61 to fund field trips even if they are approved.

62
63 Suzie raised concerns about asking parents to spend the proposed fees for the field trips. Ms.
64 Hampton indicated that field trips are optional, and the administrators look at other opportunities for
65 the students to gain the same value as they would from field trips without spending the money. Since
66 students are pulled out of classes, they also look at the educational value of the field trip.

67
68 Aside from the trips, there were requests for equipment that was on last year's list, as well, and those
69 items were handled by Dr. Harris last year. There were additional requests for budget to pay for more
70 clinicians.

71
72 Bob asked if anyone wanted to make a motion to vote on the requested budget aside from the field
73 trips that are not approved by the school. No board members made a motion for the vote. There
74 being no motion, the board moved on to additional business.

75 76 **Committee Chairs:**

77 Website & Social Media: Zahra asked about requests to join the Facebook group from people who are
78 not answering the required questions, as well as individuals who no longer have children in the
79 program or are Booster members. The question raised was whether we allow them to join the
80 Facebook group. After considerable discussion, the board agreed requesting individuals must answer
81 the questions, have a child in the program, or be a Booster member to have access to the FB group.

82
83 Attire Coordinator: Mary Jo asked about Middle School uniforms. Ms. Hampton stated that MS



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84 students will be wearing concert black as voted on and agreed to by the board in the last meeting of
85 last year. Mary Jo also indicated that Jackie and she have not re-stocked socks and other items, and
86 there are questions about what will be needed since all students are wearing concert black. “Concert
87 black” means that the students wear all black unless they are wearing a tuxedo. Students wearing a
88 tuxedo can wear a white shirt.

89
90 Ms. Hampton stated that Director Allen expressed concern that 8th graders will need to purchase
91 black shirts if they cannot wear the uniform they purchased last year. Suzie raised the point that the
92 students will be able to wear what they purchase for concert black when they move on to High
93 School. Director Isaac stated that if the entire program wears concert black, then all students would
94 only have to make one purchase for the entire 6 years in the program.

95
96 Bob stated that since the Board wasn’t spending LBOB funds or volunteer hours on the uniforms, no
97 decision is necessary from LBOB perspective. However, all students will need black socks regardless of
98 the uniform, so Attire Coordinators should move forward with ordering black socks and stockings.

99
100 Spirit Wear: Bob indicated that we still do not have a Spirit Wear coordinator. Suzie and Tina
101 mentioned that the Board has not made a specific request to fill this position and the Secretary
102 position, and they asked that an email be sent via Charms asking for volunteers.

103
104 Bob mentioned that the Board only has access to High School families in Charms. Ms. Hampton stated
105 that she could help distribute an email to Middle School families.

106
107 Membership Coordinator: Jason reviewed current memberships. This time last year there were 45
108 members from the Middle School families. Currently, there are 1/12th of the members from Middle
109 School families than what we had last year. The only members who have signed up from Middle
110 School this year are board members and their families.

111
112 Ms. Hampton said attempts at discouraging Middle School parents from participating in LBOB have
113 been squelched. She indicated that an email was sent out recently to Middle School parents with a
114 link to the LBOB website. Bob mentioned that none of the emails sent to the MS parents are
115 mentioning the Boosters and their involvement in orchestra events. Parents do not have visibility into
116 the Boosters, and this is impacting membership. An additional question was asked as to whether Mr.
117 Allen was continuing to have outside meetings with students and if the administration was aware.
118 Due to the sensitivity of the issue, the discussion was deferred to a separate meeting.

119
120 Director Isaac has sent out an email to all parents, and stated he is happy to send out another email
121 with messaging from the Boosters.

122
123 Volunteer Coordinator: Zahra reported that there are no volunteer sign-ups yet, and she has no
124 ability to communicate with Middle School families to request volunteers for concerts due to a
125 separate Charms account being created with no access provided to the Boosters.



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126 Bob raised that there are Board vacancies for a Secretary and Spirit wear. Zahra volunteered to take
127 the Secretary role. Bob noted that this is now Zahra's third major function – the volunteer
128 coordinator, social media & website coordinator, and now also the secretary.

129

130 **New Business:**

131 Board Meeting Participation: Bob mentioned that it was suggested that Board meetings be opened to
132 members. He stated that he was fine with this if it was open to members only, and there is a
133 structure that eliminates the possibility of members derailing Board meetings. Suzie indicated that
134 she believes this could motivate parents to be more involved. Tina stated that this could also help
135 make it clear how LBOB spends money.

136

137 Bob asked if anyone objected to publicizing more broadly when the Board meetings dates. Board
138 meeting dates are currently listed on the LBOB Key Dates Calendar and on the website. There were
139 no objections, so meetings will now be publicized more broadly to all members.

140

141 Bob made a motion to extend the meeting by 15 minutes to discuss fundraising. Motion was
142 seconded and approved.

143

144 Fundraising: Bill discussed fundraising from corporations for which orchestra parents work. Bill
145 suggested that the Board send a communication to orchestra parents asking for them to use their
146 employers' corporate governance programs to raise additional funds.

147

148 Bill suggested doing a major fundraiser around Thanksgiving or Christmas time, or in the Spring when
149 bonuses and tax refunds are distributed. Director Isaac indicated that fundraisers are not often done
150 in the Spring because money raised should go to the students in that year. Front-loading fundraising
151 in the Fall makes it easier to ensure all raised money is spent on students in the current year.
152 It was noted that last year's fundraising efforts were not successful due to lack of participation and
153 support from Mr. Allen. This resulted in LBOB re-balancing the budget in the middle of the year. Bob
154 suggested that a Tag Day would expand the pool of donors outside of "friends and family."

155

156 Director Isaac suggested LBOB execute an online fundraiser in October, around the time of the
157 concerts. Ms. Hampton suggested that a QR code to the fundraiser and information about the
158 Boosters should be added to the concert programs. Ms. Hampton indicated that Bob will be allowed
159 to present on the Boosters at both MS and HS concerts.

160

161 The Board agreed that Bob will be sending an email about membership to all parents, and Bill will
162 include text about corporate matching in the email; there will be a Fall fundraiser; and there will be a
163 Spring fundraiser if needed.

164

165 Meeting adjourned at 8:25 p.m.

166

167 These are the official minutes taken by Zahra Safavian, Secretary.