



Lake Braddock Orchestra Boosters, Inc.

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



October 19, 2022—700pm-820pm In-person (Recorded for minutes purposes only)

Present: Board members: Bob Gaylord, Suzie Bousquet, Annette Barger, Zahra Safavian, Tina Kim, Jason Heron, William Robare, Director Austin Isaac, Director Clayton Allen, Associate Principal Teri Hampton and Principal Lindsey Kearns.

President: Call to order at 7:06 p.m., October 19, 2022. Met in LBSS Community. The President thanked all for attending.

Secretary's Report: None; minutes approved via email prior to meeting.

Treasurer's Report: Highlights for Sept: 40 new member payments. Carry-over payments made for clinicians. Paid P.O. Box, fees for upcoming conferences, supplies. We are already over budget for supplies. Concert expenses: \$100 budgeted for entire year for HS and MS combined. We will need more. President stated that what caused the increase is that the school has limited budget for paper, etc. Due to this President proposes increase in funding. Tina added that paper is one of many supplies needed. Mr. Isaac was reimbursed for toner ink—music copies, programs. Tina also paid for Spirit wear. Bob states \$2000 in budget for contingencies. If we need to bump up, we can relook at next board meeting. January re-look at budget/reallocate funds as needed.

President's tax liability update: as of June 30th, \$3983.54 due to non-filing of appropriate tax paperwork. Unable to get in touch with Stacy, SMB accounting who did the taxes those three years. We have copies of 3 years' submissions. Treasurer states 2017 is cleared. Kim Green, previous treasurer who worked to correct tax problems of LBOB previous treasurer who created the situation, said 2016 and 2017 were clear. We have filing for 2016 but no clearing letter. For 2018: still on the hook for the tax balance. Bob has accountant who can help file taxes for reduced rate, not fully pro bono. Will still roughly cost \$300-\$600. New firm will guide us through the process of correcting the tax liability issues. New firm thinks we shouldn't have to pay any; that we were probably unjustly charged penalties. LBOB has \$2000 set aside for these taxes. Recommendation made to move away from SMB accounting. All voted in favor. Bob will come up with letter of engagement with another firm.

Vice President's Report: Concerts coming up next week. Suzie can set up starting 5:30 and Zahra will break down. Teri asks for layout of setup, then she can get custodians to set up. Volunteer signup genius went out to middle and high school. Mr. Isaac only needs one per room. MS needs two volunteers per room. Zahra will change sign up and send reminder before the concert. Reminder that volunteers get priority seating.

Directors' Reports: Mr. Isaac: HS fall concert is Oct 27. Eighty 6th graders coming to perform. Each orchestra will play one piece, Symphony will play two. Short concert under one hour. Students



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made cards for 6th graders and 3D printed violins (courtesy of Jason). Strings Open House Dec 10, 10am-12pm; Ravensworth director Austin Johnson is helping him plan. He will need Booster support and parent volunteers. Open to public, reaching out to all pyramid schools.

Mr. Allen: He has clinicians in for SEP and OCT. SEP cost was \$1050, OCT was \$850, total \$1900. Last clinician will be in DEC for upcoming Gaylord performance. Upcoming concerts: Gaylord NOV 4, NYC field trip NOV 10, Winter Concert. NAFME event at Gaylord. All student payments are in for that trip, \$41 per student. Bus cost \$1225. Dr. Reed in attendance. NYC field trip: collected \$12,000 so far. Students pay \$250 initial payment, chaperones pay \$100. Payment available on MySchoolBucks. We will have clinics with NY Philharmonic's Michael Addison at USS Intrepid tour, Times Square, dinner, Aladdin Broadway show, and meet and greet with pit orchestra musicians. Back by 1:30-2 am.

Mr. Allen wrote document with parents' volunteer duties at concerts, will send to Zahra and Suzie. Suzie wants to put together all resources on how we do things so that future boards can access them. Question from Suzie regarding clinicians: Mr. Allen has spent \$1900 but we have \$4K for each director for the whole school year. VP expressed concern that we also spent \$2000 this year for last year's clinicians and they we are close to using the annual budget. Ms. Hampton says they will get their budget at their meeting. Question on if there is money from the school for clinicians. Ms. Hampton answers No. They will be meeting with Mr. Allen tomorrow to work out clinician's budget, understanding they we may not have enough money at the end of the semester for clinicians. President says both directors know that unless they request in advance, there's no guarantee they will get paid from LBOB funds. It became a contentious issue last year. President asks school to abide by that rule, and Teri Hampton agreed.

President brings up student bringing fall decorations for HS concert. There needs to be equity between middle and high school—decorations for both. Mr. Isaac says historically we only decorate at winter concert: Choral/Orch/and Band boosters purchase poinsettias and leave it up for band and orchestra concerts. Suzie will reach out to have decorations for both middle and HS.

Committee Chairs:

Volunteer Coordinator: Concert signups went out. We have enough people for HS right now, except for bake sale.

Membership Coordinator: Membership is very low: \$4750 total now. Total membership is 44. This time last year: 78 members. Only 16 MS members now. Hopefully we can pick up some members at the upcoming concert.

Attire Coordinator: Jackie will be supporting both HS and MS at upcoming concerts. She bought socks and knee highs.

Spirit Wear: Annette will meet with Bob to do inventory.



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New Business:

President motioned to have board approve Annette Barger as Secretary. Voted all in favor for Annette Barger as Secretary. Approved. Annette Barger also will serve as interim Spirit Wear chair.

Fundraising: NOV 1-22 Snap raise Fundraiser. Mr. Allen and Mr. Isaac will work with local coordinator—hopefully approved by next week. One webpage for all high school orchestras. Need for photographer for group photo: Annette will send contact to Mr. Isaac. Snap raise takes 25-30% cut of donations. Target goal is \$10,000 net (\$13,000 gross) for 400 kids. We average \$1500 from Election Day bake sale.

Zahra is using LBOB signup genius account. Still showing Cheryl's name—needs to be changed. Low response for corporate donations. Should get \$3000 donation from 3M. Parents are not as engaged, need more director support. Need to increase booster membership. Announcement to be made at concert. Mr. Isaac says keep the talking brief because of 6th graders.

Mr. Isaac asking for permission for 1-2 NOV, HS clinicians. \$1200 plus FICA.

Mr. Allen requesting permission for SEP, OCT and NOV clinicians: \$1900 plus FICA(over \$2000).

President asks both to send email and cc Ms. Hampton. Ms. Hampton apologized for not asking permission ahead—didn't know the protocol. President states that both Directors are aware of requirement. President states that Mr. Allen's request will be for post-commitment reimbursement for clinicians that were inappropriately contracted. Mr. Allen also requests subsidies for families who can't afford field trips and uniform. Board responded there are no funds allocated to subsidize trips.

President earlier called a closed Executive session composed of 6 board members. Teri Hampton came in briefly to answer a few questions. This was in consideration of personnel issues and potential inappropriate conduct that impacted 2 board members. Issues are being addressed and investigated by the school. President wants everyone to know that with issues that affect the board, it turns a parent/teacher issue into board issue. Those issues impact an organization of volunteers whose mission is to support the orchestra program—not high school, not middle school. Question on if board members will get a report after investigation? Actual outcome we will probably not know other than the parents directly impacted.

President moves to increase \$200 to director supplies from Contingency budget line. All in favor. Need to increase concert budget. \$45 for cards. President moves to reimburse Mr. Isaac for cards not increasing concert budget currently. Ms. Kearns noted FCPS allocates \$10 per student for supplies and encouraged directors to use appropriated money wherever possible.

Meeting adjourned at 8:20 p.m.

On October 22, 2022 via email, Mr. Allen requested the board's approval for MS clinicians for October(\$800 + FICA), November(\$900 plus FICA) and an exception to policy for Sept clinicians(\$1050



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plus FICA). After board deliberations, the following three(3) motions were made by President Bob Gaylord, seconded by Treasurer Tina Kim. On October 27 via email, vote on each motion recorded below:

Motion #1: Move to not fund September clinicians. Carried; unanimous.

Motion #2: Move to fund October clinicians not to exceed \$850 + FICA. Carried; 6 yes, 1 no.

Motion #3: Move to fund November clinicians not to exceed \$900 + FICA. Carried; unanimous.

These are the official minutes taken by Annette Barger, Secretary.