



# Lake Braddock Orchestra Boosters, Inc.

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



August 9, 2023—700pm-800pm In-person (Recorded for minutes purposes only)

In attendance: Isaac, Teri Hampton, Bob Gaylord, Jackie Li, Annette Barger, Suzi Bousquet, Bill Robare (virtual)

Secretary: May minutes approved

Treasurer's report:

Last Year's Annual report off by \$400. We will reconcile this, more to follow.

Review of annual report and upcoming budget. Increased Orchestra program expenses. Increased Judges/Clinicians from \$8K to \$10K. Bill raises point that last year we spent \$6K, under the \$8K budget. Do we really need to up the budget? Bob answers that the increase in budget allows for the Directors to plan. We often get hit with bill after the year closes. Last few years we have been increasing the budget. Money raised in one year should be used in that year. Suzie mentions that last year we were spend-shy because there were some spending problems. But we are coming out of that now. We also don't know what is going to happen with Mr. Allen who is still on military leave. We may be dealing with a long-term sub situation, so having clinicians could be very helpful to the sub. As you know, last year's sub was a band, not strings expert. Question: Who is teaching middle school? Mrs. Hampton replies that we will probably have a sub for the first week who is a band person. Then depending on whether Mr. Allen returns in October or not, we will get a long term sub who is an orchestra teacher. We don't know if Mr. Allen's leave will be extended or not.

We have \$2000 for fines, penalties. Recommend to keep it in case of pending IRS bill.

\$2000 for equipment. Mr. Isaac recommended purchasing a Yamaha keyboard to help with tuning.

Increase to equipment budget to \$4000 to include 2 keyboards, one for HS, one potentially for MS depending on the director.

Hospitality budget: does that include end of year HS banquet? Yes.

Recommend dropping Bruin Blast budget since we didn't use that last year and moving to HS hospitality line.

Sheet music budget \$1000. We need to keep it because of potentially high rental fees, even though we didn't use much of it last year.

Director's travel was increased from \$3K to \$4K.

Reallocate Substitute teacher fees to equipment purchase.

Orchestra admin assistant- \$4000 lowered to \$2000 based on past year's spending

Recommend moving \$2000 to equipment line to purchase of 2 new iPads. Current 2 iPads are very old, at least 10 years old.

Mrs. Hampton asks is Charms covered under website budget? Roughly \$300. Move \$200 out of equipment purchase line to cover cost of Charms. Increase web hosting from \$500 to \$700.

Motion to approve budget? Annette motions, Bob seconds. All in favor, none opposed. Budget approved.

Upcoming events: Bruin Blast—August 17, BTS Party—August 24.



# Lake Braddock Orchestra Boosters, Inc.

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



Suzie will head Bruin Blast. Where to put tables? Put tables in the main hall. Sell spirit wear? Yes, We will try to sell though Annette can't be there. Jackie can help set up in the morning. Annette will show Jackie how to use Square app.

August 24 Back to school party - Suzie will head. Mr. Isaac has updated 7th grade info in Charms. He will send out welcome packet via Charms. Al needs to update membership page of welcome packet. Need to update QR code. Bob will try to print cards with QR code.

We don't have a volunteer coordinator right now. Hopefully Zahra can be convinced to come back. Individual donors names won't be on programs going forward to simplify programs, more cost-effective, more in line with other HS programs. Big workload to include updated donor list, accurate spellings. Maybe there are other ways to recognize donors.