

VBBI Board of Directors Meeting Minutes

November 28, 2022

Meeting called to order at 6:12 PM

Welcome

Attendance:

Members of board of directors present: Ben Rosier, Jay Bennett, Erik Knedgen, Andrea Luegge, Michelle Wester, Angie LaVoy, Koti Post, Steve Lam, Craig Rolfe

Members of Board of directors Absent: None

Guests: Josh Kling, Jennifer Kling, Sarah Wasson, Dawn Knedgen

Secretary's Report – Approval of Minutes from August 2022 - Motion to approve minutes with corrections Wester, 2nd Steve (9 yay, 0 nay)

Treasurer's Report – Approval of Financials – Motion to approve treasurer reports for August-October Lam, 2nd Wester (9 yay, 0 nay)

- Discussion about financial reports
 - Angie LaVoy would like to have more detailed line items in the next fiscal budget year. She has been keeping notes and will have suggestions during our budget meeting.
- Motion for treasurer to manage periodic transfers of funds between checking and savings accounts so as to have a monthly balance of no more than \$2000 in checking account Rosier, 2nd Bennett (8 yay, 0 nay, abstain 1)

FOB update – Steve Lam

- Just a small misunderstanding, Steve thought letters were sent out for 2022/23 school year, but they were not yet. Since finding out, he put an updated letter and made it a little more professional looking. He put personalized notes on the letters and received a donation from Fredrick's Construction. Steve will focus on working with the Athletic Boosters as well. He is working on expanding the businesses that are asked for donations.

Coordinator Updates and Reports

Glow Run Final Update – Josh/Jennifer Kling

Glow Run 2022				
expense	who	amount	check	reimbursed
Chip timing/unsigup	Mac's Timing		877.5	NA
shirts	Look Sharp		1372.1	NA
Pavillion	Village of Vicksburg		100	NA
Glow Sticks/pins	Jennifer Kling	N/A		NA
Food/bananas fruit snacks, garnola	Joshua Kling	N/A		NA
		TOTAL	2349.6	
<small>Checks from Anole- S2165 & S50 registrations</small>				

- Expenses \$877.50 Mac's Timing, \$1372.10 Shirts, \$100 for pavilion

- Total = \$2349.60
- Sponsors brought in \$900
- We made a little over \$1,000
- 132 Total sign ups
- Moving forward, Josh would like to charge \$30 next year, move it back to the school property, keep it a family event and more glow!

Communication Coordinator – Erik

- Erik and Brandon are working on the appendix to our bylaws
 - Descriptions of job, expectations, and training for those roles
 - In January, we will go over bylaws and discuss this.
 - Get information to Brandon so he can get it on social media
 - Discussion on what platform is going to be used in the future
 - Our process now is the directors give information to Dawn for the website. Dawn then gives it to Brandon to put it on the social medias.

Information Coordinator – Record Retention on Website

- Dawn is going to keep the current year and previous year of minutes and fiscal reports for our website.

MSBOA/Bulldog Invitational Update – Craig

RECAP OF 10-11-22 MSBOA MARCHING BAND FESTIVAL
INCOME AND EXPENSES (VBBI)

Item	Income (Gross)	Expense
Spectator Admissions	\$ 3,264.00	\$ 2,611.20 ^A
Main Concessions	\$ 280.75	\$ 168.45 ^B
Satellite Concessions	\$ 175.00	\$ 91.98 ^C
Live Shout-Outs	\$ 31.00	\$ 0
Miscellaneous	\$ 31.20 ^D	\$ 0
Line Item Totals	\$ 3,781.95	\$ 2,871.63
Total Event Net Profit	\$ 910.32	
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Total Net Profit from Admissions	\$ 652.80	
Total Net Profit from Concessions	\$ 195.32	
Total Net Profit from Live Shout-Outs/Misc.	\$ 62.20	

RECAP OF 10-15-22 BULLDOG MARCHING BAND INVITATIONAL
INCOME AND EXPENSES (VBBI)

Item	Income (Gross)	Expense
Band Registrations	\$ 2,400.00	\$ 0
Spectator Admissions	\$11,127.10 ^A	\$ 0
Print Programs	\$ 3,375.00 ^B	\$ 831.06
Live Shout-Outs	\$ 365.00	\$ 0
Judges	\$ 0	\$2,281.00
Trophies	\$ 0	\$ 426.00
Audio-Video Recordings	\$ 0	\$ 774.00
Main Concessions	\$ 2,898.84	\$1,739.30 ^C
Satellite Concessions	\$ 2,054.00 ^D	\$ 189.23 ^E
Miscellaneous Donations	\$ 112.91 ^F	\$ 0
Line Item Totals	\$22,332.85	\$6,240.59
Total Event Net Profit	\$16,092.26	
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Total Net Profit from Admissions	\$11,127.10	
Total Net Profit from Print Programs	\$ 2,543.94	
Total Net Profit from Concessions	\$ 3,024.31	
Total Net Profit from Live Shout-Outs/Misc.	\$ 477.91	

- Forms of Payment
 - Ben will work with MSBOA on electronic payment of admission fees

VBBI Streaming Discussion

- Discussion about live stream performances for free? Craig does not want to do this. Ben believes fans will be there for the performance no matter what.

Invitational Coordinator Status for 2023

- All coordinators are presently expected to return except for Dawn K. Jessica Eyster is the new Stadium Management Coordinator.

Merchandise Coordinator Update

VBBI Merchandise discussion (Craig)

Pricing/Accounting Process

- The volunteers will continue to work on dwindling down the current inventory

Show Shirt Design/ordering process/timelines

- The committee will have show shirts ready to go before school goes out.
- Erik would like to look at the specific supply chains and the vendors for many of the problems that have happened in the past.
- Michelle Wester will work on gathering a group of people to coordinate the future merchandise

Old Business

Discuss Fall Event Successes and Improvement Opportunities

- Reflection on this past season/events
 - 11 MS kids make district honors band
 - One MS Tuba player make all-state honors band
 - MS had a fall concert that went well
 - Marching Band had a great season
 - Volunteering was better this year, and we will continue to work on it! Ben believes that getting the right people volunteering for the right positions helped a great deal.
 - Posting pictures on FB of the volunteers was great as well!
 - The food provided for the Marching Band was so well received and both students and parents appreciated it!
 - Koti submitted her resignation as a member of the VBBI board of directors
 - Motion to accept Koti's resignation, Wester 2nd Jay (9 yay, 0 nay)
 - Koti will continue as the "official" Volunteer Coordinator
 - Motion to appoint Sarah Wasson as a member of VBBI board of directors Ben, 2nd Jay (8 yay, 0 nay)

Reimbursements for various Fall events

- Motion to approve reimbursement \$108.89 to Koti Post for items for directors for the invitational Knedgen, E. 2nd Wester. (8 yay, 1 nay)
- Motion to approve reimbursement to Latasha Kern \$112.50 for concessions; \$168.71 Craig concessions; \$307.44 Craig for ice Wester, 2nd Angie (9 yay, 0 nay)

President Report

Discuss Fall Event Successes and Opportunities, Communications, and Volunteerism

- Thank you Sarah for stepping into a role on the VBBI Board of Directors.
- Erik is working on the bylaws so that they accurately reflect the organization's policies, practices, and coordinator positions.
- Erik is very pleased with the volunteering.

BD Report – Ben and Jay

- Directors have included their input on all other items above
- Currently there is \$8,000 in student fees that has not been paid. These are band camp fees
- All semi-trailer maintenance expenses will be taken care of by the school
- There is current discussion of a 5 year master plan for instrument replacement with the school

New Business

BD Requests:

- VBBI Grant to VCS Bands Recap of Marching Band Financials

Marching Band Grant Discussion	
Total	\$64,594.71
Camp	\$28,728.40
Cooks	\$3,000.00
Food	\$9,943.37
Drill & Music	\$4,450.00
Instruction	\$8,500.00
Prop Materials	\$3,020.71
Guard Choreo	\$1,300.00
Supplies (gloves, shoes, misc. supplies, flags)	\$5,652.23
Marching Students	144
Participation Fee	\$350.00
Total of Fees to be paid	\$50,400.00
Unpaid balances as of Nov. 21	\$8,155.00
Total Cost of Marching Band Season	\$64,594.71
over budget	\$14,194.71

- Motion to award a grant in the amount of \$15,000 to VCS to cover current band debt – Wester, 2nd Knedgen (9 yay, 0 nay)

VBBI Grant to Families for Spring Trip

Orlando Discussion			
\$1,740	Original Cost quoted to families		
\$1,937	Current cost due to inflation and other factors		
\$197	Difference		
110	Attendees		
\$21,670			

- Motion to approve a \$20,000 grant to VCS to support the 2022 Disney Trip – Wester, 2nd Lam (9 yay, 0 nay)

Marching Band Banquet VBBI Sponsorship

- Motion to award a grant in the amount of the actual expense but not to exceed \$10,000 for Band Banquet Lam, 2nd Erik (9 yay, 0 nay)

Bylaw Work and Expectations (Covered in President’s report)

Meal Coordinator Position

- Will add this position to the bylaws at our next meeting

Other Board Member Discussions

Motion to adjourn meeting Ben, 2nd Jay 10:04 pm

Submitted *A. Luegge*