



## Northern Virginia Firefighters' Emerald Society Pipe Band

### Board of Directors Meeting

February 13, 2020

- I. Meeting called to order at 7:04 pm
- II. Members in Attendance: President Matt Lopez, Vice President/ Drum Major Bill Bryce, Secretary/Webmaster Jim Kraftchak, Board Member at Large/Pipe Instructor Jim Ryan.
- III. Reports
  - a. Secretary
    - i. Previous BOD meeting minutes reviewed. Jim Ryan moved to approve as written, Matt Lopez seconded. Approved unanimously.
  - b. Treasurer
    - i. Tom Clappi was not present and did not submit a written report.
  - c. Quartermaster
    - i. Jason Allen was not present and did not submit a written report.
  - d. Uniform
    - i. Gary Winemiller was not present and did not submit a written report.
  - e. Jim Ryan suggested removing committees from the meeting if they are not required all the time, like Uniform who may only have something a few times a year to report.
  - f. Bylaws
    - i. Matt Lopez reported that the updated bylaws passed during the General Membership Meeting.
    - ii. Matt Lopez is currently reviewing the updated bylaws that includes all the changes to ensure that all updates were made correctly prior to publishing it out to the band.
    - iii. Jim Ryan moved to dissolve the Bylaws Committee now that the bylaws have been updated and reestablish it if necessary later. Jim Kraftchak seconded and the motion passed unanimously.
  - g. Membership

- i. Matt Lopez met with Dorothy Farley to see if she would be willing to put together a video for us based on video she has of the band. She will be working to put together a video that can go on social media and then one that can be utilized for recruitment.
  - ii. Matt Lopez has made some inroads with Fairfax County Fire and Rescue and has gotten us a drummer who will be on the street soon. There have also been several pipers that have shown interest but as of yet have not attended a rehearsal and he will check back with them.
  - iii. Matt Lopez will also be reaching out to union leadership to see if there is any way to use them as a conduit for recruiting.
  - iv. Need to find a new chair for the Membership Committee and Matt Lopez will be reaching out to the band to find someone who is willing to do it.
- h. Fundraising
  - i. St. Patrick's Day Bus Crawl has been determined to be scaled back a bit so that we at least make enough money to pay for the bus and raise a few more but not a huge amount. This is going to be mostly a fun event that will pay for itself.
  - ii. Annual fundraiser will be at Patriot's Bar and Grill. Bill Bryce will get a date for it.
  - iii. Question was raised by Bill Bryce if we want to do both a spring and fall fundraiser like some other bands do. After discussion, it was determined that we would do just a spring fundraiser.
  - iv. Due to the amount of work in managing fundraising for the band, it was determined that Bill Bryce needs at least 2 more people to help him out in setting up and running these events.
  - v. The idea of selling raffle tickets for a trip to Ireland was brought up as another potential way to raise funds for the band. Bill Bryce stated that is what AOH does every year and it's a huge fundraiser for them. Each person would be responsible for selling x number of tickets. X to be determined once more details are gotten. Bill Bryce is to investigate the costs and report back to the board next month on this idea.
  - vi. Half way to St. Patrick's Day could be done as an open rehearsal/fundraiser at Patriot's Bar and Grill. This would be in September.

#### IV. Old Business

- a. St. Patrick's Day Bus Crawl
  - i. Bars that have signed on right now
    - 1. PJ Skidoos in Fairfax
    - 2. Jimmy's Old Town Tavern in Herndon
    - 3. Sully's Pour House in Herndon
    - 4. Ned's Irish Sports Pub in Herndon

- 5. Patriot's Bar and Grill in Fairfax
    - ii. Mission BBQ next to Ned's may be willing to allow us to play there and pass the boot as well as feed us.
    - iii. Need to look into doing Auld Shebeen or maybe Old Firestation #3 in Fairfax before we go to Patriot's Bar and Grill.
    - iv. We will be meeting at Patriot's Bar and Grill at 3PM to tune up and get ready to go.
    - v. Needs to be put on TeamSnap
    - vi. Need finalized list of pubs and play times at pubs ASAP
  - b. Manassas St. Patrick's Day Parade Ad
    - i. Simplified ad has been approved by the board and Jim Kraftchak will submit it.
    - ii. Is it possible for Kevin Byrne to get us a discount on the ad price? Matt Lopez will speak with him to see.
  - c. Potential Gigs in 2020
    - i. Alexandria St. Patrick's Day Parade – Booked
    - ii. Manassas St. Patrick's Day Parade – Booked
    - iii. Bus Crawl on St. Patrick's Day – Booked
    - iv. The Chieftains Concert – Booked
    - v. Annual Fundraiser (possibly April timeframe)
    - vi. Ride of the Patriots – Memorial Day Weekend – Doing
    - vii. Virginia Fallen Firefighters Memorial – Doing
    - viii. RNC Event at Trump Hotel in DC
    - ix. July 4 Parade in Fairfax – Doing
    - x. Half way to St. Patrick's Day at Patriot's Bar and Grill
    - xi. National Fallen Firefighter's Memorial Weekend – Doing
    - xii. Manassas Veterans Day Parade – Doing
    - xiii. Alexandria Christmas Walk – Doing
  - d. Quartermaster Jason Allen was authorized to spend up to \$500 on uniform part (sporrans, flashes, etc..) several months ago. Jim Ryan wanted to know if that has happened? Need to know as the board has not heard. Bill Bryce to check with Jason and see where we are on this.
  - e. Bill Bryce was authorized to purchase generic business cards so that band members can have some. Has this happened? Bill Bryce stated that he placed the order on February 12, 2020 and they should be in soon.
  - f. John Bideganeta was authorized to spend up to \$1,000 for snare drum cases and holders. Has this happened? Bill Bryce will check with John and let the board know.
- V. New Business
- a. PM/DM Status
    - i. Discussion was held on the new PM/DM requirements based on the updated bylaws and whether we wanted to change the fire service requirement for at least one of the positions, since

both positions do not require it, to be more inclusive and include EMS, and public safety as well.

- ii. Matt Lopez stated that EMS is considered fire service since fire and EMS are one in the same in northern Virginia.
- iii. Including public safety was ruled out as we are a fire service band.
- iv. It was stated that the entire purpose for either the PM or the DM having a fire service background is so that one of them can better liaise with other fire service bands for mass band events, LODDs, etc...

b. Instructor Dues

- i. Bill Bryce suggested that band instructors should not be charged dues since they give so much more to the band but should still retain their vote.
- ii. Discussion was held about the fact that the bylaws require someone to pay dues in order to be a member in good standing and have a vote. Any change to this would require a new bylaw change.
- iii. Jim Kraftchak suggested that rather than modify the bylaws again, the board could simply pay the instructors \$100 for the year. They then write the band a check for their dues of \$100 and there is no need to amend the bylaws and it accomplishes the same thing we wanted to.
- iv. Jim Ryan motioned that the board approve an instructional fee of \$100 to the instructors provided that they provide instruction 75% of the year.
- v. Matt Lopez motioned that we table this until we can get a properly worded motion.
- vi. Jim Ryan then motioned that the board agree to pay \$100 for instructors Steve Boulton and John Bid Bideganeta for instruction last year now. Bill Bryce seconded. Jim Kraftchak, Matt Lopez and Bill Bryce voted yes. Jim Ryan recused himself. Motion passed.

c. Temporary Guardianship

- i. Paragraph 2.1.7 was added to the bylaws at the General Membership Meeting which states:
  - 1. Accompaniment: Band members below the age of 18, when the band is performing in a venue where alcohol is available, he/she must be accompanied by parent, guardian or designated temporary guardian.
- ii. To that end, Jim Kraftchak created and presented to the board a Temporary Guardian Form which can be utilized to meet this requirement of assigning a temporary guardian to minors.
- iii. After review, Jim Ryan motioned that we accept and utilize this form when needed. Matt Lopez seconded and the motion passed unanimously.

- d. Website Privacy Concerns
  - i. Jim Kraftchak brought up the concern that our website does not appear to meet the California Consumer Protection Act (CCPA) and the General Data Protection Regulations (GDRP) for privacy information.
  - ii. Our website collects information on users when they order band merchandise or when they leave a comment and based on these two laws we need to determine how we will deal with the data we collect and how we will inform our users that their data will be protected.
  - iii. Jim Ryan motioned that a plan on how to update the website be determined and that the board be informed and approve the plan before making any changes to the website. Bill Bryce seconded and the motion passed unanimously.
- e. Welfare Officer
  - i. Jim Kraftchak stated that with various major life events within our band family, we should have a single person who is responsible for providing a card and/or a gift of some sort to the affected band member and/or their family.
  - ii. After discussion on this subject, Jim Ryan motioned that the Treasurer be able to spend not to exceed \$200 for condolence arrangements as needed with expo facto approval from the board. Bill Bryce seconded.
  - iii. Discussion on this motion resulted in Jim Ryan amending his motion to change the responsible person from the Treasurer to the Band Manger. Bill Bryce seconded the amendment.
  - iv. Discussion on the amendment resulted in Bill Bryce motioning that the word "condolence" be changed to "major life event" to cover items like weddings, births, etc.. Jim Kraftchak seconded.
  - v. Jim Ryan motioned to provide a friendly amendment to include acceptable and not acceptable major life events as defined by the Secretary, Jim Kraftchak in the final wording of the motion.
  - vi. Final wording of the motion is as follows:

The Band Manager will have the authority to spend not to exceed \$200 to commemorate major life events for a member of band and/or their family with expo facto approval by the board. Band Manager will inform the board as to how much was spent and for what after the fact. Acceptable major life events are defined as, but not limited: to births, weddings, hospitalizations and, deaths. Major life events that are defined as unacceptable events are: graduations, promotions, retirements, etc..
  - vii. Jim Ryan motioned that final amended language be approved. Bill Bryce seconded and the motion passed unanimously.
- f. Quartermaster Request

- i. Jason Allen requested to be able to purchase 2 kilts for the new snare drummers. Cost of the kilts is \$600 each.
    - ii. Jim Ryan motioned to allow the QM to purchase the two kilts for a total of \$1,200. Bill Bryce seconded and the motion passed unanimously.
  - g. Pipe Major Request
    - i. Jason Allen requested to be able to purchase music stand and materials to make new music books.
    - ii. Music Stands
      - 1. Request was to purchase 5 music stands at the cost of \$150 for all 5.
      - 2. Bill Bryce motioned that we allow the PM to purchase 5 music stands with a cost not to exceed \$150. Jim Kraftchak seconded and the motion passed unanimously.
    - iii. Music Books
      - 1. Request was to purchase materials for “official” music books for pipers to include: binders, page protectors, paper, etc..
      - 2. Jim Ryan motioned that the board approve up to \$150 for the purchase of materials for making “official” music books, provided that Jason Allen assemble them and provide them to the pipers when completed. Bill Bryce seconded and the motion passed unanimously.
  - h. The Chieftains Concert
    - i. PM Jason Allen is concerned as to the number of pipes and drums that are going to be required for the concert. If we have 5-7 pipes and no drums will that work or not?
    - ii. Matt Lopez will have Lisa Heilbraun contact them and verify what is needed.

#### VI. Good of the Order

- a. Jim Ryan mentioned that he had extended an invitation to the band membership soliciting members to provide input to the board.
- b. For this meeting, he received no input but will continue to provide the members the opportunity to provide input prior to each board meeting.

VII. Meeting adjourned at 9:54 pm with motion by Jim Ryan, seconded by Bill Bryce and passed with a unanimous vote.