



Northern Virginia Firefighters' Emerald Society Pipe Band

Board of Directors Meeting

March 12, 2020

- I. Meeting called to order at 7:01 pm
- II. Members in Attendance: President Matt Lopez, Vice President/ Drum Major Bill Bryce, Treasurer Tom Clappi, Secretary/Webmaster Jim Kraftchak, Member at Large/Pipe Instructor Jim Ryan.
- III. Reports
 - a. Secretary
 - i. Previous BOD meeting minutes reviewed. Matt Lopez moved to approve as written, Tom Clappi seconded. Approved unanimously.
 - b. Treasurer
 - i. Currently have \$14,727 in the bank
 - ii. \$1,000 provided to Phil Nannery to charter the bus for the St. Patrick's Day Pub Crawl
 - iii. Received \$650 payment for the private Halloween event that we played at
 - iv. TeamSnap annual payment of \$99.99 has been paid
 - v. Storage fee for QM storage has been raised again to almost \$100/month. Tom Clappi will speak with Jason Allen to see if there are any other options for storage so we can hopefully lower this fee.
 - c. Quartermaster
 - i. Jason Allen was not present however submitted a written report to Jim Kraftchak who read it.
 - ii. Jason Allen ordered sporrans, flashes and hackles from J. Higgins to replace dwindling supplies. Total cost was \$189.50
 - iii. One of the new drummers has been totally uniformed and another one was partially uniformed.
 - iv. Two new kilts and at least one new tunic will be being ordered in the near future with an approximate cost of \$1,000. Prior to ordering, Jason Allen stated that he will be board approval for the expense.

- d. Uniform
 - i. Gary Winemiller was not present and did not submit a written report.
- e. Membership
 - i. Matt Lopez stated that he is going to assume the chair role of this committee.
 - ii. Matt stated that he spoke with Steve Boulton about recruiting from Prince William County Fire and Rescue.
 - iii. Matt stated that he also has reached out to Dorothy Farley and she is working on a couple 3-5 minute videos that can be used as follows:
 - 1. One specifically for the fire service that is tailored to the traditions of the fire service and,
 - 2. One specifically tailored to the general public that might want to join the band.
 - iv. Over the next month the plan is to reach out to various unions, Fire Chiefs and volunteers to see if we can get any movement on recruiting.
 - v. Matt is working with Steve Boulton and Tom Clappi to focus on recruiting in Fairfax, Prince William and Loudoun counties.
- f. Fundraising
 - i. Bill Bryce stated that last year's fundraiser was in April and maybe this year we move it to the third week in June.
 - ii. Jim Ryan again suggested that we do a half way to St. Patrick's Day event in September with a raffle for a trip to Ireland.
 - iii. Bill Bryce will investigate the costs for the trip and how many tickets would need to be sold.

IV. Old Business

- a. St. Patrick's Day Bus Crawl
 - i. Matt Lopez stated that given the COVID-19 state of emergency maybe it should be cancelled.
 - ii. Need to find out if the bus company will let us out of our contract or not.
 - iii. Do we really want to potentially expose the band to this sickness by doing the event?
 - iv. Bill Bryce will reach out to Phil Nannery as to what the options are on the bus and then will reach out to the pubs and bars to see what they think.
- b. PM/DM Status
 - i. Tom Clappi suggested that we change the requirement in the bylaws to read first responder rather than fire service.
 - ii. Matt Lopez will reform the Bylaws Committee to look into this issue and report back once a suggested course of action is reached.

- c. Instructor Dues
 - i. Matt Lopez has still not paid Steve Boulton or John Bideganeta yet for 2019.
 - ii. The board needs to create a policy on how we will ensure the 75% teaching requirement that was approved prior to payment.
- d. Temporary Guardianship
 - i. This is completed and posted on the website for use under the Staff area.
- e. Website Privacy Concerns
 - i. Jim Kraftchak is still working on this.
- f. Welfare Officer
 - i. Lisa Heilbraun was appointed and Jim Kraftchak gave her a book of stamps to cover any cards that are needed to be sent out.
- g. Quartermaster Request
 - i. See QM Report for items requested.
 - ii. John Bideganeta still has not purchased drum cases that were requested.
- h. Pipe Major Request
 - i. Jason Allen provided a written report that Jim Kraftchak read.
 - ii. Five music stands and 15 three ring binders were purchased along with sheet protectors for the binders at a cost of \$219.90.
- i. The Chieftains Concert
 - i. The concert is in flux right now with the COVID-19 virus and is looking like it might be cancelled however this is not official yet.
 - ii. Assuming the concert does go forward, the auditions have been completed and pipers selected.
 - iii. Uniform will be tunics and we will see about uniforming the McMillian members.

V. New Business

- a. Budget
 - i. A discussion was held about setting up an annual budget for the band so that it was easier to purchase items that are needed and also to track those purchases.
 - ii. A budget committee was formed consisting of Jim Ryan and Tom Clappi.
 - iii. Committee to report at next BOD meeting.
- b. Gig Contracts
 - i. Jim Ryan suggested that band have a contract that we use for any paying event.
 - ii. The contract would ensure that that the band is paid even if the event is cancelled but that would also mean that the band would have to pay the event if we cancel for some reason.

- c. LODD Carlilse, PA
 - i. Report time 0800.
 - ii. Play from 0900 – 1100.
 - iii. Point of Contact is Bill Bryce.
 - iv. Should be home by 4PM.
- d. LODD Support
 - i. Jim Ryan suggested that the band provide a policy on support requirements for LODDs.
 - ii. The requirements could be based on miles from the Academy or drive time from the Academy.
 - iii. Attendance levels could be: Required, Expected, Requested and Optional.
 - iv. Matt Lopez formed a committee to investigate this consisting of Jim Ryan, Bill Bryce and Tom Clappi.
 - v. Committee to report at next BOD meeting.

VI. Good of the Order

- a. Given that Ed Snyder has not been around due to his cancer treatments, a suggestion was made that we record one of our rehearsals and send it to him so that he can see how we are doing.
- b. President Matt Lopez wants to set recruitment as his number one priority for this year.
- c. Jim Ryan suggested that we should invest some of the band money into the band for new equipment like:
 - i. New Snares
 - ii. New Tenors
 - iii. New Bass Drum
- d. April 24 at 0900 is the Loudoun County Fire Recruit graduation. It will be put on TeamSnap.
- e. Jim Ryan requested that Jim Kraftchak add an Actions Items section to the Meeting Minutes to make it easier to quickly see what items we need to work on rather than having to read all the meeting minutes and parse out what we need to look at.

VII. Action Items

- a. Jason Allen to look into cheaper storage fees.
- b. Membership Committee to speak to various unions, Fire Chiefs and volunteers over the next month.
- c. Matt Lopez to reform the Bylaws Committee to review PM/DM fire service requirement.
- d. Matt Lopes to pay instructors.
- e. BOD to create policy for payment of instructors.
- f. Budget Committee formed consisting of Jim Ryan and Tom Clappi to form a band budget.
- g. Bill Bryce to reach out to Phil Nannery for the Pub Crawl bus and the pubs to see what can be done given COVID-19.
- h. LODD Support Committee formed consisting of Jim Ryan, Bill Bryce and Tom Clappi.

- i. All committees are to report the BOD at the next meeting.
- VIII. Meeting adjourned at 9:00 pm with motion by Jim Ryan, seconded by Matt Lopez and passed with a unanimous vote.