



Northern Virginia Firefighters' Emerald Society Pipe Band

Board of Directors Meeting

July 9, 2020

- I. Meeting called to order at 7:03 pm
- II. Members in Attendance: President Matt Lopez, Vice President/ Drum Major Bill Bryce, Secretary/Webmaster Jim Kraftchak, Member at Large/Pipe Instructor Jim Ryan, Pipe Major/Quarter Master Jason Allen.
- III. Reports
 - a. Secretary
 - i. Previous BOD meeting minutes reviewed. Jim Ryan moved to approve as written, Bill Bryce seconded. Approved unanimously.
 - b. Treasurer
 - i. Tom Clappi was not in attendance but sent a report that Jim Kraftchak read.
 - ii. Currently have \$12,785 in the bank
 - iii. \$97 for monthly storage fees
 - iv. \$25 for State SCC fees
 - v. Jim Ryan motioned that we accept the report as read by Jim Kraftchak and Jim Kraftchak seconded it. Approved unanimously.
 - c. Quartermaster
 - i. No changes from last month and nothing sent out to band members.
 - ii. Jim Ryan wanted to know if we needed to buy kilts.
 - iii. Jason Allen stated that we will eventually as there are two drummers that will be on the street soon. Cost of a kilt is around \$510 and a tunic is around \$660.
 - d. Uniform
 - i. Gary Winemiller was not present and did not submit a written report.

- e. Membership
 - i. Matt Lopez stated that there is still nothing new to report due to the lockdown.
- f. Fundraising
 - i. Bill Bryce stated that he has kept in touch with the pubs that we were going to do the pub crawl at to ensure they are still up for coming when we can.
 - ii. Rest of fundraising efforts are on hold for now.
 - iii. Jim Ryan suggested that we might be able to play in the parking lot of an assisted living location as they sometimes have entertainment budgets. Bill Bryce will look into it as a possibility.
 - iv. Matt Lopez stated that given the current crisis it may not work.
 - v. Bill Bryce suggested that maybe we could go to places like One Loudoun and play outside and they may pay us for doing so.
- g. Bylaws
 - i. Matt Lopez stated that a Zoom meeting was held with Steve Boulton but Gary Winemiller has connectivity issues and was not able to attend. As a result, not enough of the committee has been able to get together yet to discuss the issues.
- h. LODD Support Committee
 - i. Nothing has happened yet on this committee.
 - ii. Bill Bryce was unsure what the committee was about and Jim Ryan reminded him that it was to determine how the band would respond to an event or LODD based on distance from the academy.
 - iii. Bill Bryce will check with other service bands to see if they may already have a policy for this so that we could potentially adopt their policy.
 - iv. It was also suggested that the committee check with legacy band members such as Steve Cochran, Ed Snyder, Gary Winemiller, etc.. to see what they would like the band to do in the event of their death.
- i. Budget Committee
 - i. The Budget Committee (BC) met on July 9th prior to that day's scheduled Board of Directors meeting. The goal of the BC is to establish standardized sub-budgets and spending parameters that will afford the leaders of the whole band (ie the Board of Directors) and the leaders of each musical section (ie P/M, D/M, D/S) an idea of the amount of money s/he can expect to spend over the course of the year. Any spending by the above mentioned leaders must always comply with the limitations imposed by the current by-laws.
 - ii. The BC recommends that an assessment of finances be done in conjunction with the band's annual general membership meeting. This assessment would cover current operating

account balances, any receivables currently due and any payables outstanding. The net sum of these would be calculated and referred to as the “coming year operating budget”. The BC recommends that the coming year operating budget be allocated as follows:

1. 50% - Reserves
 2. 50% - Operating Expenses
 3. 10% of which to the P/M
 4. 10% of which to the D/M and/or D/S
 5. 30% to the Treasurer for general band use
- iii. Example: The March BOD meeting minutes noted a balance in the treasury at that time of \$14,727. Assuming this had been the treasury balance at the annual general membership meeting for 2020, this money would have been allocated for the year 2020 as follows:
1. Reserves - \$7,364
 2. P/M Budget - \$1,472.70
 3. D/M & D/S Budget - \$1,472.70
 4. General Band Use - \$4,418.10
- iv. Important Points
1. The treasurer would keep a running tally of the cost allocations by each department (Pipes, Drums, General), advising the leadership of each regarding balances available for equipment.
 2. Expenditures would need to remain compliant with all by-laws rules regarding amounts and approvals.
 3. The idea is not to deplete the departments' budgets by the end of the year, but rather to give guidance on what can reasonably be expected to be approved to cover expenses associated with each department.
 4. Transferring funds among/between departments would be acceptable with board of directors approval.
- v. Call to Action
1. The BC asks that the Board of Directors reviews these recommendations and approves in toto, partially approves, rejects or modifies these recommendations.

IV. Old Business

a. Cheaper storage

- i. Jason Allen has done some research and found the following:
 1. The current facility does not have any more 5x5 units and is not willing to lower our rate.
 2. They do have a 10x9 unit at \$97 but that is outside and Jason Allen does not recommend an outside unit for the uniform items since it is not temperature controlled.

3. The facility down the street from the current location has indoor 10x9 units that are temperature controlled for \$136.
 4. A 10x9 unit would be best as we might be able to combine uniform, drums and SWAG in the same unit.
 5. Bill Bryce to check with John Bidegeneta to see if him storing the drums in his house is an issue or not.
 6. Jason Allen suggests we wait a few months and see if anything changes.
 7. Jim Ryan asked if there was any storage we could use at the academy. Matt Lopez stated he didn't believe so but he would ask.
 8. Jim Kraftchak suggested that maybe a Conex container could be a solution if we could find a place to keep it as they cost around \$2,000 and that is then done on the costs. Downside though is it wouldn't be temperature controlled.
- b. Payment to Instructors
 - i. Treasurer Tom Clappi was to issue the checks and the board is not sure if this occurred or not.
 - ii. Matt Lopez to follow up with Tom Clappi to get status.
 - c. Policy for Instructor Payment
 - i. Matt Lopez as President will establish a committee to look into this.
 - d. Pub Crawl Bus Fee
 - i. Tom Clappi not present so no information is available.
 - e. Drumheads
 - i. Lisa Hielbraun was not present so no information is available.
 - f. Vienna Halloween Parade
 - i. Jim Kraftchak reviewed the meeting minutes from last year's board meetings on this subject and determined that no official policy was made by last year's board about doing this parade.
 - ii. Last year's board decided to cancel the parade due to lack of participation by the band and nothing more.
 - iii. We do get paid to participate in the parade however the amount is unknown at this time.

V. New Business

- a. Fundraiser
 - i. With the current pandemic, this is TBD.
- b. Rehearsals
 - i. All county buildings are still closed to the public.
 - ii. Matt Lopez stated that volunteer fire company bingo halls are considered county property for the purpose of the pandemic.

- iii. Volunteer Fire Companies 5 and 13 halls could possibly be available as they fall outside of the county rules. Matt Lopez to follow up with them and see if they are available.
 - iv. Jim Ryan stated that we need to have mandatory Zoom rehearsals every other week and then an optional in person rehearsal at a physical location during the other weeks.
 - v. Optional physical locations may rotate location and day to accommodate places that will have us.
 - vi. The board of directors supports this rehearsal schedule as put forward by Jim Ryan.
 - c. Upcoming Gigs
 - i. Fairfax Country Firefighters Retirement Picnic – September 25 at Brandy Station Firehouse is still on as of now.
 - ii. National Fallen Firefighters Memorial Weekend in Emmitsburg has been cancelled. There is however the possibility for an unofficial band event to occur the same weekend in Gettysburg so stand by for further information.
 - iii. Chieftains has been rescheduled for March 9, 2021.
 - iv. Manassas Veterans Day Parade has been canceled.
 - v. As of now the Vienna Halloween Parade is still on as of now.
 - d. Drum Major Manual
 - i. Bill Bryce to create a manual of all D/M commands and what they mean so that everyone in the band knows what the commands are and we can standardize for any D/M going forward.
 - e. Uniform Items
 - i. Ties
 - 1. Jim Kraftchak stated that at the funeral the other day we all had on different ties and not everyone had tie tacks and it would be good to all have the same ties and tie tacks for a uniform appearance.
 - 2. Gary Winemiller was going to get clip on black ties and tie tacks for everyone and had measured everyone for them a while back but they never got purchased.
 - 3. Matt Lopez will follow up with Gary Winemiller to get the specifics so we can potentially move this forward.
 - ii. Name Tags
 - 1. The question was raised as to whether last year's board of directors authorized name tags.
 - 2. Jim Kraftchak to review last year's board of directors meeting minutes to determine what was decided if anything.

VI. Good of the Order
 a. Band Reeds

- i. Jim Ryan stated that he was last one to have all the band reeds and he cannot seem to locate them.
- ii. Jim Ryan believes there were around 35 reeds at a cost of \$10 per reed and if he cannot locate them, he will pay the band \$350 to replace the lost reeds.
- iii. Jim Kraftchak stated that there is not a reed holder similar to the tone protectors we purchased and was wondering if it would be worth investing in those. Jim Ryan stated that he doesn't believe they are needed right now.

VII. Action Items

- a. Matt Lopez to schedule another meeting of the Bylaws Committee to review PM/DM fire service requirement.
- b. Tom Clappi to pay instructors.
- c. Matt Lopez to form a committee for creation of a policy for payment of instructors.
- d. LODD Support Committee formed consisting of Jim Ryan, Bill Bryce, Lisa Heilbraun and Tom Clappi. This committee needs to meet
- e. All committees are to report to the BOD at the next meeting.
- f. Jim Kraftchak needs to investigate what decision last years board made with regards to the purchase of name tags.
- g. Lisa Heilbraun to work with John Bidegeneta to figure out what drum heads we need and what the cost would be for the new heads.
- h. Tom Clappi to investigate what monies went where for this event and ensure that the deposit and contract belongs to the band and not Phil Nannery.
- i. All board members to review the Budget Committee's report contained herein and provide input to that committee by our next board meeting.
- j. Matt Lopez to check with the Fire Academy to see if there is any storage we are able to utilize there.
- k. Matt Lopez to follow up with Tom Clappi to ensure instructors are paid for 2019.
- l. Matt Lopez to follow up with VFD stations 5 and 13 about the use of their halls for rehearsals.
- m. Bill Bryce to create a Drum Major Manual.
- n. Matt Lopez to follow up with Gary Winemiller on the ties and tie tacks.
- o. Jim Kraftchak to investigate what last year's board decided on name tags.
- p. Jim Ryan to find missing reeds or reimburse band for cost.

VIII. Meeting adjourned at 9:26 pm with motion by Jim Ryan, seconded by Bill Bryce and passed with a unanimous vote.