



Northern Virginia Firefighters' Emerald Society Pipe Band

Board of Directors Meeting

December 10, 2020

- I. Meeting called to order at 7:09 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, Pipe Major/Quarter Master Jason Allen, Band Manager Lisa Heilbraun
- III. Reports
 - a. Secretary
 - i. Previous BOD meeting minutes reviewed.
 - ii. Jim Ryan questioned if the Budget Committee has completed its work and therefore should be removed from the minutes. After discussion, it was determined that committee had indeed completed its work and therefore it should be struck from the meeting minutes.
 - iii. Bill Bryce moved to approve as amended, Matt Lopez seconded. Approved unanimously.
 - b. Treasurer
 - i. Current balance is \$9,996.10
 - ii. Income
 1. \$322.00 from Brian for Emmitsburg rooms
 - iii. Expenses
 1. \$154 for florist for Montgomery County pipe band and honor guard member Greg DeHaven who's wife died.
 2. \$134 to get the Post Office Box (POB) set back up because it had lapsed
 3. \$97 for storage
 - iv. Matt Lopez stated that we have received a check for \$1,000 from the Fairfax County Firefighters Retirement Association that has not yet been applied to the account.
 - v. Jim Ryan stated that the Secretary should manage the POB. After discussion it was determined that Tom Clappi will

manage the POB, because he lives nearby, and Bill Bryce will also have a copy of the key as a backup.

- c. Quartermaster
 - i. Jason Allen stated that there are no QM issues at this point.
- d. Uniform
 - i. Gary Winemiller was not present and did not submit a written report.
- e. Membership
 - i. Matt Lopez stated that nothing new has happened.
- f. Fundraising
 - i. Bill Bryce stated that he is still looking into doing an online raffle.
 - ii. Jim Ryan suggested that maybe one way to raise funds would be people bid to have members of the band shave their heads. Bill Bryce said he would look into it. Both Bill Bryce and Jim Ryan volunteered to be ones to do it if this goes forward.
- g. Instructor Payment Committee
 - i. Jim Kraftchak stated that he is working on getting the committee pulled together. He has sent out an email but so far only heard back two members. He will try again after the New Year.

IV. Old Business

- a. Emmittsburg Rooms
 - i. Lisa Heilbraun stated that past practice for the band was that each member received \$50 per night towards the price of the room and they paid the rest. Jim Kraftchak made a motion that this is what we do and Bill Bryce seconded it.
 - ii. After some discussion Matt Lopez submitted an amended motion that we provide only \$50 per member for Emmittsburg rooms and it was seconded by Bill Bryce. Jim Kraftchak, Matt Lopez and Bill Bryce voted yes, Jim Ryan and Tom Clappi voted no. Amended motion passed with a 3-2 margin.
 - iii. Bill Bryce suggested that we also give \$50 to each member for any other official band event that requires hotel rooms for the event.
- b. Name Tags
 - i. Since last month the board approved getting name tags, Matt Lopez was to speak with Gary Winemiller about getting this added to the Uniform Manual. Matt has not spoken to Gary yet.
- c. Online Raffle
 - i. Bill Bryce has researched a number of different ways of doing this and hasn't been able to find a way he feels would be best for the band. He is still going to continue researching.

- ii. Biggest concern in doing this is band participation. How do we make sure this works and people sell the raffle tickets if we do it?
 - iii. Jim Kraftchak mentioned that since Costco is willing to provide a \$20 gift card from each store for nonprofit organizations, we hit up all the area Costcos and get enough free gift cards to purchase something like a 50" TV or something similar. That way there is no or very little money outlay from the band.
 - iv. Jim Kraftchak also mentioned that in addition to the raffle, there is a t-shirt company that you can design a t-shirt on it and set your fundraising goal and they'll do all the work of accepting money and printing and mailing out the shirt and then send you the amount that was raised. The members of the board felt that folks have too many t-shirts now and wouldn't be interested in another one.
- d. Funeral Tunes Recording
 - i. Bill Bryce still needs to figure out a price.
 - ii. Jim Ryan stated that once we have this recorded, we can sell it to funeral homes and potentially other locations to make some money.
- e. All committees are to report to the BOD at the next meeting.
- f. 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. Tom Clappi has spoken to Phil Nannery and stated that Phil will going to provide a check to the band for the \$788 that the band authorized Phil to spend but because the event was canceled, never happened.
 - ii. The \$262 deposit that the bus company keeps is good for a full year and we believe that given the current pandemic that they would be willing to extend further.
 - iii. Total cost the band has in this is \$1,050.
 - iv. Tom Clappi is to get a check from Phil Nannery in the amount of \$788 and ensure that the bus company is aware that the remaining deposit belongs to the band and not Phil.
- g. Bill Bryce to create a Drum Major Manual.
 - i. Bill Bryce stated that he has not completed the manual as it still needs pictures.
- h. Bagpipe Covers
 - i. Jim Ryan stated that he's emailed Charlie Kron and never heard back. He will try again to contact him.
- i. Online Voting
 - i. Jim Kraftchak found an online voting platform that allows anonymous voting for only \$10.
 - ii. Jim Ryan suggested that we get the \$10 package and do a dry run before the Annual Meeting to make sure it works and then

get it again for the Annual Meeting since the total outlay for the band would only be \$20.

V. New Business

a. Annual Membership Meeting

- i. Bill Bryce suggested we do a full dry run of the meeting online to be sure everything will work if we are going to do it online.
- ii. Tom Clappi brought up that he believed that Annual Membership Meeting might interfere with the Inauguration but upon looking it up in a calendar, the meeting would be on January 27 so it wouldn't be an issue.
- iii. The question was raised about how do we deal with folks that don't have good enough Internet to participate online?
- iv. After some discussion Matt Lopez stated that the bylaws allowed the meeting to be pushed back due to lack of being able to have a quorum. With the new restrictions in VA being placed at 10 people indoors through the end of January and not everyone having Internet, this may be our only option.
- v. Jim Ryan motioned that:
Matt Lopez to send an email to the general membership stating that we cannot achieve quorum for the Annual Membership Meeting due to restrictions put into place by Virginia Governor Northam stating that no more than 10 people can gather indoors due to the pandemic. Therefore we are advising the membership that we will not be holding our Annual Membership Meeting the last week of January as required by the bylaws. We will meet as soon as practicable so that we can achieve quorum by meeting in person.
Tom Clappi seconded this motion and the motion passed unanimously.

b. Rehearsal Attendance

- i. Bill Bryce asked if anyone has reached out to the membership to see if they are going to/able to attend rehearsals as we are learning a lot of new music.
- ii. Jim Ryan suggested that Jason Allen reach out to see why folks aren't showing up to rehearsals and to give an honest response if it's the instructor that is keeping them away.
- iii. Since Jason Allen was working and had to leave the meeting early, Matt Lopez will reach out to him and ask him to follow up on this.

VI. Good of the Order

- a. Jim Ryan suggested that since we can't have a Christmas party this year that maybe the band could send out a gift card to active members of the band.

- i. Jim Kraftchak asked how we were going to determine who is an active member and who isn't?
 - ii. Jim Ryan answered the question by stating that if they attended at least one event or at least one Zoom or in person rehearsal this year, they would be considered an active member and eligible for the gift card.
 - iii. Jim Ryan motioned that if a member attended at least one event or at least one Zoom or in person rehearsal this year, they would be considered an active member and receive a \$25 gift card. Tom Clappi seconded the motion and the motion passed unanimously.
- b. Matt Lopez stated that his going to be playing a funeral on December 12 for a Fairfax Fire Retiree that he knew very well.

VII. Action Items

- a. Matt Lopez to contact Gary Winemiller and get the name tag added to the Uniform Manual.
- b. Gary Winemiller to update the Uniform Manual with the addition of the name tag.
- c. Bill Bryce to provide a potential plan for online raffle.
- d. Bill Bryce to look into potential availability and costs for recording of funeral tunes in the event the band cannot attend.
- e. All committees are to report to the BOD at the next meeting.
- f. Tom Clappi to get a check from Phil Nannery for the bus for the pub crawl and ensure the remaining deposit belongs to the band.
- g. Bill Bryce to complete the Drum Major Manual.
- h. Jim Ryan to follow up with Charlie Kron to see if he would be willing to sponsor us by purchasing bagpipe bags since we play his chanter.
- i. Jim Kraftchak as the Chair of the Instructor Payment Committee to get the committee pulled together and start meeting.
- j. Matt Lopez to send out an email to the membership stating that we are delaying the Annual Membership Meeting.
- k. Matt Lopez to ask Jason Allen to reach out to membership and find out why they aren't attending rehearsals. Is it the instructor?

VIII. Meeting adjourned at 9:19 pm with motion by Jim Ryan, seconded by Bill Bryce and passed with a unanimous vote.