



Northern Virginia Firefighters' Emerald Society Pipe Band

Board of Directors Meeting

November 9, 2023

- I. Meeting called to order at 7:11 pm
- II. Members in Attendance: President Matt Lopez, Vice President Bill Bryce, Treasurer Tom Clappi, Secretary/Webmaster Jim Kraftchak, Member At Large Cliff Gill, Band Manager Garrett McKenzie
- III. Reports
 - a. Secretary
 - i. Bill Bryce moved to approve the meeting minutes as written, Cliff Gill seconded. Approved unanimously.
 - b. Treasurer
 - i. \$22,815.49 is our current balance
 - ii. Income
 1. \$250 from Donna Trunz for a funeral that Matt Lopez played on behalf of the band.
 2. \$1,000 from the Fairfax County Fire and Rescue Retirement Association for the band playing at the picnic.
 3. \$200 for the Manassas Veterans Day Parade
 - iii. Expenses
 1. \$175 per night for Tom Cangalosi for instruction for 3 nights
 2. \$131 for Storage
 - iv. Tom Clappi stated that he has been paying Tom C out of his own account accidentally.
 1. Still have not reconciled instructional payment coming from wrong account yet.
 2. Matt Lopez stated that Tom Clappi is to simply reimburse himself for the amount he has paid out and then report that amount to the board.
 - v. Cliff Gill motioned to accept the Treasurer's Report and Bill Bryce seconded it. Approved unanimously.

c. Quartermaster

i. Long sleeve white shirts

1. Cliff Gill stated that long sleeve white shirts will be around \$60 each.
2. Bill Bryce stated that he can get onto a military base to buy uniform long sleeve white shirts there but that means that every time we need new shirts he'll have to do that.
3. Garrett McKenzie suggested that we purchase one of each and see what they look like to determine which is best for the band.
4. Tom Clappi suggested Elbeco as a place to get the shirts.
5. Bill Bryce says that Wake and District has the long sleeve white uniform shirts and he'll check with them to see where they get them.
6. Matt Lopez suggested that we table this discussion until our next meeting.
7. Bill Bryce suggested that member should pay for half the price of the shirt.

ii. Cliff Gill stated that he is waiting for a new name tag to arrive.

iii. Supplies are good for now.

iv. Cliff Gill stated that in order to get new Scally Caps it will cost around \$1,000.

1. Cliff Gill motioned to allocate \$1,073 for new Scally Caps with the embroidery and Tom Clappi seconded.
2. Bill Bryce asked if there is a discount with buying that many and Cliff Gill stated that there was a 15% discount.
3. Cost for embroidery is \$12 per cap.
4. It was stated that fading issues on the current Scally Caps is a major problem.
5. Cliff Gill withdrew his motion and will look into other options for replacement of the Scally Caps from a different manufacturer.

v. New Kilts

1. Cliff Gill stated that we need new kilts for Jason Allen, Bill Bryce and Steve Boulton.
2. Cliff Gill motioned to allocate \$1,000 for the purpose of purchasing the 3 new kilts. Bill Bryce seconded the motion.
3. Cliff Gill to follow up on where the kilts are made and who has the bolt of fabric.
4. Bill Bryce will send Cliff Gill the 501C3 paperwork so that there will be no taxes paid on the kilts.
5. Motion passed unanimously.

vi. New Caubeens

1. Matt Lopez wants to know where we are.
 2. Cliff Gill stated that he has them and will cover them at the next meeting.
- d. Drum Major
- i. Bill Bryce stated that there is nothing new at this point.
- e. Pipe Major
- i. Police Department Students
 1. Jason Allen was not available for the meeting but asked that the board discuss this subject.
 2. Marissa is now back on the street for the PD so she is not able to continue in the leadership role and that has been given to Rob Deer.
 3. The PD students were talked to about paying dues as we have to pay Tom Cangelosi for their instruction but nothing has happened at this point in time.
 4. Matt Lopez stated that they need to pay their dues to the band in January to continue to receive instruction or they need to leave.
 5. The board unanimously supports this position and they will be asked to leave if they don't pay dues.
- f. Uniform
- i. No report.
- g. Membership Committee
- i. Matt Lopez stated that we have the potential to get a new student from Fairfax Fire and Rescue.
- h. Fundraising Committee
- i. Matt Lopez stated that we should start planning the pre-Super Bowl fund raiser now so that we are ready to go.
 - ii. Bill Bryce stated that he hasn't done much in getting this put together at this point.
 - iii. Bill Bryce will put together a list of duties for the fundraiser so that he isn't doing everything himself.

IV. Old Business

- a. Ed Snyder Challenge Coin
 - i. Bill Bryce stated that he believes that this has been completed and will reach out to Jason Allen to see where it is.
- b. 40th Band Anniversary
 - i. Matt Lopez stated that he has already been scoping out locations for the celebration.
 1. Maggiano's
 - a. Minimum cost will be \$5,600
 - b. \$3,800 for food
 - c. \$1,100 administrative fee
 - d. It's great food at a good location
 2. Vienna VFD Hall

- a. \$2,400 to rent the hall
 - b. Catering would be separate
 - c. We would also have to get things like table cloths and decorations and prepare/clean the hall.
- ii. Tom Clappi stated that the hall would seem cheap and not up to par with Maggiano's
- iii. Bill Bryce asked if this was going to be just dinner or would the band be playing? Matt Lopez stated that it would just be dinner.
- iv. Matt Lopez stated that using some of the money from Ed Snyder's donation would be good to use for this and that there would be no charge to the band members and their guests.
- v. Tom Clappi asked what we would be doing for outside bands coming to the event? Would they pay?
- vi. Bill Bryce stated that he could see this even easily being a minimum of 100 people.
- vii. Garrett McKenzie stated that people would expect us to play.
- viii. Other locations that might be a possibility are
 - 1. Fairfax Golf Club – Matt Lopez and Bill Bryce to check into it.
 - 2. Trump National – Tom Clappi to look into it.
 - 3. Officer Clubs in the area might also work.
- ix. Bill Bryce and Matt Lopez to look into the possibility of getting a block of room at a hotel for those that would be coming from out of town.
- c. Name Tags
 - i. Due to the issues we have with the current name tags, Cliff Gill will be looking into the costs for getting new ones made that will hopefully hold up much better.

V. New Business

- a. Gig Approval Standard Operating Procedures
 - i. Garrett McKenzie created a document that outlines how the band will go about getting gigs and what the standard costs will be.
 - ii. Garrett McKenzie stated that \$1,200 for a full band is on the cheap side based on what others are getting.
 - iii. Prices in the SOP are suggested prices and can be negotiated up or down from there depending on the request.
 - iv. Parade costs need to be added to the SOP.
 - v. Garrett McKenzie has a few more updates that he needs to make to the SOP to flesh it out better.
 - vi. Tom Clappi stated that funerals are part of our mission and there should be no charge for those unless they don't relate to public safety.

- vii. Garrett McKenzie suggested that we have an annual schedule that gets published so that everyone knows what events we are definitely going to do throughout the year.
 - viii. Tom Clappi and Matt Lopez will get the recruit class schedules for Loudoun and Fairfax so they can be added to the schedule.
 - ix. Garrett McKenzie needs to find out what reservations, if any, have been made for Emmitsburg.
- b. Tuning Class
- i. Tom Clappi mentioned that Piper's Dojo has a tuning class that is \$170 and thought it might be a good thing for the band to invest in.
 - ii. Matt Lopez stated that he doesn't feel that band should spend that money as we have Tom Cangalosi who can give us the same information that we already pay for.
 - iii. Garrett McKenzie suggested that Tom Cangalosi give us a class on tuning like once a quarter.

VI. Good of the Order

- a. Loudoun County recruit graduation is December 29.
- b. Matt Lopez is retiring December 20 and will let us know the date for his retirement party when he sets it.

VII. Action Items

- a. Tom Clappi to reimburse himself for the amount of payments to Tom Cangalosi that were from his personal account and then notify the board how much it was.
- b. Tom Clappi to get monies from the people that still haven't paid for their rooms in Emmitsburg.
- c. Cliff Gill to look into other options for Scally Caps.
- d. Cliff Gill to order kilts for Bryce, Allen and Boulton.
- e. Matt Lopez to get check to Tom Clappi.
- f. Bill Bryce to check with Jason Allen to see if the Ed Snyder coin is completed or not.
- g. Bill Bryce to start working on pre Super Bowl fund raiser.
- h. Bill Bryce to put together a list of duties for the fundraiser so he doesn't have to do it all.
- i. Bill Bryce and Matt Lopez to look into the Fairfax Country Club for the 40th and also hotels for a potential block of rooms.
- j. Tom Clappi to look into Trump National for the 40th.
- k. Garrett McKenzie to update the Gig SOP.
- l. Bill Byce or Tom Clappi to set up a Venmo account that is connected to the band account and get that information to Jim Kraftchak so he can update the website.
- m. All committees are to report to the BOD at the next meeting.

VIII. Meeting adjourned at 8:27 pm with motion by Bill Bryce, seconded by Tom Clappi and passed with a unanimous vote.