

Medford BPO  
Board Meeting Minutes  
489 Winthrop St., Medford, MA  
Wednesday, November 3, 2021

**In attendance:** D Crowley<sup>e</sup>, K Smith<sup>e</sup>, L Scola, J Bruno, R Scott, C DesAutels, K Anderson-Wirz, H Wirz, M Fowler, M Silvia, A Tang, S Callahan, M McLaughlin

<sup>e</sup>Executive board <sup>bd</sup>Band director

**Call to order: 7:35 pm**

**Routine Business:**

**Marching Band Season Fall 2021**

Congratulations to the band and color guard, staff and all the volunteers for a successful fall marching season. Medford placed 3<sup>rd</sup> in Division III at the NESBA Marching Band Championships on October 31, 2021.

Thank you for everyone's support during the season and for another great finals breakfast.

**Upcoming Football games**

Friday, November 12<sup>th</sup> – 6pm @ Hormel Stadium - Senior night

Thursday, November 25<sup>th</sup> - Thanksgiving game is in Malden

**Upcoming Band Schedule**

Practices continue on Tuesdays and Wednesdays through December 7<sup>th</sup> in preparation for the **Winter Band Concert on Wednesday, December 8<sup>th</sup>**. (Full schedule to follow)

**Old Business:**

**Fundraisers:**

**Texas Roadhouse gift card fundraiser** 15% return for each card. Goal of \$10,000. If achieved, possible bonus cash towards band. Dine-in night is **Thursday, December 16<sup>th</sup>** with % back to band. Sales end November 5<sup>th</sup>.

**Christmas Tree and Wreath sale - Nov. 28<sup>th</sup>, Dec. 4,5 and Dec. 11,12 10am – 5pm.**

- Dave needs 2 parents to help with pick-up to load trees into trailer. Trying to schedule this for **Thursday, November 18<sup>th</sup> @ 4pm.**
- Look for Sign-Up Genius to volunteer for shifts for tree sales

**Disney World April 13-19 2023.**

Leave Friday before April Vacation. Disney Springs, Main St. Parade. Doug Bennett from Bennett Student Travel will collect all money. Family packages available. Details will be forthcoming in January.

## **New Business:**

### **Indoor Guard Show**

We have been approved to host a NESBA Winter Guard show on **Saturday, February 26<sup>th</sup>**. This is an all-day event requiring set-up and break down, so many volunteers are needed. Look for Sign-Up Genius in January.

### **Winter Guard**

Live competitions are back beginning in February with Reading. Other shows include Medford home show, Wakefield, Salem, NH, Triton – Byfield, MA, and finals in Salem, MA.

### **Winter Percussion**

Due to budget cuts we will not be able to support a winter percussion unit this season.

### **Gift Matching and Grants**

**Medford BPO** is a 501c3. The tax identification information is attached should gift matching be a possibility.

**Meeting adjourned at 8:20 pm**

## Upcoming Band Schedule

|            |                           |             |                   |
|------------|---------------------------|-------------|-------------------|
| Wed 11/3   | Concert Band Rehearsal    | 5-8pm       | A125              |
| Tue 11/9   | Concert Band Rehearsal    | 5-8pm       | A125              |
| Wed 11/10  | Concert Band Rehearsal    | 5-8pm       | A125              |
| Fri 11/12  | Possible Football Game    | 3:30-8:30pm | Hormel Stadium    |
| Sat 11/13  | Possible Football Game    | 9:30-2:30pm | Hormel Stadium    |
| Tue 11/16  | Concert Band Rehearsal    | 5-8pm       | A125              |
| Wed 11/17  | Concert Band Rehearsal    | 5-8pm       | A125              |
| Tue 11/23  | Concert Band Rehearsal    | 5-8pm       | A125              |
| Wed 11/24  | Pep Rally                 | 11am-12pm   | HS Gym            |
| Wed 11/24  | Marching Band Rehearsal   | 1-3pm       | HS Gym            |
| Thur 11/25 | T-giving Football Game    | 8:30am-12pm | McDonald Stadium  |
| Sun 11/28  | Christmas Tree Fundraiser | 10am-4pm    | MHS Parking Lot   |
| Tue 11/30  | Concert Band Rehearsal    | 5-8pm       | A125              |
| Wed 12/1   | Concert Band Rehearsal    | 5-8pm       | A125              |
| Sat 12/4   | Christmas Tree Fundraiser | 10am-4pm    | MHS Parking Lot   |
| Sun 12/5   | Christmas Tree Fundraiser | 10am-4pm    | MHS Parking Lot   |
| Tue 12/7   | Concert Band Rehearsal    | 5-8pm       | A125              |
| Wed 12/8   | Winter Band Concert       | 7:30pm      | MHS Caron Theater |
| Sat 12/11  | Christmas Tree Fundraiser | 10am-4pm    | MHS Parking Lot   |
| Sun 12/12  | Christmas Tree Fundraiser | 10am-4pm    | MHS Parking Lot   |
| Thur 12/16 | Texas RoadHouse Night     | 4-10pm      | Everett, MA       |

Band practices will resume Jan 5th and will be 5-8pm on Wednesdays only until May 2022.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|   |  |
|---|--|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>MEDFORD BAND PARENT ORGANIZATION, INC.</b>  |  |
| 2 Business name/disregarded entity name, if different from above  |  |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  |  |
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> |  |
| <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>nonprofit corporation exempt under section 501(c)(3) of the IRS</b>   |  |
| 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):   | Exempt payee code (if any) _____                   |
|   | Exemption from FATCA reporting code (if any) _____ |
| 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>P.O. BOX 560081</b>   | Requester's name and address (optional)            |
| 6 City, state, and ZIP code<br><b>MEDFORD, MA 02158</b>   |  |
| 7 List account number(s) here (optional)  |  |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|   |  |
|---|--|
| Social security number                          |  |
| [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] |  |
| or  |  |
| Employer identification number                  |  |
| 3 5 - 2 6 0 3 8 9 1                             |  |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |   |                  |
|------------------|---|------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ <i>Karen Smith</i> | Date ▶ 2/14/2020 |
|------------------|---|------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.