



Tantasqua Music Association

Monthly Meeting Minutes

January 13, 2016

Meeting called to order 6:35 p.m. ~ Becky Celuzza

Attendance

Board Members:

Becky Celuzza
Sue Davey
Michelle Ewing
Rom Portwood

TMA Attendees:

Stephen Celuzza
Lindsay Ewing
Jen Shanahan
Cheryl Reeve
Jamie Olander
Jen Jones
Mary O'Coin
Ray Perry

Staff Attendees:

Lucy Colwell
Eric Von Bleiken

Meeting Summary

We were unable to review the December meeting meetings as the copy room was locked upon arrival. They are posted to the TMA site. Lindsay Ewing provided a recap of the Winter Concert:

- Overall it went well
- We had great success with our raffles, but the outcome of one of our winners also being one of the raffle sales people creates a potential for conflict of interest. It was agreed it would need to be addressed in the by-laws
 - There was one issue raised that our efforts to secure raffle prizes was done last minute creating a scramble to get prizes. This generated a discussion on raffles – notes below
- The receptions were well received by the families

Discussion on Raffles

The following feedback and suggestions were raised when discussing Raffles and how to be better prepared for future concerts

- Do we ask all kids bring in a small value gift card?
- Create a better “communications chain” to share requests/need?
- Can we have TMA show up to speak to classes?
- Can we collect unwanted gift cards?

Feedback from the Instructors

- Administration won't approve asking kids to bring in cards
- We shouldn't ask for more from the kids
- The Raffles are good for the extra-curricular groups – Show Choir, Jazz Bands, “Tantasquapella”



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In other business Rom Portwood had an action to secure the proper permit from the Town of Sturbridge for the TMA to hold raffles so we would be in compliance with state/local laws for non-profit organizations. This was done and the permit is on file.

Treasurer's Report

The Treasurer provided a financial update on the current balance of the TMA account, and P&L with statement of all activities related to fundraising revenue, operational expenses and sponsorship/membership revenue. A new detail was added to reporting, "breakdown of concerts" allowing us to capture funds generated at specific concerts. It was reported that we had generated approximately \$150 in apparel sales and added Lucy's additional funding request for \$300 Micca Assessment and \$2000 for Trip off-set to the budget.

New Business

We introduced our propose changes on the new TMA funding model being considered for implementation by the executive board. Upon our review of the existing funding model we identified imbalance in funding across the groups and in meetings with the district have gained better visibility into how much funding is going to support the various music groups at the schools. Our goals with the new funding model are:

- Better control of funds we raise where we make final determination on how/where funds are allocated.
 - The existing/historical model allows the groups to pre-assign where they want the funds to be allocated and they plan their budgets assuming we will cover expenses before we've set our budget for the year based on what was done in previous years.
- Creating a "lesson plan" funded by the TMA which provides for private instruction funding for each student.
- Scholarships – This is an existing element of the TMA, but we look to enhance this area of investment by having more control of our discretionary spend.
- Funding special activities/trips

There were recommendations from the attendees that the TMA further research and talk with other booster organizations about how their organizations are set up and how funding is handled in their groups. It was also recommended that we provide an information package to kids auditioning in the Spring with a background on costs associated with participation in the groups to share with their parents in an effort to educate new families in the music program at the Jr/Sr high level.

There was a motion that we would not change our policy this year for funding requests as the instructors had been given an expectation for how we would operate with them. The Board agreed.



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The understanding being we are changing the way in which we will conduct our funding for TMA programs next year.

Music-a-thon

Mary O'Coin provided an update on the Music-a-thon – scheduled for Saturday, January 23 at the high school.

- Information about the event was posted to the TMA website and in the TMA Newsletter. Additionally, a letter to the students was emailed from 3-4 of the music directors to get the kids.
- We were asking for a \$25 fee to cover expenses from each student coming
- There is a need for 20 volunteers throughout the day to support the event. People can sign up on Volunteer Spot
- In addition to the rehearsals the following activities have been planned
 - Zoomba
 - Ballroom Dance
 - Yoga
 - Yuke
- We have a DJ -- Brian La Rochelle – He offered a discounted rate of \$100 for 90 minutes
- Mary has organized 40 party pizzas – half to be donated
- We will provide water and lemonade and the kids have been asked to bring bag lunches
- All volunteer parents will need to submit CORI application at the district office to support this event
- Mary is scheduled to visit the JH Band to promote the event directly to the kids
- Sue Davey is going to visit the HS Show Choir to promote the event directly to the kids

The following questions were asked:

- The question was asked if we could bring the left over soccer concessions to sell to the kids?
 - We agreed it was a good plan
- Will there be a photographer at the event?
- Who will create the shopping list for any concession items needed for the event?

Archery Update

Rom Portwood provided an update on Archery planning

- We have set up roles & responsibilities worksheet for the event
- We have the work schedule set up for the event with all shifts identified for Stephen Celuzza to enter into Volunteer spot to begin the process of getting students/parents signed up
- We can already a list of approx. 16 volunteers who have indicated a willingness to sign up



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- We have a proposed menu and shopping list set pending donations
- Rom is working with the Michelle Schroth, Cafeteria manager, on the setup/ use of school food vendor for some purchases and access to storage
 - There is a new health inspector at the department of health who is likely to visit the school to check our food handling/prep/cooking to make certain we are adhering to all ServeSafe standards. As such we will be required to have a ServeSafe Certified member on each shift.
 - Tina and Marty Anderson are both ServeSafe Certified and have offered to help in the kitchen, but we need to understand there availability.
 - Rom to check with Michelle on rates/availability of her staff to be in the kitchen with us during the event for any hours we don't have adequate support
- Rom to work with Michelle Ewing on access to documentation for non-profit status so he can get a membership at the Restaurant Depot where he wants to shop for all items not available through the high school vendor or sponsor donations
- Rom to meet with Jen Jones to discuss the sponsor outreach planned for specific local retailers
- Following the Music-a-thon, Rom to reach out to the

Apparel Update

Brenda Cibien has stepped down as apparel coordinator. She can still help deliver items to the school for distribution, but would not be available to manage the back end. We have a need to find a new coordinator for this role which is a month to month, by need, responsibility. Sue Davey offered to assist in the short term until a new full time coordinator is identified.

Sponsorship

Jen Jones and Rom to meet and flush out Archery sponsorship plan.

Triathlon Update

This activity is now off the table as a viable fund raising program; however, Vivian Watson has offered to brain storm other "fun" ideas to replace this program for the kids. One suggestion was a fun run based on the concept of the Turkey Trot.

Directors Updates

Eric – He has proceeded with his purchase of Tee-shirts for the kids at an approximate cost of \$6 per shirt. If he has a balance in his account he will transfer the funds to Lucy for her Band trip.

Lucy – Provided an update on her Band trip . There are 59 kids going on the trip. The cost of the trip is approx. \$700 per student. She has written grants and gotten \$1250 from the towns of Brookfield \$750 and Brimfield \$500. A part of the trip plan budget allowing is to take the kids to a show. Tickets are \$75 each.



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Lucy had a standing budget request for \$2000 from the TMA. The Board unanimously approved the request as the minimum amount we would donate. The board left it open that If additional funds are available based on other requests being considered we could increase the amount.

There is an action for Rom to send a gift email to Principal Chris Starczewski to formally communicate the TMA's intent to provide this gift to Lucy.

Upcoming Events

- Wednesday Jan 27, 7pm Cabaret Night
- Fri/Sat/Sun Feb 19/20/21, All day, USA Indoor Archery Championship
- Friday Feb 26, 7:00pm, Show Choir Showcase
- Thursday June 9, Time TBD, Year End Banquet, Public House

The meeting was adjourned at 8:08 p.m.