



Tantasqua Music Association

Monthly Meeting Minutes

October 19, 2015

Meeting with newly installed Executive Board called to order 7:00 p.m. ~ Rom Portwood

Attendance

Board Members:

Becky Celuzza
Sue Davey
Michelle Ewing
Rom Portwood

Jamie Olander
Ron Chernisky
Julie Valcour
Lindsay Ewing
Kenny Chrabasz
Cheryl Reeve
Brenda Cibien
Ray Perry
Pam Sagaendorph

Staff Attendees:

Lucy Colwell

TMA Attendees:

Stephen Celuzza
Elizabeth Krans

With installation of the new Executive board we proceeded with the reminder of our planned agenda for the monthly meeting covering the following topics.

By Laws

The group had a general discussion on the current state of the TMA Bylaws, the need to update, define the roles and clarify the responsibilities of the executive board as well as consider new supporting roles appointed by the board to support the overall function of the group

- A sub-committee was appointed to review the current bylaws and begin the process of drafting a new set of Bylaws for review and approval by the board. The target date for the first draft of the ByLaws would be by our December Meeting...
 - The sub-committee is comprised of the following TMA members:
 - Julie Valcour
 - Jamie Olander
 - Lindsay Ewing
 - Stephen Celuzza
- Handouts with a proposed TMA Leadership Structure and Defined TMA Executive Roles were distributed for review and to foster dialogue among the group as to a functional operation of the group and leadership within the organization. We were able to identify volunteers for several of the proposed board of director roles. These volunteers will fulfill the base requirements for these roles pending final agreement and approval by the board for the specific functions identified. Following is the content presented at the meeting with the name of the volunteer agreeing to step forward



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- Executive Officers – Four
 - President – Runs meetings, speaks at events where needed, liaison with school faculty, administration and district representatives, oversees smooth running of organization. Authorized check writing for group
 - Vice President - Back up for president, works with setting up and supporting event teams, authorized secondary check writer for group
 - Treasurer – Financial reporting, cash management, tax and audit compliance
 - Secretary – Meeting management and minutes, communications (newsletters, etc.)
- Board of Directors – six proposed
 - Membership Coordinator – Cheryl Reeve – Recruit members, maintain active list, member drives
 - Sponsorship Director – Proposed not confirmed Ron Chernisky/Jaclyn Von Blieken – Work with local(national) businesses for sponsorship and donations
 - IT Coordinator – Lindsay Ewing – Manage all technology and support other members/committees (web site/mail campaigns, presentations)
 - Social Media Coordinator – Jamie Olander – Maintains and posts to Facebook, twitter, Instagram. Gathers information and photos/videos and reports on events & activities
 - Merchandising/Apparel Manager – Brenda Cibien – Coordinates all promotional attire and goods in support of the TMA and all groups
 - Event Coordinator – OPEN – Management of event, responsible for running event/ finding volunteers, works with membership and sponsorship as required
 - Event teams for various activities
 - Soccer Concessions
 - Music-a-thon
 - Archery
 - Musical
 - Concerts

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. Additionally, she had the ability to meet the current TMA accountant related to submission of the group's financials for tax/audit purposes for the 2014/15 timeframe. Pending feedback she will provide a detailed update to the group at the next meeting.

Financial Requests from Faculty

The group had a general discussion related to the status of current requests from the faculty. The purpose of the discussion is to raise awareness and provide transparency for levels of available funds within the TMA account to support the requests coming in. The TMA board communicated its position on the nature of requests coming in as being defined as "wish list" requests vs. the actual funds needed



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to support the request. Historically the TMA acted in good faith to meet inbound faculty requests despite not always having the funds available at the time the requests came in. A discussion of the possibility of funding for future years based on current year fund raising was offered as a possible solution for enabling greater confidence in the group's ability to fund requests in future years. This does have the potential for creating a one year timeframe where funding could not meet the levels requested by the faculty.

The discussion included a discussion of the types of fundraisers currently available and ability to have group specific fund raising. This was requested for clarification as to the ability of the Show Choir and Jazz Band being able to charge for entry into their events when the Band and choir events do not have the same ability to do so. The response was the show choir and jazz band are defined as extracurricular events and fall outside the same mandate for Band and choir concerts.

Funds generated by parents/students payments to specific groups go into an "Activity Fund" earmarked for the group in question and then in turn fund the defined event.

The current list of TMA fund raisers are:

- Soccer Concessions
- Concert Concessions/Raffles
- Apparel Sales
- Music A Thon
- Archery

Tech Tools

Lindsay provided a brief overview of the various technologies and applications we are employing to better disseminate information, sign up volunteers and communicate to the membership at large upcoming events, needs and information on who the TMA is, the benefits and membership and all relevant information on activities involving the various groups at the Jr High and High School.

- Notes for the TMA – on line newsletter
- Volunteer Spot – online signup for upcoming events
- Mail Chimp – Email management and outbound email blasts
- TMA Member Database - Repository for all TMA member contact information
- Other

Apparel

The topic of Apparel was tabled for the next meeting, but the need to identify appropriate vendors was identified as an open action. One recommended item of need was Garment Bags.

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Upcoming Events

Following is a list of upcoming TMA events and associated event leads if assigned

- Thursday 10/21 – High School Concert – Sue Davey, concessions, raffles, Etc.
- Saturday 10/24 – Soccer Concessions – Jen S/Julie V.
- Wednesday 10/28 – Junior High Concert – Sue Davey, concessions, raffles, etc.
- Saturday 10/31 – Soccer Concessions – Stephen C
- November 21-23 – High School Musical - OPEN

The meeting was adjourned at 8:30 p.m.