



Tantasqua Music Association

Monthly Meeting Minutes

September 22, 2015

Meeting called to order 6:33p.m. ~ Rom Portwood

Attendance

Board Members:

Tim Raymond
Ron Chernisky
Rom Portwood

Administrative Attendees:

Mike Lucas

Staff Attendees:

Lucy Colwell
Eric Von Bleiken
Rob Raymond

TMA Attendees:

Becky Celuzza
Stephen Celuzza
Jamie Olander
Sue Davey
Julie Valcour
Lindsay Ewing
Michelle Ewing
Kenny Chrabasz
Cheryl Reeve
Scully Metz
Brenda Cibien
Lisa Perry
Ray Perry
Francine Baggetta

Welcome comments from the current Board members. Thank you to Tina Anderson for her leadership of TMA, congratulations to Rob Raymond for assuming the role of musical director and welcome of Derek Ternullo, and round robin introductions of all members in attendance. In addition to the meeting agenda the treasurer's report and current by-laws were handed out. We did cover all topics on the prepared agenda, but not in the specific order listed. In light of the changes ahead for the executive Board there were additional topics brought to the table for general discussion that were not a part of the original agenda. Those comments are reflected in the notes below.

Minutes

- Tuesday, 10/13, 6:30 p.m. TRJHS Library, next TMA Board Meeting
 - Executive Session to meet at 5:30 p.m.

Treasurer's Report

- There has been difficulty transitioning the financial records electronically from the previous administration.
- The Treasurer has offered to review documents on the former treasurer's computer to download any documentation not currently available in the files.
- The treasurer provided a budget report documenting the beginning balance in the TMA account effective July 1, 2015 as well as all checks that have cleared, soccer concession start up fees,



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inventory reimbursement, inventory purchases as well as deposits from proceeds from the initial two weeks of soccer concessions. The report also provided visibility into checks paid to the TRHS band fund and new memberships executed via Pay Pal

- There was brief discussion on the fact that Pay Pal takes their percentage out of the membership fee. The example shown in the outline was a \$25 family membership is reduced to \$23.97 by the time it appears in our account.
- There is no action at this time as we want families to pay in the most convenient fashion, but it was suggested we add a short descriptive blurb in the description to enable families to make a payment that will net the full membership amount in our accounts.
- A motion was made to approve the financial outline and seconded by Jamie Olander

Budget Allocation

The Treasurer initiated a general discussion of how to approach funding the music groups from a position where the board would not commit to a specific dollar amount beyond the amount currently in the TMA bank account. The board is open to investing at a higher level provided we are able to successfully increase membership, sponsorship and realize consistent profits among three main fund raisers: Soccer Concessions, Music-a-thon and The Archery Tournament.

- The Secretary shared the approximate earnings from these activities from the previous year.
 - \$2700 – Sponsorship
 - \$3000 – Membership
 - \$7000 – Archery
 - \$7000 - Music-a-thon
- One solution suggested by The Board was to make gifts to the various groups based on who needs the money first. By understanding the time frames for specific expenditures we can more accurately plan for when funds and how much is needed.
 - The Directors committed to providing a fiscal calendar/timeline of needs to be shared with The Board
- Mike Lucas joined the discussion and shared from his experiences with other funding efforts at Tantasqua and how they have come together under a common “team mission” which provides a greater degree of collaboration towards a goal that benefits the entire organization rather than one effort benefiting specific groups at the expense of the others. We discussed the issue of “perception” on who gets what based on the legacy of how fund raising has been executed in the past.
 - There is a working allocation and funding model that has been successful within the Tantasqua Boosters Club for athletics that Mike and the music directors would like to adopt moving forward for The Tantasqua Music Department. There will be one general fund for all monies generated. This benefits all of the groups.
 - The following Process for making requests of the TMA It is outlined below:
 - The musical directors will decide how to prioritize their specific requests to the TMA and will all requests will come only from the Director, Rob Raymond. It was requested that this be a written form



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- There is an Action for Rob Raymond to create the form he would like to use for requests.
 - Rob in turn will share the request with both Mike Lucas (for visibility) and the TMA Board for review and consideration.
 - Once approved by The TMA The Secretary will send an email confirmation to Mike Lucas for TRHS /Chris Starczewski for TRJHS referencing the “gift” to the respective group
 - The TMA BOARD will in turn receive a verification email from the respective principal on accepting/receiving the gift.

Membership

The group had a general discussion on state of TMA Membership and the current status of having only few paid members. As an organization we need to push membership and be ambassadors for the group. We had record membership in 2014/15 school year and can drive significant revenue for the groups by getting the word out.

The directors have been active in sending communications out to their respective students via email including Jupiter grades

A question was raised on if we need to consider a new role of Membership Director? Left open for further consideration.

From the earlier Executive Session Mike Lucas offered to send an email blast to all Tantasqua families seeking support for the TMA.

- Action for Rom Portwood to draft a short blurb for Mike to include in his communication

Following is a list of the variety of locations we could focus on having TMA representatives pushing membership.

- Outside school at pickup.
- Parent Teacher night Oct 15 6-8 pm have a table
- Freshman Orientation in August. (350 parents)
- Flyer in the packet for 7th graders
- Table at all region concerts
- All bands night
 - Lisa Perry volunteered to hand out membership flyers at this event
- Fall show, Oct 9 – Table
- Fall Play

Volunteersim

We had a general discussion on what it means to be a volunteer and how to assign responsibilities to our volunteer parents. Among the recommendations were creating planning manuals so we have the



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knowledge written down for next year. The example of the documentation supporting Soccer Concessions and the to-do list with specific instructions on one page was applauded.

A question was asked on what the Role/Function of the Group Lead was? The answer generally accepted by the group was the individual was the go to person between individual group families and instructors and was liaison to the group with the other group leaders. The role was not specific to fund-raising.

Following is a list of near term volunteer activities, volunteers who agreed to support the activity and any notes/actions required:

- Concessions for Fall Show ~ Francine Baggetta agree to be the lead for this activity
 - ACTION – Francine needs a list of activities to coordinate the effort.
- Concession for Fall Play – OPEN Volunteer Lead still needed for this activity
 - Question – How many volunteers needed to support the play?
- Sponsorships – Ron Cherniski and Jacklyn Von Bleiken (Pending formal acceptance as Eric agreed for his wife) have agreed to lead this activity
 - Ron to reach out to his corporate contacts in the community
 - ACTION – Rom to send Lindsay example of the currently sponsorship letter - Completed 9/22.
- Sr High Band Concert Thursday Oct 22 – OPEN Need Volunteers for
- JR. High Band Concert Thursday Oct 28 - Sue Davey/Lisa Perry/ Cheryl Reeve Volunteered to help
 - Lucy Colwell is going to run a projector in the lobby to advertise and run a looping PPT Something we can do at future events to promote the TMA, membership, volunteer opportunities
- Web Site update – The Celuzza Family have taken lead on this activity – They are using the Weebly application to build the site.
 - Current updates needed are as follows:
 - Updated join/volunteer page
 - About page
 - Get Involved page,
 - Calendars,
 - Pictures
 - Videos
 - There was interest in forming a small group to review:
 - Lindsay and Francine Volunteered
- Apparel – Brenda Cibien has done some research with local vendors who can provide a variety of packages for the kids to consider. She has volunteered to oversee information gathering
 - The remaining gear from 2014/15 is at Brenda's house, but we can't use her home for storage this year
 - ACTION find storage for any goods we elect to purchase



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- ACTION get input from our kids and provide Brenda for her information gathering
- Eric offered to hang photos of the gear in his class room to get the kid interested.

NEASC Reception –Sunday, 2/27, 1:00 p.m. performance /2:00 p.m. interviews, 4:00 p.m. reception
Mike Lucas invited the TMA to attend the NEASC reception for this organization and in described the role and importance of gaining accreditation for TRHS which carries a 10-year term for the school.

- There will be performances by both Encore and the Concert Band for the accreditation team and assembled guests, faculty and administration.

By-Laws to be updated by next meeting.

- Question on funding of individual groups in By Laws. – Given the change in direction we arrived at earlier in the meeting on funds allocation and creating one general fund

Article 4

- A. Change language.
- C. Change language

Letter F. – Symantecs of word use Directors - Answer is this means board of directors not musical director.

Article 11. Needs to be reworded

Roman numerals requested to be removed.

ACTION – Ad General Discussion on Scholarship to Agenda for next meeting.

Thank you from Eric on the purchase of 20 Yukelala

Rom Portwood will not be in attendance at the next meeting due to business travel. He will find a backup to capture the minutes from the meeting in his absence.

Meeting Adjourned 8:16 p.m.