

**NPMA General Parent Meeting Minutes  
Monday, May 18, 2020  
Telecommunication via Zoom**

**Welcome and Approval of April 2020 General Parent Meeting Minutes**

Karen called the meeting to order at 6:37pm. Stephen Hammond moved to accept the April General Parent meeting minutes; 2nd by Alicia Hayes. Motion carried. Minutes approved.

Mr. Sean Haddad opened wishing everyone well. He shared that while they don't have clear instructions from the school they are moving with the schedule as if marching band season is able to proceed. Instructors currently conducting student leader and drum major evaluations. Interviews of candidates are scheduled.

Karen pointed out a few minor errors on the calendar (Fall schedule). Everything else looks good. Highlighted that 1-2 football games are scheduled for Thursday (all scheduled away due to stadium renovation).

Mr. Haddad clarified that Indoor performance groups keep their uniforms. Students are also allowed to keep the Mountain shirt (customized specifically for last year's show). They are not to be returned. Outside guard members (i.e., white uniforms) are required to be returned.

Mr. Joe Santanello joined the call at 7:00pm and spoke about the upcoming school uniform collection effort (scheduled for Thursday, June 21st)..

Band is collecting the following items: blue pants, traditional marching top, citation cord, gauntlets, stadium coats, instrument bibs and any garment bags that were borrowed. School instruments and music folders also need to be returned. In addition they are collecting black velvet guard outfit and any equipment seniors may have borrowed. The school is asking for items to be returned in bags (no handling of equipment). Ideal if items are returned in separate bags.

Mr. Santanello repeated that marching band instructors are continuing student leader sessions and will start to conduct interviews. A virtual camp will be held on May 30th, starting at 12:00pm. Planned for 2.5 hours and includes introductions, hour of visual instruction and hour of music instruction. Students must register themselves to ensure correct email addresses for meeting invitation. Announced new percussion head for Marching Knights and planning for 3 staff instructors for Battery section. Chelsea is returning to support the front ensemble.

### Executive Officer Summary Reports

- **1<sup>st</sup> Vice President / Fundraising – Jenn Karpf**
  - No specific fundraisers at this time, due to circumstances, but Jenn is exploring possible outreach with area restaurants.
  - Also able to utilize Scrip fundraiser at this time.
  - No cost fundraising, working to see if we can get any local restaurants to host a dine around.
  - **Shutterfly** - Shop at [northpennmusic.shutterflystorefront.com](http://northpennmusic.shutterflystorefront.com) For every purchase you make through this link North Penn Music will receive 8%. A lot of us are purchasing graduation cards, working on albums, personalized gifts maybe for Father's Day.
  - **Amazon** - remember to purchase your online gift cards from script and then use smile.amazon.com. Everyone wins!!
  - Bingo - there is a way to play virtually, Can buy up to 500 boards and email to participants. Can adjust event for adults only or students. Other school shared positive feedback.
  - Abacus, Panera, Chipotle, Pourhouse, Texas Roadhouse, Metropolitan, all restaurants suggested for future possible outreach.
  
- **2<sup>nd</sup> Vice President / Publicity – Jen Logan**
  - **Executive Board Election @ General Parent Meeting 5/18** The following candidates were put to a vote by the member in attendance at the meeting.
    - President- Karen Diehl & Annemarie Thornton - Voted in
    - VP Fundraising- Andrea Hindliter - Voted in
    - VP Publicity- Jenn Karpf - Voted in
    - Treasurer- Open or Jen Logan will stay on for salary - Since this position remained open (no volunteer stepped forward in meeting), we will need to hire an independent contractor.
    - Asst. Treasurer- Alicia Hayes - Voted in
    - Student Financials- Jenny Platt - Voted in
    - Recording Secretary- Lori Vinitiski - Voted in
    - Corresponding Secretary- Christy Johannesson - Voted in
  - Elected Chairpersons
    - Quartermaster- Rob Johannesson, Hope Heck, Kris Neild - Voted in
    - Refreshments(Concession)- Stephen Hammond, Brian Heck, (looking for another person to train) - Voted in
    - Sewing-Katy Joyce (looking for another person to train) - Voted in
    - Uniforms- Rose Durkin staying on - Voted in

Any other candidates- please email Jen Logan [npma.publicity@gmail.com](mailto:npma.publicity@gmail.com) or bring it to the floor at the general meeting. At the meeting Jen opened the floor to additional nominees. No other candidates were submitted.

- **Treasurer – Jen Logan**

### ***NPMA Treasurer's Report February, March & April 2020***

Accounts have been reconciled through the month of April. The delay was due to PayPal discrepancies. These discrepancies have now been worked out in Quickbooks.

- Checking= Feb Closing Balance \$103,702.66, March Closing Balance \$134,764.29, April Closing Balance \$174,259.85
- SC Market= \$25,025.52
- Holding Money Market= \$5,001.96
- Income for Feb, Mar, Apr-
  - Scrip, Disney Deposits, NPWP, NPVE, NPKV payments, Guard Home Show
- Expenses for Feb, Mar, Apr-
  - Scrip, Salaries, Disney Expenses, Guard Home Show
- In progress
  - Disney Refund
  - Outside Audit 18-19 season- our CPA Joe Miller passed away 5/4/20- RIP Jen will contact his son and wife at a later date to determine what will happen. This effort is on hold. Allowing time before re-engaging the business to conduct the audit.
  - Closing totals to complete 20-21 budget
- Completed
  - Indoor Budgets
  - Pay Pal reconciliation
- **Assistant Treasurer - Alicia Hayes:** Everything is up to date and all checks are deposited. She is waiting for a couple more payments for indoor groups.
- **Recording Secretary - Annemarie Thornton:** Nothing to report
- **Corresponding Secretary - Christine Bland:** Nothing to report

### **Unfinished Business**

- Disney Trip Update - Committee of 7 members. Jen reported that we have received funds back from Frontier (full refund) while American Airlines gave back vouchers. Travel agent escalating within airline. Waiting for Disney agents to be rehired (previously worked with 5 employees - all not back yet). Mr. Santanello is optimistic of refund to students. Committee waiting to complete the effort as much as possible prior to releasing funds as incremental pay outs will be a tracking challenge. Question raised as to why we wouldn't do a partial refund due to financial challenges families may be facing. Due to the AA voucher obstacle and too many student scenarios (i.e., students may still owe money to NPMA) the committee representatives at the meeting do not want to release any partial refunds. A committee meeting is scheduled and this option will be brought forward for discussion. Committee needs to investigate what is fair and equitable given that AA will not provide refund.
- All concerns brought to Exec Board committee, we need transparency and communication to all parents. As new information comes in Jen will cascade to the organization.
- Band Banquet - Mr. Santanello would still like to get a date on the schedule for the end of July. We have confirmed Friday, July 24th at the Empress Room from 5:30-10 with set up at 4pm. No charge if we need to cancel. No deposit needed. For now we are going to hold off handing out steins, pins and letters to seniors. We are also going to move forward with a CD but without any performances.

### **New Business**

- Scrip - do we want to have monthly card orders or is there demand for more frequent orders/shipments? Current Scrip chair (Donna) is transitioning role to Stephanie. She is retaining job thru mid summer and then transitioning to Stephanie (veteran parent with a younger band student). Discussing cutting back on deliveries to reduce shipping costs. This Sunday members can start placing plastic orders (physical cards). It was clarified that NPMA doesn't make money from this fundraiser. All credit is directed to student accounts.
- Possible fundraiser to help fund KIN? Try to do dine arounds. Football mania may go forward (hardcopy and online).
- Fall calendar out - everything is tentative due to COVID-19. It was mentioned in the bulletin. Informed that the marching band is scheduled to perform at MetLife twice this season. Community Knight is Monday, Nov 9th.

### **Upcoming Events**

- General Parent - Meeting Monday June 15th via Zoom (Jen - send out new invite)

**Elected Chairpersons Summary Reports (As Applicable)**

- **Quartermaster – Rob Johannesson/Hope Heck:** Nothing to report

- **Refreshments (Concessions) – Stephen Hammond/Brian Heck:**  
Immediate question is when equipment must/can be removed from Concession Stand. It is expected that once graduation is complete, stadium will start demolition. Informed that contract has been signed.

- **Sewing / Uniforms – Katy Joyce/Rose Durkin** Rose created a spreadsheet for all the Marching Knights and District Band members segregated by grade. She listed each and every individual piece of uniform every member has and shared the information with Mr. Santanello and others within the school to see how we will proceed with collecting them. **Addendum-** Rose was contacted by Mr. Santanello. Uniforms will be collected at the high school on May 21st. Rose will be there to check everything in and send pieces to the dry cleaners.

Katy - Nothing to report

Based on information shared earlier in this meeting Rose needs to further investigate return process. Having students bring items in a bag will be very challenging for accountability and how she has also engaged a dry cleaner for immediate uniform cleaning.

- **Student Financials – Jenny Platt**

**STUDENT CREDIT as of 04/30/20**

· GLScrip Profit earned: \$286.30

Total Student Credit earned: \$286.30

Student credit transfer for NPWP fees: \$250

**FUND BALANCES as of 04/30/20**

Total Student Credit: \$12,196.68

Knights in Need Fund: \$3,074.05; received \$75.02 in scrip and organization donations

Director's Fund: \$ 936.20

Instrument Replacement Funds: \$ 4,418.08

Trophy Fund: \$60

Outstanding Fees:

Indoor Guard – 5 students have outstanding balances totaling \$1000

Indoor Percussion – 9 students have outstanding balances totaling \$2650

Parent member raised concern about paying for fees when indoor seasons were not completed. Jen Logan responded that expenses were investigated and all expenses were incurred. If the student was part of the Disney trip, it is acknowledged that NPMA owes you money, you shouldn't have to submit a check for what the family still owes in dues. This check/balance exercise will be part of Disney reconciliation. It was pointed out that the financial year cycle will require the budget to be reconciled in Charms by July 1st. Jen Logan will work with Jenny Platt on these isolated cases and inform parents of calculated refund. If the 14 students (above) are Disney students they we will not charge indoor fees to students.

If the student was not registered for the Disney trip then we need to request outstanding fees to be submitted.

Stephen Hammond made a motion to adjourn the meeting; **Rob Johannesson** 2nd the motion; motion carried; meeting adjourned at 8:01pm.

***Next General Parent Meeting - June 15th, 2020  
(via Zoom)***