

**NPMA General Parent Meeting Minutes
Monday, September 20, 2021
Virtual Meeting via Zoom at 7:00 pm**

Welcome and Approval of August 2021 General Parent Meeting Minutes

Annemarie Thornton called the meeting to order at 7:03 p.m. Alicia Hayes moved to accept the August 2021 General Parent Meeting Minutes; 2nd by John Ashley. Motion carried. Minutes approved.

Mr. Santanello

- Thank you to all volunteers and donators
- Much has happened in the last month - band camp, first football games, KOS planning, etc.
- 95% of show will be debuted on Saturday at Quakertown
 - Planes will also be used for the first time
- Many students are struggling with returning to school this year after Covid
 - Please reach out with any concerns
- Question - are Quakertown stands handicapped accessible? - Yes
- Question - any info about Champs? Tentative 2 p.m. to 4:30 p.m. then the band will head to West Chester
- Question - Plexiglass is on tables in NPHS cafeteria, will we have to decorate around that? Tables and plexiglass can not be moved.
 - This may cause NPMA to pivot to new location
 - This would force us to have it on a different day.
 - Perhaps use courtyard and tents?
 - Question: If Champs happens in the cafeteria, what time would rehearsal be?
-rehearsal would be 9:30 a.m.
- Champs meetings should be happening
 - This is a surprise to new band members so please don't tell them about it

Executive Officer Summary Reports

- **1st Vice President / Fundraising – Andrea Hinderliter**
 - Upcoming fundraisers
 - Freddy Hill mini-golf ticket sale update - \$6 per ticket
 - Tickets do not expire
 - \$1 student credit
 - Approximately 25 remaining
 - August Penny Wars and Car Wash were successful fundraisers
 - \$1900 raised between the two
 - Approximately 40 masks still available
 - Will be selling with Spiritwear
 - \$106 from Chipotle fundraiser
 - Approx \$100 from Margaritas fundraiser
 - 500 WaWa coupons available
 - Contact Amy Walker

- Approx. \$4000 Student Credit raised from Philly Sports Raffle
- More fundraisers in the works (e.g., Dine Arounds)
- **2nd Vice President / Publicity/Sponsorship– Barbara Tracanna**
 - Sponsorship Program
 - Looking to have in place next year
 - KOS Ads & payment due Friday, September 24

- **Treasurer – John Ashley**
NPMA Treasurer’s Report August 2021

Accounts have been reconciled through the month of August. Balances as of August 31, 2021.

- Checking= August Closing Balance \$45,688.32
- SC Market= \$23,414.99
- Holding Money Market= \$5,003.38

Income for August +\$14,769

- *Scrip, Participation Fees, NPSD, Fundraisers (Penny Wars, Wawa, Freddy Hill, Car Wash, etc.)*

Expenses for August -\$18,596

- *Scrip, Salaries, High-lift, Props, Band Camp meals, Operating Expenses (Zoom, QuickBooks, web hosting)*
- Question raised about level of annual audit required and funds budgeted for effort
 - Audit requirements depend on revenue generated for the organization. Our bi-laws require either an audit committee or a firm to audit annually.
- A significant expense for NPMA is the Audit each year
 - \$6000 budgeted this year for audit
 - According to Bi-laws can have outside auditor or committee
 - State regulations require a “compilation” which is the least rigorous level
 - Do we reinstitute an audit committee and then have an auditor do a compilation which would cost less than the \$6000?
 - This discussion will continue to further meetings

Any questions should be sent to npma.treasurer@gmail.com

- **Assistant Treasurer - Alicia Hayes**
 - Deposits are going in on Wednesday
 - Please continue to put checks in Blue Box
- **Recording Secretary - Deb Neild**
 - Nothing at this time

- **Corresponding Secretary - Jen Diffley**
 - Nothing at this time

Unfinished Business

- Stadium Update (open house and 3 football games completed) - Working with new Athletic Director
 - All equipment moved from stage to concession stand
 - 'Punch list' still being worked on
- KOS Update (Saturday, October 16th)
 - USBands has decided there will be no indoor show if inclement weather
 - Judges critique will take place in a tent next to the team building
 - KOS Fundraisers
 - Snack Baskets
 - Parent donations - basket full of chips, crackers, cookies, gummy bears, etc.
 - Visitors put money in a bag designated for their band
 - The band with the most money in their bag wins the basket to enjoy on their ride home.
 - Bake Sale
 - This brought in \$300 in 2019. Please donate baked items for this.
 - There are currently 9 items donated. There's room for more!
 - 50/50 Raffle
 - Spiritwear
 - Candy/Air Grams
 - Added WaWa hoagies and wraps to Hospitality SignUpGenus. Can use WaWa coupons to earn some \$\$ and don't have to cook!
 - The Marching Knights Seniors will be band hosts due to lack of parent volunteers
 - More volunteers are needed to be at the gates of the field as bands enter and exit during the show (called security)
 - Currently, no one is signed up to help Jen clean up the hospitality suite. She will be there very late if she has to clean all of that up on her own after being there all day, including set-up. Please sign up to help clean up the hospitality suite.
 - In lieu of trophies, 1st and 2nd place will receive Amazon Gift Cards.
 - If taking donations, please send the company logo to npma.kos@gmail.com to be included in program book as sponsors
 - The program for KOS will include only info for the show. We will produce a complete book at the end of season which will include the entire NPMK season as well as the Indoor season.
 - We need canopies for KOS-for the fundraiser tables/announcer table. Please email npma.kos@gmail.com if you have one to lend. Please label with your name so that it can be returned.

- Large Coolers are needed in the hospitality suite. Please email npma.kos@gmail.com if you have one to lend. Please label with your name so that it can be returned.
- Question: can shout outs, baby pictures wait until the end to be submitted?
 - Yes, they are no longer due September 24. Will have a later due date.
- What does Ticket Chair do? Set up table/canopy, create signs
- Minimum age? 14 and above

- Identification of open Chairperson positions
 - Alumni Coordinator
 - Band Banquet
 - Carpooling
 - Champs Meal
 - Nurses
 - Photography
 - Volunteer Coordinator

- Champs (Saturday, October 23 prior to competition)
 - Alumni feed students
 - Annemarie will reach out to Alumni Chair

New Business

- Traditional NPMA fundraisers - Trivia Knight, Bag Bingo
 - Exec Board met and decided not to add these to the calendar at this time
- Description of traditional NPMK events (Hospitality Knights, Knightmares, Trunk or Treat, etc..)
 - No Hospitality Knight this week due to back to school night
 - Knightmares is before Nationals
 - Trunk or Treat at conclusion of Thursday night practice before Halloween
- With the start of away games, competitions and the addition of competition field show props, we need additional volunteers!
- Upper Dublin was given Pretzels as a donation due to their recent flood. We will also make a monetary (\$100) donation to help them in their recovery.

Upcoming Events

- September schedule: Sept 20, 21, 23, 27, 28, and 30th, 6:30-9:00pm
Sept 24th, Football game (Home - Pennridge)
Sept 25th, 1st Saturday competition (@Quakertown)
- Knight of Sound, Saturday, October 16th, all day event hosted at NPHS
- General Parent Meeting Monday, October 18th, venue and time TBD
- October schedule: Oct 4, 5, 7, 11, 12, 14th, 6:30-9:00pm
Oct 1, 8, and 15th, Football games
Oct 2 and 9th, Saturday competitions

Elected Chairpersons Summary Reports (As Applicable)

● **Quartermaster – Kris Neild / John Hayes**

- Bulk of prop work nearly complete (small and large planes)
- Thank you to all who helped
- Competition is the next big volunteer need
- Props will need to be transported and placed on field
- Question: if someone can't commit to every weekend, can they still help? - yes

● **Refreshments (Concessions) – Victoria Shelly / Jerry Kosmin / Lisa Pyle**

- Update on status of access and availability of new concession stand
 - Thank you to all who have helped out
 - \$19,000 income so far
 - 53-55% margin
 - \$10,00 profit so far
 - \$2200 from Rita's & Wisters
 - Added nachos, walking tacos
 - Adding Hot Chocolate & Coffee
 - SignUpGenus will come out soon for Knight of Sound

● **Sewing - Posting is vacant**

- Uniform pants have extra fabric that need to be carefully trimmed

● **Uniforms - Rose Durkin**

- Traditional and competition uniforms distributed.

● **Student Financials – Jenny Platt**

STUDENT CREDIT as of 8/31/21

- GLScrip: \$251.39
- Wawa Coupons: \$225
- **Total Student Credit earned: \$476.39**
- SC Credit for MK Fees: \$1400
- SC Credit for MK Accessories: \$66

FUND BALANCES as of 8/31/21

- Total Student Credit: **\$5,206.29**
- Knights in Need Fund: **\$8,619.11** (\$100 in donations from registration, \$2.80 GL Scrip donation-KIN-\$600 expense for students)
- Director's Fund: **\$600.70** (\$135 donations from registration)

- Instrument Replacement Fund: **\$1066.82**
- Trophy Fund: **\$205** (\$25 donations from registration)

Outstanding payments:

- NPMK Payment #1 (July) - 8 Students
- NPMK Payment #2 (August) - 13 Students
- Dinkles - 10 students
- Gloves - 9 students
- wristies - 6 students
- t-shirts - 15 students
- UDB App - 17 students

Next General Parent Meeting - October 18, 2021

John Ashley motioned to adjourn the meeting. 2nd by Jen Diffley. Motion carried. Meeting adjourned at 8: p.m.

Attendees: Annemarie Thornton, John Ashley, Amy Walker, Andrea Hinderliter, Audrey Papula, Barb Tracanna, Becky Weaver, Chris Stigler, Bob Schneider, Cheryl Williams, Christine Erb, Deb Neild, Deborah Rzepela-Auch, Elisa Jaffe, Gus Auch, Jeffery Barthelmes, Jennifer Butler, Jennifer Diffley, Jennifer Dressler, Jennifer Leibiger, Jenny Platt, Jerry Kosmin, Jodi Kosmin, John Hayes, Karen Bitting, Kelly Dian, Kim Sisian, Kris Neild, Laurel Kennedy, Leslee Blahut, Lisa Swartwood, Lisa Pyle, Liz Overton, Lynne Reamer, Tony Reamer, Melissa Fusco, Michael Brody, Cindy Reilly, Theresa Pickney, Victoria Shelly, Joe Santanello, Alicia Hayes, Sarah Oh, Steph Rogovin, Sue Mooney,