

**NPMA General Parent Meeting Minutes
Wednesday, April 20, 2022
In-Person and Virtual Zoom meeting at 7:00 pm
Meeting called to order at 7:05 pm by Annemarie Thornton, President**

**Welcome and Approval of March 2022 General Parent Meeting Minutes
Motion to approve by Alicia Hayes, Second by Jennifer Diffley**

Executive Officer Summary Reports

- **1st Vice President / Fundraising – Andrea Hinderliter**
 - Fundraising update
 - Made \$23 at Panera
 - Dine Arounds scheduled
 - Chipotle - May 18th @ 4-8pm
 - Clothing Drive - May 21st
 - There will be something in the bulletin this week. Cannot hold with Mommy Market because their end time is too late. Will double check time of closing of the collection place. Get 5-10 cents per pound and get a \$75-\$100 bonus for dropping off ourselves. The flier will have all approved items listed.
 - Trivia Night – shifting event to July
We are close to our budget numbers and will need the Trivia Night profits more next fiscal year rather than trying to cram it in now, plus we are concerned with donor fatigue
- **2nd Vice President / Publicity/Sponsorship– Barbara Tracanna**
 - Barb has a proposal that she is presenting to the board which will be a good opportunity for families to earn money. The proposal will have to be vetted by the Executive Board and district; the new Executive Board will package and promote to general membership
- **Treasurer – John Ashley**

NPMA Treasurer's Report March 2022

Accounts have been reconciled through the month of March. Balances as of March 31, 2022.

Right now, very little income coming in (unless we get donations) so at this point, we will mostly be seeing expenses.

Have April final payments for Indoor staff.

- o Checking= March Closing Balance \$62,548.25
- o SC Market= \$19,660.49
- o Holding Money Market= \$5,003.67

Income for March +\$6,561.84

Scrip 1.4k, Fundraising \$1k, Spiritwear \$0.5k, Participation fees \$2.8k

Expenses for March -\$17,167.72

Contract Staff \$7.8k, Show expense \$0.8k, Compilation \$4k, Scrip \$2.9k, Spiritwear \$1.2k

- Question regarding whether we have an audit committee or compilation?
 - General Parent meeting decision to create an audit committee. Received one volunteer in the March meeting. Do we have any other parents willing to support this effort?
- AUDIT COMMITTEE
- 2-3 hour commitment 1x/year; 4 hours tops. Criteria read at meeting, but copied below from bylaws:
 1. Chairperson shall report to the President.
 2. Shall be comprised of three (3) voting members from the General Membership, excluding members of the current Executive Board. Members should have a background in accounting or auditing or experience with non-profit organizational financial records to ensure that the audit will have value.
 3. Shall audit the treasury following the close of the fiscal year and make a report at a General Membership Meeting.
 4. In lieu of an Audit Committee, the President can appoint an independent outside auditor to perform an audit of the organization treasury.

NOTE: Discussion at meeting; we do not wish to do this as it costs us additional funds; audit committee would save us a significant amount of money

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

- **Assistant Treasurer - Alicia Hayes**
Nothing to report; no questions asked of Assistant Treasurer
- **Recording Secretary - Deb Neild**
Nothing to report; no questions asked of Recording Treasurer
- **Corresponding Secretary - Jen Diffley**
Nothing to report; no questions asked of Corresponding Secretary

Unfinished Business

- Band Banquet update (Sunday, May 29th) 7-10pm, 6-7 for decorating
 - Empress Room (St Helena School, Blue Bell) has been reserved
 - Looking for ideas for recognizing Kitch and 50th Anniversary
 - Please send ideas to Jen or Annemarie
 - Fee based event, ~\$45
 - **If parents wish to attend for the first two hours to watch awards, do they pay the \$45?
 - Yes, parents must pay \$45. They get dinner as part of this fee
 - Students can use student credit
 - Parents must pay, cannot use student credit
 - Jenny working on program, ads coming in. One program included in cost, extras are \$10 each.
 - Students get recognized for special accomplishments
 - Some volunteers have come forward to help plan, and a meeting is being put together
- Memorial day parade
 - More information will be in future bulletin
- As part of the nomination process, we informed our membership at the March General meeting that there are several board members that have exceeded the 2 year term limit. This scenario is acknowledged in the By-Laws.
 - Article V Section 2.G.4. - board members cannot hold their position for more than 2 years unless by recommendation of the board.
 - The Board approved that various positions will continue beyond two years as per nominations received if there are no other nominees according to Article V Section 2.G.4.
- By-Laws need to be reviewed and voted on as part of our election cycle. This will allow for graduating parents to continue to support NPMA, if there is need and interest (see below).

- Proposed change to Article V Section 2.G.1. to include the following: “or have had a student in the band within the past two fiscal years.”
 - Current Statement: “All Executive Board Members must be dues paying members within thirty (30) days of beginning their term and have a student in the bands or related units.”

Opened floor to provide opportunity to continue discussion of this bylaw change:

Concerns: A slippery slope. The example of a parent of an alumni who remained in position was not able to be on Executive Board as they do not have a vested interest.

Answer: Some members have not been 100% invested and we as a board have stepped up where we have had a need. There are stipulations to this change in that people with current students have first right of refusal, there is a time limit and these position holders can be voted out.

This bylaw change addresses the absence of volunteers and helps fill a need and interest of involved parties.

It was brought up that the aforementioned position and situation was not in the bylaws and that we are attempting to remedy this and work within the bylaws.

Concern: It was brought up that this year had not a lot of parental interaction—there was no live kickoff meeting, we could have had it a month later in order to have it and engage parents.

Answer: There was a live kickoff meeting, held in the parking lot. We did what we were allowed to do; this year’s rules and restrictions were fluid and we did what we could within the parameters set by district and building administration.

Concern: Succession planning

Answer: That is in the plans and always should be. Having said that, when volunteers are not coming forward, we need to think outside the box or go back to willing volunteers from the past. Example given of NPWP had no one to drive the truck and first we approached previous drivers and ultimately people were forced to step up.

All concerns were heard and are valid.

Suggestion: Bylaws can always be amended again, correct? If this bylaw change does not work for the organization, it could revert back?

Answer: Yes, the bylaws can be changed, and are fluid in that they reflect the need at the time that they are written or amended.

Note: A $\frac{2}{3}$ majority vote of eligible present voters is required to accept this as a ByLaw change.

Vote: Conducted via hand raising. Stipulated that only members present in good standing were eligible to vote. Honored counts of members raising hands and

acknowledgement that member agrees that they meet all criteria to vote (was checked post meeting and vote stands)

In person vote: 9 aye, 4 nay

Online vote: 9 aye, 1 nay

Total: 18 aye, 5 against

- Bylaws Committee being established to review document this season
 - ByLaws are supposed to be reviewed every two years.
 - Last edited in 2020. We have volunteers, Barbara T, John A, Greg Hinderliter, Annemarie T, Jennifer D, Christine Erb.
- Board & Elected Chairperson Nominations Update - the following NPMA parents were nominated at the March General Parent Meeting
- All have accepted nominations and no other nominations were offered from the floor.
 - President: Annemarie Thornton
10 for in person; 10 for online, 2 nays, 4 abstain
 - 1st VP/Fundraising: Andrea Hinderliter
15 for in person; 9 for online
 - 2nd VP/Publicity: Barbara Tracanna
10 for in person; 16 for online
 - Treasurer: John Ashley
16 for in person; 10 for online
 - Assistant Treasurer: Alicia Hayes
16 for in person; 10 for online
 - Corresponding Secretary: Jennifer Diffley
24 for, 0 against, 2 abstain
 - Recording Secretary: Debra Neild
26 for, 0 against
 - Student Financials: Kim Sisian
25 for; 0 against
 - Concessions: Victoria Shelly and Kenneth Felton
Both running as 3 total are needed
26 for, 0 against
 - Quartermaster: John Hayes and Kris Neild
26 for, 0 opposed
 - Sewing/Uniforms: still vacant
 - No one stepped forward during the meeting

- Community Night for Indoor programs - Tuesday, April 19th at 7:00pm
 - Knight Vision, NPVE and NPWP
 - Very well attended and was great to see Dandelion (Knight Vision), Wrecking Ball (NPVE) and Finding Love in a Coffee House (NPWP)
- Spiritwear for Indoor programs. Please provide a status update
 - Jacket and Show shirt will be available
 - Sale to be sent to parents this week
 - "Falling in Love in a Coffee House"
 - Orders due by 4/27
- Acknowledgement of Eric Kitchenman's retirement
 - Looking for a way to incorporate this into the banquet.
 - Joe did a nice acknowledgement at January School Board meeting and we will tap into that for a larger scale acknowledgement
 - Photo book & plaque discussed
- New events for consideration in 22-23 season: August 20th, 150th Lansdale Parade. Day at baseball park (possible national anthem performance) and other potential new fundraisers
- Go on assumption that we are doing the parade and it will be the first event of the 2022-2023 unit.
 - Bowling night fundraiser
 - Lock-in at the school. 9pm – 6am. Event for summer or winter.
 - Were booking at May but admin did not approve due to testing and schedules, will look at July for existing unit or February for next year's unit (or both)
- Membership aligning with Alumni to heighten awareness and participation in our 50th NPMK year!
 - Presentation from alumni on 50th anniversary ideas
 - Diane Thompson, NPMK active 1993 – 2018. Asked to compile items from alumni for a commemorative book. Decided to focus on the 50th anniversary and will be making a banner (72" x 30") Various logos across the bottom and text in the center. Logos going back to 1974 have been located. Alumni t-shirt, likely same design as the banner.
 - Would like to form a committee of Alumni and current parents
 - Publicity and Fundraising chairs will be on this committee.. Per Andrea Hinderliter, other parents have joined committee as well.
 - Parade on August 20th
 - Alumni walking with band
 - Planning to create a banner
 - Special Alumni T-shirt (only available this year)
 - Alumni reception at KOS

New Business

- Alicia Hayes will be assuming Scrip duties moving forward. Will continue every other week order; Steph will finish outstanding report for Jenny to apply to student credit. Will put Alicia's contact info in bulletin (Scrip email is already set up and will not change)

Upcoming Events

- Take May 4 off of calendar—no full band rehearsal due to Pennfield concert
- May 19—Spring Concert
- Full Band Training Camp (1-5:00pm) & NPMK Social Event (6-9:00pm) - Saturday, May 21st
- Memorial Day Parade Rehearsal & Captain/Drum Major Auditions - Tuesday, May 24th 6:30-9:00pm
Will start advertising in bulletin

Mr. Santanello report

- Band camps have begun—35 kids tonight; have had up to 45. Have had 70 different kids come out between the three camps
- Q: Will there be trombones?
- A: Yes
- Q: What if a kid wants to play a certain instrument?
- A: We try to give kids what they want but they also must take into consideration if kids' interests align with skill set in terms of what is needed for show and that instrument
- Will be announcing show soon. Uniforms are ready. Very Blue Devils-ish. Wants to have a very exciting rollout
- Q: Speaking of exciting rollouts, can we promote championship more, particularly on website, so kids can use that when marketing themselves, say to colleges? Can point prospective college admissions people to a website that says what a big deal it is to be a North Penn Marching Knight?
- A: Yes. Also, when Mr. Santanello does letter of recommendation, he does a large paragraph about what it means to be a Marching Knight.
- 50th Anniversary year; lots of exciting things happening

- There will be a trip this year-not telling where, will have a big rollout and will be multiple day/overnights. 12/27-1/1; the plan is to travel between Christmas and New Year.
- Expected cost \$1500-\$1700/student but trying to build as much as possible into trip so that meals, etc. will all be included and we will also give lots of fundraising opportunities to help families raise funds for the trip. Would ideally like to see 4 or so fundraisers that if you participate and are successful, trip is paid for as well as fees for NPMK and/or indoor.
- Q: Is trip mandatory
- A: No, not mandatory but there is both a parade and a field show competition so we want as many spots filled—with the show it is obvious if people are missing
- Q: Just NPMK, or other musical groups?
- A: Just NPMK
- Discussion about reusing uniforms, can we just donate things we don't use and buy new or have a sale to upgrade?
- Stressed importance of Uniforms position being filled and will write an impassioned plea for bulletin. Person needs to be organized, have a spreadsheet, have uniform extras for competitions, keep track of returns, stadium coats. Definitely critical to have someone for uniforms.
- Budget meetings happening with Annemarie, John Ashley and directors for presentation in August so that Indoor surprise will not happen again this year, so all costs are outlined
- Use Knights In Need if you need it, particularly in a year with a trip. Conversation ensued about not just giving it away to give it away so more people can go on trip; worked hard and took a long time to build up those resources. But if people do need it, please know it is a resource that is available.

Elected Chairpersons Summary Reports (As Applicable)

- **Quartermaster – Kris Neild / John Hayes**
May have someone who needs plywood that will give a donation to NPMA to recycle the props into shelving for a shed.
- **Refreshments (Concessions) – Victoria Shelly / Jerry Kosmin / Lisa Pyle**
Sale of beverages to athletics yielded approximately \$140
Going forward with getting grill for next season
Annemarie has propane tanks (2)
Supposed to be receiving 2 hot dog rollers from school—they were getting rid of them and we took them; will save us about \$250 in rental; will need to share with

all other groups using concession stand. Q about maintenance—would imagine we would split the cost with all groups using roller.
Wants to discuss switching from Costco to BJ's membership—BJ's has better candy.
Currently have a deal with Backyard Beans for coffee but coffee maker is awful

- **Sewing - Position is vacant**

- **Uniforms - Rose Durkin**

Will discuss collection of stadium coats and traditional uniforms after parade—will be communicated at that time.

Really need someone to step up and take Uniforms position.

- **Student Financials – Jenny Platt**

Q: Why can't CHARMS money be used for parents' tickets to banquet?

A: Because it is for student-funded events and activities/uniforms/student needs

Wawa coupons - \$261.00

Total Student Credit: \$261.00

Fund balances March 31, 2022:

Student Credit: \$13,567.28

Knights In Need: \$8,047.71 (deducted \$450 for student in NPWP)

Directors Fund: \$0

Trophy Fund: \$205.00

Instrument Replacement Fund: \$0

Outstanding Fees:

NPVE:

Payment 12/15 - 2 students

Payment 1/15 - 3 students

Payment 2/15 - 2 students

Payment 3/15 - 5 students

NPWP

Payment 2/1 - 5 students

Payment 3/1 - 5 students

Payment 4/1 - 8 students

Discussion: Mr. Santanello could hold student out of participation for unpaid fees. Currently we do have an escalation process, and Mr. Santanello has gotten involved. Escalation emails were sent by Jenny Platt, and Mr. Haddad was following up with one person. We are willing to work with people and value communication. Please communicate with Mr. Santanello or Jenny if there



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are issues with your ability to pay. Also, see Knights In Need conversation above. We have that for people who have a genuine difficult time with these fees.

Meeting Adjourned at 8:26 pm

Motion to Adjourn: John Hayes, Second: Jennifer Diffley

Next General Parent Meeting - May 16th at 7:00pm

Attendees:

In person: Jennifer Diffley (Corresponding Secretary, acting Recording Secretary for the purposes of this meeting), Victoria Shaffer (Concessions), Alicia Hayes (Assistant Treasurer), John Hayes (Quartermaster), John Ashley (Treasurer), Lisa Pyle (Concessions–outgoing), Andrea Hinderliter (VP, Fundraising), Greg Hinderliter, Jerry Kosmin (Concessions–outgoing), Susan Donahue, Liz Lieb Overton, Danielle Blanchard, Jen Platt (Student Financials), Kenneth Felton (Concessions–incoming), Kim Sisian (Student Financials–incoming), Gretchen Schneider

Online: Jen Lankin, Barb Tracanna (VP, Publicity), Becky Weaver, Cheryl Williams, Jesse Dressler, Lynn Reamer, Gus Auch, Mrs. Swartwood, Amy Walker, Tony Reamer, Christine Erb