

NORTH HUNTERDON MUSIC ASSOCIATION Minutes

January 7, 2020

Present: 11

Last Name	First Name
------------------	-------------------

Chen	Donna
Fasciano	Jen
Hopta	Charlie
McCormack	Jen
McDermott	Dana
McGrew	Dawn
Molzen	Jennifer
Parliyan	Alexa
Patuto	Jen
Smith	Karen
Zengel	Leila

Motion to open meeting at 7:03 p.m. made by Jen; seconded by Dana. Motion to approve November meeting minutes made by Jen P; seconded by Alexa.

Faculty Report – Mr. Hopta

- Department News
Great concert season! Thank you for receptions and poinsettias. Bands will be performing for 8th graders during their orientation trip here to drum up interest in music classes. Soon, course selections for next year start. Upcoming events: NHTO show *Bye Bye Birdie*, Prism concert in March, Spring Cabaret, Williamsburg trip. This Friday is the Master Class with Ithaca A cappella group. We are getting some new equipment for theater and improvements made to the sound system.
- Spring Trip to Williamsburg VA
157 kids are signed up; three dropped out. Final payment due Feb. 24. Fundraising is all done with 58 students participating.

NORTH HUNTERDON MUSIC ASSOCIATION Minutes

January 7, 2020

- Questions
 - When are Fundraiser payments due? Mr. Hopta will be sending out approximately 60 emails to participating students with their numbers and amount due. Alexa will then write one check to Short Hills Tours.
 - How do we proceed with a new master class request involving the Newport Jazz Festival? A \$1,000 grant was given to NHMA to use for us to have an instrumentalist who plays clarinet, flute, and sax visit. We also still have \$300 remaining in the budget this year. Alexa will forward info to Mr. Hopta.

Corresponding Secretary Report – Susan Wallace

- From Jen F: Thank you notes were sent to ShopRite, Stop & Shop, and Basil Bandwagon for Banquet food. Jen P asked if a note was sent to Dominick's? Not sure if Susan did it, so Jen F will check.

Treasurer Report – Alexa Parliyan

- Indemnity insurance bill for \$126 is coming, which covers theft from those of us who handle any money. We already pay \$400 for liability insurance just for the building. This policy provides \$1 million coverage and is good for all events. We were paying too much, but now we are paying the right amount. Got one other quote which was higher. Should we take the indemnity insurance? Balances are normally below \$10,000. Group then discussed this issue with members reporting that theft does happen often in volunteer organizations. We could get the amount reduced to \$5k. Alexa will call. Group agreed that procedures must be in place. We have no audit done, so we are somewhat vulnerable. An Audit position could be a new chair going forward.
- Are we Exempt or Non-exempt? We are tax exempt.
- Continue with the Amazon Smile program; can get a lot of money!
- Should we have a mid-year budget review meeting?
Everything is pretty much on target, so no. Will re-visit at end of February after trip payment is made.

NORTH HUNTERDON MUSIC ASSOCIATION Minutes

January 7, 2020

- **TOTAL ACCOUNTS BALANCE** as of January 5, 2020:

Checking Account:	\$ 12,646.02
<u>Gaming Account:</u>	<u>\$ 1,120.44</u>
Total:	\$ 13,766.46

Membership Report – Alexa Parliyan

- Currently at 86 members, total of \$2,033.14 paid
- The Google form is not updating properly. Membership list is rocky this year as a result. We can send reminders to those who didn't join this year but have in years past. Alexa will tell Steve Halldorson to unlock the on-line form. We can figure out who is a member and send out lists for those who don't know if they joined this year.
- \$2,000 was the goal, so we met it!

Fundraising Report – Jen Fasciano & Dawn McGrew

- Pampered Chef
Thank you to Dawn for running everything! 58 students participated with a profit of \$1,801 for kids. Participation was on low side.
- Mickman Brothers Holiday Wreath Sale
Next time this should be a flat 30% profit. We still need online sales numbers. Dawn will call. We will get a check from them.
- David's Cookie Dough & Cheesecakes
This did much better than the others, although we did have a couple of mix ups with the orders. Received \$2,202 profit.
 - **Question:** When should Alexa write the check to Short Hills?
Let's wait until February to finalize numbers.
- Poinsettia Sale
For Winter Concerts I and II, we sold 55 plants for \$220. We might want to up the price of the plants for next year. We are getting the delivery for free. Extra wreaths and swags sold as well.

NORTH HUNTERDON MUSIC ASSOCIATION Minutes

January 7, 2020

- Winter Musical Sales
 - Candygrams: last year people were asking about these, which cost \$1 to write a note to give to the performers along with candy. People need to know about these in advance! (Maren could help with this). People could also order flowers online and pay through PayPal; we could do the same thing for the candygrams. \$1 is the cheapest you can get the candy bars. Should we do this as a fundraiser and make it \$2 each? Group discussed this option and decided that we made a lot of money on the flowers alone, so don't really need another fundraiser. Kids should get the email blasts from Maren as well. Need to print up more candygram slips and buy more candy.
 - Flowers: last year we ran out. A dozen roses sold for \$10. Should we sell for \$15 instead? A dozen mini carnations sold for \$5. Group decided to up the price to \$15 on a dozen roses and \$8 on a dozen mini carnations. Single carnations will sell for \$1. Presales will be available on roses and carnations, and single carnations will also be available at the show. We were late to advertise as well, so if we get the info out earlier, we may get more sales.
 - Concessions: we sell soda and water, popcorn is donated.
- Applebee's Flapjacks

Decided on Saturday, March 7 at the Flemington location. Jen F will run this again. Only challenge is getting kids to sign up and perform! Reminder that a Cancun trip hotel was donated. Should we raffle it off? Group is not sure what to do with this, so we may not use at this time.
- General

Fundraisers are doing well. Alexa's company did the matching donation of \$1k for two years. Will send out a request, once we get a really good membership list, asking if anyone's company has matching donations, along with a reminder to use the Amazon Smile program as well.

Open/New Business/Upcoming Events – Jen Fasciano

- Master Class – January 10
- Winter Musical (*Bye Bye Birdie*) - Feb. 28, 29, March 1
- Clinton St. Patrick's Day Parade – March 15

NORTH HUNTERDON MUSIC ASSOCIATION Minutes

January 7, 2020

- Prism Concert – March 26
 - Lighting/Sound Quote – exactly the same as last year (\$4K)
 - Sponsor Ideas (Alexa)
 - Tickets (Alexa)
 - Day of show help is needed; Donna and Jen McCormack will help
 - No reception afterwards
 - Family discount, senior, student, etc. Will discuss next month
- Committee and Chairperson positions for 2020/2021
Open positions include President, Marching Band Uniforms, Newsletter

Recent Events – Jen Fasciano

- Marching Band Banquet
Went great! 154 people attended, not including staff. We broke even and stayed on budget. Slide show was great! Chicken fingers & fries were a hit; not as much wasted food.
- Clinton Christmas Parade
Went well. Thank you to Jeff, Donna, & Cathy for helping!
- Winter Concerts I & II Receptions
Volunteer Spot lists didn't get filled well. Can music teachers send out request for volunteers to their classes? Might get more donations.

Next Meeting: February 4, 2020
7:00 PM, Band Room

Motion to close meeting made by Jen at 8:07 p.m.; seconded by Dana.
Minutes prepared by: Dana McDermott