

# **ABBI General Meeting**

## **Meeting Minutes**

February 4, 2021

### **Opening**

The regular meeting of the ABBI General Meeting was called to order at 7:03 p.m. on February 4, 2021 on a Zoom call by David Kamen.

### **Present**

David Kamen, Veronica O'Hearn, Beverly Embry, Darrell Keech, Judy McGuire, Brian & Renee Laferriere, Melissa Palestro, Jessica Schleicher, Andrea Hagen, Christine Lent, Evan Rzodkiewz, Carlos Velez, Eileen Eckert, Lesley Harrison

### **Director's Report**

Darrell Keech presented a report from Rich Guillen. Key points from the report are as follows: Cohorts have been changed allowing more students in each band class. Still live streaming to those students who are remote during the class. NYSMMA registration is up and live. Must be done by February 26. Any questions talk to your band director. Jazz groups are doing well, and they are working on a possible spring outdoor performance. Also, may have an idea for a Jazz Cab event. Further discussion to be had.

Mr. Keech and Mr. Rzodkiewiz have been out visiting the middle schools during in person cohort days to promote and retain students in the band program. Winter Guard and Winter Percussion groups are doing well. Great feedback from staff and students. Neither group will be performing virtually this season. NYFBC had a meeting. They are currently planning for a usual season, but plans may change. Sunday, October 31, 2021 is the date of Dome and our Invitational will be held Columbus Day weekend. Mr. Keech is currently working on the plans for the drum majors and section leads auditions.

Comments from Dave: Told the band directors that if they needed any help from ABBI to let us know. If there is an outdoor performance, maybe members of ABBI can be there.

### **Approval of Minutes**

A motion to accept the distributed minutes was approved by Christine Lent. Second by Judy McGuire and approved by the board.

### **Vice President's Report:**

Nothing to report.

### **Treasurer Report**

Distributed via email by Judy McGuire

- 1099s have been sent and E-filed
- \$5,162.00 was transferred to the Future Uniform fund \*
- Money was deposited from the following:
  - November and December merchandise sales
  - Profit from the discount card fundraiser from a few years ago
  - Profit from the wine fundraiser

### **Approval of the Treasurer Report**

A motion to accept the distributed Treasurer report was approved by Jessica Schleicher. Second by Carlos Velez and approved by the board.

**\*\*Christine mentioned the check for the bracelets was coming in the next week from the holiday shop event.**

### **Webmaster/Invitational**

Given by Jess Schleicher

Jess is currently working on updating the history of ABBI and the AHSMB on the webpage. Eileen is sending Jess and edited version of the Clothing Drive flyer. Jess is looking for someone to shadow her at our upcoming 2021 Fall Invitational. Her son is currently a graduating senior and she is staying on for one more year.

### **Social Media**

No report given

### **Good and Welfare**

Report given by Melissa Palestro

A couple of cards were sent out.

## **Merchandise**

Check to bank from fall sales.

## **Fundraising**

Adams Gift Card Report given by Renee Laferriere

Order taking is now thru Jazz, Winter Guard and Winter Percussion. All orders due this weekend. Renee will be at practice at 4 pm this Saturday to collect.

Question from Dave Kamen: what is our annual total for Adams's gift card sales? From 2017 to present we have sold \$145,857 in cards. Dave stated he would like to reach out to Adams about how we can partner together with Adams. Dave working with Renee.

## **Chaperone/Uniforms**

Report given by Andrea Hagen

Andrea has been a chaperone at Winter Guard on Saturdays. She has been spending time photographing students from the Guard and Percussion groups to share with the families in a Google Drive.

## **Props/Pit Crew**

Brian Laferriere agreed to stay on one more year to do props and pit crew. His son is a current graduating senior.

Discussion was open to the board about a new ABBI/clothing drive sign. Options on the table included a 4x3 road sign with 450 letters and good with sand for winds up to 30 mph. Ready made cost \$305 and build your own \$200.

Feedback:

Where would we envision, we put the sign? We need a sign that is tall and thin and not short and wide. Needs to be tamper proof. Dr. Orcutt is worried the letters being exposed to the students and being tampered with. A small sign might blend in and make passersby's think it belongs to Dunkin or the pizza establishment. Current sign is

homemade and custom to Arlington/ABBI. (Dave) Maybe we can make a new frame and buy a skin every year from Dutchess Pro Print. Mr. Keech suggested a vinyl sheet with grommet corners. Have one for the 4 to 6 events we run. Leave the date off and see if they can make a date on a sheet to attach to the skin. Like a mini billboard. Andrea suggested Arlington Ink. They make custom vinyl. Also suggested was Bannersonthecheap.com Paul from FB suggested finding a company to make the banner for free in exchange for free advertising. Eileen will research the banner company. Dave and Brian will research the frame.

### **Scholarships**

Christine is reaching out to Susan about scholarships. ABBI manages two of the scholarships and education foundation does the other two. Melissa Palestro is willing to shadow Scholarship Chair for next year. ABBI and Paul Effman applications. Committee will read, discuss, and vote on. Committee will be Susan, Christine, Carlos and Melissa. Susan Smith stated in chat that she will continue to chair ABBI and Paul Effman scholarships this year.

### **Presidents Report**

Uniform fund has been updated and bylaws do state there is to be a contribution to the uniform fund every year but up to the finance committee on the amount. There will be no contribution to the uniform fund this year because no tour fees were collected. Uniform fund is now current. Judy sated we transferred \$6322.50 to the Instrument Fund. We need to put together a Finance and Budget committee. Need to start budget for the Fiscal year that begins June 1, 2021. Finance committee is made up of the Treasurer, one board member and three general members. At the time of the meeting, Judy (Treasurer), Carlos (General Member), Andrea (General Member), and Mr. Keech (Director) have agreed to be on the Finance committee.

Proposed a Cash Management Policy:

#1- Communication from the budget owner to approve petty cash reimbursement.

A motion to approve Proposal #1 by Jess Schleicher and a second by Judy McGuire. Approved and passed by the board.

Proposal #2 A timely submission of receipts for reimbursement. Ideally Thirty (30) days after the close of an ensemble season. All receipts in by the end of the fiscal year (June).

A motion to approve by Veronica O'Hearn. Second by Melissa Palestro. Approved and passed by the board.

Feedback:

Carlos stated that receipts were turned in late numerous times when he was Treasurer. We need some sort of structure. Items after 30 days will not be reimbursed on the forms to budget owners (suggestion). Have a form/Google form that could be submitted to the treasurer.

Need to set up a nomination committee. We need to appoint in March. Present a slate of candidates in May and vote in June. Nomination committee must consist of two board members and two General members.

Positions are open for nominations are President, Vice President, Secretary and Directors 3,4,5. Beverly, Melissa, Carlos and Christine are willing to stay on board. 7 potential positions open. Communications position possibly being held by secretary.

See Excel document for all positions and openings.

Dave and Mr. Keech are working on a graphic for FaceBook. A 'We need you' campaign for next year.

Dave, Judy and Carlos meet up with Jack Smith from the Smith Insurance Agency. He was highly informative. He went over a lot of insurance policies including general liability insurance. Most of the applications want to know what the organizations policies are regarding these topics. This topic was discussed in length with a lot of feedback.

Feedback:

Directors cannot reach out to the District. ABBI needs to reach out to Mr. Orcutt to discuss these topics when it comes to volunteers. (Dave) We need to have Standard Operating Procedures (SOP), applicant screening procedure. Ed Hock and Brian Laferriere is forming a committee on policies for insurance policies. We are looking for people to get involved for background information. If anyone has any information to share over to Brian please email over. We need a book with procedures, policy and bylaws. Dave is going back to Mr. Smith to go over the applications and ask for guidance. Applications were very generic. Need policy to protect volunteers. Background checks & cost. School Board policy 31.50 regarding volunteers was revised recently. (Keech) School Board Policy 32.51 in regards to booster organizations brought up by Mr.

Rzodkiewz. We do have policies for chaperones for Marching Band. Andrea is sending information to Dave and Brian for policies n regards to chaperones.

Questions from Carlos: What does policy mean? Is it amendment to the articles/bylaws? Team up with ASOA with the same concept. May affect other organizations in the district.

Question from chat: Do Chaperones need to be approved by the Board of Ed? No

### **Other Business**

Mr. Keech is looking to move to the Family ID program for the marching arts. Jess will help Mr. Keech with information.

### **Adjournment**

Meeting was adjourned at 8:50p.m by David Kamen. A motion to adjourn was approved by Eileen Eckert. Approved by Melissa Palestro. Accepted and approved by the board. The next general meeting will be at 7:00 p.m. on Tuesday, March 9, 2021 via Zoom Call.

Minutes submitted by: Beverly Embry