

**Arlington Band Boosters**  
**General Membership Meeting Minutes**

November 16, 2023,

**Opening**

The General Membership meeting of the Arlington Band Boosters was called to order at 7:15 p.m. on November 16, 2023, at the AHS Chorus Room by Eileen Eckert.

**Present**

Eileen Eckert, Beverly Embry, Karen MacNish, Eric Gillman, Lisa Sassi, Nicole Raskopf, Paula Wraftner, Rob Atkins, Mr. Keech, and Mr. Rzodkiewicz.

**Approval of Minutes**

Beverly Embry distributed the minutes from the October 26, 2023, ABBI General Membership Meeting to the board members via email.

A motion was made to accept and approve the October 26, 2023, meeting minutes. The motion was accepted by Karen MacNish and a second by Eric Gillman. All members present approved the motion for the minutes. Motion accepted and carried.

**Side Comment:**

Is Jenn Adams receiving emails for social media posts? (from Eileen)

**Directors Report (Mr. Keech)**

Percussion will be starting after Thanksgiving. The marching band is tying up the loose ends. Area All States will be held in Carmel. All winter groups are starting up (Winter Guards, Jazz Bands, and Winter Percussion)

**Vice President Report: (Eileen Eckert)**

Eileen reviewed Mr. Guillen's email regarding the death of the retired Norwalk Band Director and MAC coordinator. As a board, we agreed to send a card and a \$100 donation. Lisa Sassi will take care of the card and donation.

Both Winter Guards have their budgets in place. Arlington Admirals are doing grids to fundraise to offset tour fees and to raise funds for the season. Each box has two slots available for purchase. 50% will cover tour fees and 50% for the team.

### **Treasurer Report: (Nicole Raskopf)**

- The report will be emailed out by Nicole after the meeting.
- Instruments from the email discussion have not been paid at the time of the meeting. Instruments are on backorder and will be delivered in November and April.
- Marching Band- There are tour fees that still need to be taken into account. Tour fees are accounted for in Square. We are at a surplus of \$17,000 after the season.
- Eileen asked a question about our temporary net assets. Uniform Savings?
- Taxes have been filed.
- Invitational expenses reconciled. We have an additional \$2000.00 in expenses.
- A motion on the floor to accept and approve the Treasurer's Report by Eileen Eckert. The motion was accepted by Lisa Sassi and second by Eric Gillman. All members in attendance approved of the motion.

### **Director's Report: (Evan R zodkiewicz)**

- Evan took the time to thank ABBI for all their help. Jazz band is starting up as well as Winter Guard and Winter Percussion.
- Invoices for Winter Guard are coming out. Nicole will provide Evan with a spreadsheet with the totals from the grid box fundraiser. Any funds a girl accumulates over their tour fees will go toward their next season of guard. Any overage in a senior guard girl account goes back into ABBI. Evan asked when the close date of the grid boxes was. The soft close date is New Year's, but we will keep it open until April. Winter Guard's last payment is due in March. Any money received after the final tour payment for grid boxes goes into ABBI. Mr. Keech mentioned toward the end of the meeting that there was no refund of excess funds for any of the groups per the handbook.

### **ASOA Report: (Paula Wraftner)**

- Paula reported Bonanza was a success. We are currently preparing for the winter concerts. We will not be meeting in December. Our next meeting is on January 8<sup>th</sup>.

**Jazz Cab: (Karen MacNish)**

- Dave may not be able to commit this year.
- Katrons mentioned they have done wraps in the past at the event. Used to be a pop-up restaurant for the night.
- Looking for suggestions: appetizer platter people liked, easier/variety, do this with drinks.
- Still do VIP tables with platters?
- Ordering ahead could be challenging and the logistics might not work.
- Food is getting expensive; the bulk of the money went into dinners. The time to process the food took a while. Maybe we should stick to appetizers, and this will decrease the backlog in the kitchen.
- We had an income of \$9300 and expenses of \$6000. Most of this went into food.
- We compared Winter Guard changes to Jazz Cab. There were 903 cheese and cookie platters made the night before.
- The VIP funded the food for the event.
- Matt for Photography. We need more people for planning. Eric and Barbara Gillman have offered to help with Jazz Cab.
- Should we make glasses next year?
- Planning will begin in January.

**Guard Closet: (Eileen Eckert)**

We sold some flag sets out of the closet. We have an inquiry on the warrior costumes. We are looking to sell the bench for \$350.00 but will offer \$250.00. It is currently in the sea container. Possibly put in the silent auction.

**Bylaws:**

Please see the attached redline version of the bylaws. I made the agreed-upon revisions to the election's sections. I also made one addition to the Membership section III. (1). b defining the various color guard ensembles as part of the band programs. I also added it to section III. (3). b allowing monthly meetings to be held via Zoom.

### **Changes in the Bylaws are as follows:**

#### Section III.1 QUALIFICATIONS FOR MEMBERSHIP.

III.1.(a) Members, as referred to in these Bylaws, are defined as those people listed on the membership roll.

III.1.(b) Voting members are the parents or legal guardians of students who are participating in any band program under the direction of the Arlington High School Band Department on or after the first day of classes of the school year. For the purposes if these by-laws, band programs shall include all color guard, cadet guard, and middle school guard programs under the direction of the Arlington High School Band Department as per the above.

III.1.(c) Non-voting members are individuals who submit their names in writing to the Secretary of ABBI for inclusion on the membership roster. Non-voting members must annually request in writing that their membership be maintained.

III.1.(d) The membership roll of all members resides in the on-line office management system used by the Arlington High School music department, and is maintained by the band directors. It includes each member's email address and the membership email distribution list. Families are able to update their contact information.

#### Section III.2 GENERAL MEMBERSHIP MEETINGS

III.2.(a) There shall be at least three (3) general membership meetings held per year, including the annual membership meeting of ABBI, which shall be held in June.

III.2.(b) General membership meetings of ABBI shall be held at Arlington High School, Route 55, LaGrangeville, New York 12540. Where and when appropriate, Board or general membership meetings may be held via video conference.

III.2.(c) The Secretary shall cause to be electronically delivered to every member a notice stating the time and place of every general membership meeting. Posting of the notice on ABBI website and social media shall constitute fulfillment of this requirement.

III.2.(d) The presence at any general membership meeting of at least ten (10) voting members shall constitute a quorum and shall be necessary to conduct ABBI's business. A quorum once declared shall continue throughout the meeting. If a quorum fails to be reached, a lesser number may adjourn a meeting for a period of not more than three (3) weeks from the scheduled date and the Secretary shall cause a notice of the rescheduled date of the meeting to be sent to

Section IV.2 ELECTION AND TERMS OF DIRECTORS.

IV.2.(a) At each annual general membership meeting in ~~March~~~~June~~, the members present shall elect directors to fill all current vacancies and temporary appointments for the coming fiscal year.

IV.2.(b) Each director shall hold office until the expiration of the term for which he or she was elected or appointed or until his or her successor has been elected or appointed, or until his or her resignation or removal.

IV.2.(c) No officers defined in Article V shall hold the same office for more than four (4) consecutive years.

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IV.2.(d) A nominating committee comprised of at least two (2) members of the Board of Directors and at least two (2) members of the general membership, appointed by the President in ~~March~~January, shall prepare a proposed list of candidates for positions on the board of Directors. Notice of meetings of the nominating committee will be given to the Arlington High School Band Directors, who may participate in the meeting without vote.

IV.2.(d).i THE PAST PRESIDENT SHALL ACT AS CHAIRPERSON WITH NO VOTE: IN THE EVENT THAT THE PAST PRESIDENT FAILS FOR WHATEVER REASON TO ASSUME THESE DUTIES, ONE OF THE ARLINGTON HIGH SCHOOL BAND DIRECTORS WILL ACT IN THEIR STEAD.

IV.2.(d).ii CANDIDATES FOR POSITIONS ON THE BOARD OF DIRECTORS MAY ALSO BE PROPOSED BY ANY VOTING MEMBER OF THE ORGANIZATION BY SENDING A WRITTEN AND SIGNED NOMINATION TO ARLINGTON BAND BOOSTERS, INC., P.O. BOX 66 LAGRANGEVILLE, NY 12540, POSTMARKED BY ~~MAY~~FEBRUARY 1. IN CASE OF DISPUTE, IT IS THE RESPONSIBILITY OF THE MEMBER OR MEMBERS SUBMITTING A NOMINATION TO OBTAIN WRITTEN CERTIFICATION FROM THE UNITED STATES POST OFFICE THAT THE NOMINATION WAS POSTMARKED BY IN ~~MAY~~FEBRUARY 1. NOMINATIONS POSTMARKED AFTER IN ~~FEBRUARY~~MAY 1 WILL NOT BE ACCEPTED.

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IV.2.(d).iii THE LIST OF CANDIDATES PREPARED BY THE NOMINATING COMMITTEE AND ANY ADDITIONAL NOMINATIONS MAILED INTO THE ORGANIZATION AND POSTMARKED BY IN ~~FEBRUARY~~MAY 1 SHALL BE POSTED ON THE WEBSITE PRIOR TO THE ANNUAL GENERAL MEMBERSHIP MEETING IN ~~MARCH~~JUNE. IF A FULL SLATE IS NOT PRESENTED BY THE NOMINATING COMMITTEE, NOMINATIONS OF MEMBERS IN ATTENDANCE MAY BE ACCEPTED FROM THE FLOOR AT THE ~~ANNUAL-MARCH~~ MEMBERSHIP MEETING.

IV.2.(e) The Board of Directors will be elected, by ballot, at the annual general membership meeting in ~~June~~March. If a single slate is presented, the Secretary may cast one (1) ballot.

IV.2.(f) The elected Board of Directors will be installed in at the June annual meeting of the general membership, but their official duties do not begin until July 1.

IV.2.(g) Terms of officers shall be:

- IV.2.(g).i PRESIDENT- ONE YEAR
- IV.2.(g).ii VICE PRESIDENT- ONE YEAR
- IV.2.(g).iii TREASURER: TWO YEARS
- IV.2.(g).iv SECRETARY: ONE YEAR
- IV.2.(g).v DIRECTOR 1: TWO YEARS
- IV.2.(g).vi DIRECTOR 2: TWO YEARS
- IV.2.(g).vii DIRECTOR 3: TWO YEARS

#### Section IV.9 BOARD OF DIRECTORS MEETINGS

IV.9.(a) The Board of Directors shall hold a meeting prior to each general membership meeting.

IV.9.(b) The annual reorganizational meeting will be held prior to the monthly Board of Directors meeting in July every year at a site and time to be determined after the ~~election-installation~~ of new officers in June. At this meeting the following business will be conducted:

- IV.9.(b).i NAME FINANCIAL INSTITUTION(S)
- IV.9.(b).ii NAME CHECK SIGNERS (PRESIDENT, VP, TREASURER)
- IV.9.(b).iii NAME ACCOUNTANT
- IV.9.(b).iv NAME LAWYER
- IV.9.(b).v SET ALL MEETING DATES AND TIMES FOR UPCOMING YEAR AND CAUSE CALENDAR TO BE PUBLISHED

IV.9.(b).v.1 Referencing District music calendar to avoid conflicts

IV.9.(b).vi CONFIRM OR APPOINT ALL COMMITTEE HEADS AND ESTABLISH LIST OF COMMITTEES FOR THE UPCOMING YEAR.

IV.9.(c) General membership of ABBI may attend meetings of the Board of Directors except the July reorganizational and following Board Meeting and will be afforded a specific time to comment during the agenda.

**A motion on the floor to accept the changes to the bylaws as per Dave Kamen's email. The motion was announced to be put on the floor by Eric Gillman. It was accepted by Nicole Raskopf and approved by Paula Wraftner. The entire membership of the meeting was in favor.**

### **Other Business:**

- We need to recruit members for the board.
- Melissa sent out emails regarding Foam and Wash car wash coupons and Adams gift cards.
- Lisa Sassi asked if the new uniforms are on this budget. Uniforms will not be on our budget because they are being purchased by the school. The old uniform jackets will be boxed up and the district will take care of it. Any large ticket items, \$2000.00 + in the school belong to ACSD. We cannot sell the old uniforms.
- Question on the floor about doing show patches for the students' jackets. Can we offer it in the store? This can be a bigger visual for the students.

### **Middle School Instrument Fundraiser Idea: (Evan Rzodkiewicz)**

At the last Professional Development Day there was a discussion about the quality of the instruments at the middle school level. There is a district-level push from the middle school bands. Looking to fund the gap in the budget.

The directors are looking to add a middle school component to the Adams Gift Card Fundraiser. We will need a parent from each school to run and to keep us all separate. They would need a separate account to keep track.

Who is taking over the Adams Gift Cards after this year? Can we see if Melissa is willing to run in tandem and then expand? Renee still does the back leg work with the fundraiser.

There are a lot more students at the middle schools, and they could make enough for two. The drawback is having students in both middle and high schools.

Currently, middle school students have Music in the Parks.

This fundraiser makes a lot of money. The middle schools can do 10% because they do not have tour fees. Suggested to start with one school and then add the other if it is successful.

Eileen will reach out to Renee about this idea. Eric suggests that we look at the bylaws to for this happen. Eileen stated the middle school parents need to be voted in to be voting members.

We will revisit this in December.

**Adjournment:**

A motion was made by Eileen Eckert to adjourn the ABBI general meeting at 8:22 p.m. Accepted by Beverly Embry and approved by Karen MacNish. All members were in favor.

Minutes submitted by: Beverly Embry