



General Meeting Agenda  
October 11, 2017

2017-2018 Board Members

Mike Brocious – President  
Diana McLimans – VP1  
Gwynne Sweatlock – VP2

Sandy Brocious – Corresponding Secretary  
Dawn Barringer – Recording Secretary  
Dan Kuhn – Treasurer  
Shirley Kuhn – Assistant Treasurer

General Meeting was called to order at 7:35pm

1. Music Program Directors' updates – Mr Hughes was unable to attend. He HAS the dates, but we did not receive them. Once received they will be added to the calendar and notifications sent out.
  - a. Date for winter concert?
  - b. Date for VA parade?
2. Finances
  - a. Shirley/Dan - Treasurer's Report- Accepting the report was moved and seconded
  - b. Obligation List and new policy – Review of the policy brought forth by the Executive Board (attached) which details past due student accounts with 60 warning and 90 day obligation list. Acceptance of the policy was moved and seconded. The policy will be attached to Smoke Signals as well as added to the website.
3. Fundraising
  - a. Diana – 1<sup>st</sup> VP report (absent)
  - b. Craft House yielded \$84.09 (10% of \$840.90). The Craft House gave us a \$100 donation.
  - c. Krispy Kreme- Started, Deadline October 16, Delivery October 25<sup>th</sup> Help will be needed 10/25 to separate orders.
  - d. Pancake Breakfast-Applebees-Possible date December 9<sup>th</sup> – Due to finding a date without conflicts and commitments, we are trying for an Applebees fundraiser on 12/9/17.
  - e. Discount Cards – Plan to hand out at Band Banquet
  - f. Night at the Races – Headed by Carla Kime and Gwynne Sweatlock. A planning committee is needed to determine direction of event/update activities, etc. Will plan a “conference call” style meeting to start. Date is January 20<sup>th</sup> **HELP IS NEEDED**
  - g. Jakes Way Back Burger – Date TBD
  - h. Turkey Hill – December? – Date TBD
  - i. General members are needed to take over the “Dine to Donate” fundraisers. These are usually low effort/contact only type events. This will free-up Diana to focus on the bigger evens. **HELP IS NEEDED**
4. Old Business
  - a. Sponsor a Band Member - Final draft of the letter has been sent to Mr. Hughes and follow-up will be by 10/23. A separate ban account will be established to collect these donations and exec board/Mr Hughes will work together to identify needs and disburse.
  - b. Potential Indoor Color Guard show – date conflicts @ HS (and MS too small and Sunday would not get participation) so cannot host is 2018 @ CASD. Mike/Toddyana will contact AD to see if they can get on the calendar for Jan 2019
  - c. Halloween goody bags – Sign-up Genius is out and looking for candy. Handing out on 10/30/17 after practice.
  - d. Clearances – need to redo all volunteers, staff – Gwynne reports that a few more have come in and she has sent reminders out to those still outstanding.
5. New Business
  - a. Band t-shirt design is completed – design is on the website and via the Innovations by Design link to order additional shirts. Delivery date TBD

- b. Band Banquet- Sunday, November 19<sup>th</sup> 1 – 5 PM - Sandy Brocious, Gwynne Sweatlock, Dawn Barringer, Tammy Harple – planning team met on 10/8 to work on these, décor, cake design, and raffle items. Sign-up Genius will go out soon for raffle items donations.
  - c. USBands discount tickets – pre-sale will be at the Cart of Wonders for 10/28 USB States @ Lincoln and 11/5 USB Nationals @ Allentown
  - d. New sign board – Exec board voted to spend \$50 for letter board to use for notifications.
  - e. Senior night – 10/27/17 Posters ordered, flowers ordered, student info sheets sent home with students. 21 total Seniors will be announced that evening during halftime.
  - f. Hoagie preferences for chaperones and pit dads – will be collecting these for future competition (purchased by CPMC)
  - g. Drinking glasses-Sandy investigated painted/etched glasswear as a fundraiser for CPMC (general fund). We reviewed samples and discussed pricing. Determined to purchase a lot of painted glasses with the Indian Chief logo (more generic) at a not to exceed amount of \$250. Motioned, seconded and approved. These will be initially sold at the Band Banquet and we will also have a table at the Meistersingers and Band concerts for holiday sales.
  - h. Color Guard has asked for parental assistance in the guard room on Monday evening 10/22/17. They will be organizing, cataloging, and putting away various flags and uniforms. This will go faster with additional parents. **HELP IS NEEDED**
6. Next CPMC General meeting is Wednesday November 8, 2017 @ 7:30 PM in Library. The meeting was adjourned at 8:46pm

## CPMC Obligation List Policy – Adopted 10/11/17

- **60 days (warning)** - A student with a balance of \$100 or more owed to CPMC after 60 days is provided with a written warning that they will be put on the school's obligation list if their debt is not paid in full within 30 days.
  - The 60-day balance is derived from the treasurer's "AR Aging" report.
  - The warning shall be delivered as an email to the student's contact(s) and as a written notice given directly to the student.
- **90 days (overdue)** - A student with a balance of \$100 or more owed to CPMC after 3 months is automatically put on the school's obligation list.
  - The 90-day balance is derived from the treasurer's "AR Aging" report.
- At each monthly executive board meeting, it is the responsibility of the CPMC treasurer to provide separate lists of those students who meet either the warning or overdue criteria, or should be removed from the either list.
- The board will review the lists at the meeting and make any changes as appropriate.
- It is the responsibility of the CPMC compliance officer (typically 2<sup>nd</sup> vice president) to notify the students on the warning list.
- It is the responsibility of the CPMC president, working with the music program director as necessary, to put the overdue students on the obligation list.
- Exceptions to the above policies can be made at the discretion of the music program director and the CPMC executive board.