

JTHS Band Parents Meeting Minutes **December 7, 2011**

Meeting called to order by Mary Wendt at 7:10pm

Attendees: Deb Flynn, Tanya Senney, Rob Senney, Rich Barrieres, Bibi Lahkicharran, Mary Wendt

Minutes from last meeting (October 5, 2011) were submitted by Mary Varner. With the exception of Mary Wendt to be added to attendees (she conducted the October 5 meeting) a motion was made by Debbie Flynn to accept the minutes and Tanya Senney seconded.

Treasurer's Reports submitted by Bibi Lahkicharran for September and October 2011 were reviewed. Mary Wendt thanked Bibi Lahkicharran for a tremendous job preparing the 2011 Competition profit/loss statement and these treasurer reports.

Membership update given by Tanya Senney. Currently there are 20 family memberships. It was noted that the membership deadline of senior scholarship eligibility has passed. An extension was given past original date of end of the first marking period date (11/14/11) until the end of November due to some families in the area being without power for nearly a week in early November. Membership cards will be available at the concert. We are always welcoming new members.

Fundraising: All fundraisers received approval for 2011-2012 school year (with the exception of Zumba, waiting date to be submitted). Again, Mary Wendt stressed that chairpersons are responsible for coordinating all aspects of the fundraisers and events (correspondence, forms, scheduling, facility reservation, and volunteer recruitment), the president is not to chair the fundraisers and events. Simply stated the president is the administrator of the organization and attempting to file 501(c) 3 on behalf of the Band Parents, there will no longer be funds generated if this does not become a shared responsibility of the membership. If fundraisers are not held, upcoming Dinner Dance, Scholarship Program, next year's Competition will be compromised and overall future of the organization is uncertain. Current president has chaired the past two fundraisers of this academic year; she cannot and will not continue to do so. Much of the start up work for the fundraisers has been completed by the president and instructions with accompanying letters are available from her as well.

Magnets- Magnets will be sold at upcoming concert

Holiday Wreath Sale- Mary Wendt chaired and thanked volunteers for their assistance. Wreaths sold out for the second year in a row, profit to be discussed at next meeting. Several Bears were sold at Christmas in the Village too, thank you Tanya Senney.

Can Shake- Donna Staccioli to chair. This may be scheduled Jan, Feb, or March. Proposed that the time frame be expanded more than 2 hours if enough student volunteers and parent chaperones are available. Executive board is discussing an indemnification letter with health information (health information may be confidentiality issue) including emergency contacts for offsite fundraisers or events (car wash, and dinner dance). Also, an agreement of rule following expectations to be signed by students and parents.

Zumba Night- Mary Varner chair, possible date of Friday 1/27/12 at SNAP fitness. Parents only fundraiser.

Super Bowl Sub Sandwiches- Cindy Brozuski to host assembly on Feb 5. Mary Wendt will contact John Castrignano about the food. Discussed the possibility of increasing the price of the sub as it is a hardy sub and the price includes delivery to your home. Price agreed upon unanimously at \$10 per sub. Mary Wendt will have form approved. Chairperson is urgently needed. Volunteer parents to assemble sandwiches and make deliveries are also needed.

Sweet Taste of Jefferson- April 26, Karen Maurer to chair. Volunteers needed.

Annuals- tentative May 10, Mary Varner to chair. Volunteers needed.

Car Wash- date requested April 28 or rain date 29, chairperson needs to be defined. They are many interested chair people, but it is suggested split responsibilities and only one chairperson to run the fundraiser. This fundraiser needs rule commitment form and indemnification letter as discussed above.

Committees

Food Events (Dinners) - a coordinator is needed.

Concerts door collection and bake sale- a coordinator is needed.

Dinner Dance -much research was conducted by Mary Wendt to find an open date due to conflict from Marching Band trip. Hopeful to reserve Friday 6/1/12 at a different more cost effective venue. Chairperson is urgently needed.

Scholarship Committee- Two 2011 graduates have not yet submitted the appropriate paperwork to the treasurer to receive their scholarships despite numerous attempts from the chairperson. The deadline for 2011 scholarship is 12/31/12. 2011 scholarships will be forfeited after this date. Mary Wendt will contact the two 2011 graduates. Scholarships must be paid within the same fiscal year they are awarded for 501©3 submission, 2011-2012 tax filing and all subsequent scholarship award year's tax filings.

Non Profit Status

Mary Wendt has applied for a new FEIN (the one on the BP bank account is invalid). A new FEIN has been issued by the government. It was changed on the bank account. This is the first part of a three part series of tasks to become

501©3. There is no cost to the Band Parents to apply for FEIN. Bibi Lachkicharran and Mary Wendt will apply to the state of NJ the Articles of Incorporation this is necessary to become a business in the state of NJ. New name of business is JTHS Band Parents, Inc. This is second task of the series. The cost is \$75; this is an annual fee to be filed as the annual report is submitted by the treasurer with a \$50 payment, and additional \$25 each year the officer's change. The third step and most lengthy will be submission of form 1023 in order to become a federal tax-exempt non-profit business (501©3). This is the most labor-intensive part of the process. Mary Wendt, Bibi Lachkicharran, and Ann DiPietro will file the necessary documents. The will be an approximate cost of \$500 incurred by the Band Parents. This is a one-time fee. However, after this is complete and each subsequent year thereafter, taxes (990) and 1099s (for band camp teachers, Mr. Barrieres & Mrs. Kulick) are to be filed by the accountant for a fee of \$100 annually.

As mentioned, once the name of the organization has legally changed, it must be changed on the bank account, checks, letterhead, and on the website. Bank account will be changed by president and treasurer. Volunteers are needed to change website and letterhead. Change from previous meeting 10/5/11, in that the site is reviewed upon submission of form 1023, name must be consistent after a NJ Business is formed as JTHS Band Parents, Inc.

New Business

Winter concert Volunteers and donations of baked goods are needed for concert 12/15. Deb Flynn will run the bake sale. Thank you Deb. B will receive the proceeds from door admission for the Band Student Activity Account.

Trip date 5/24/12 - 5/29/12 to Orlando Florida, Mr. Barrieres has sent permission forms.

Jazz and Wind Ensemble Festivals/Competitions Wind Ensemble Festival 3/28/12 at Bergenfield followed by trip to NY Philharmonic, permission forms to be sent to by Mr. Barrieres. Jazz event pending.

Old Business

Marching Band Camp due to a suggestion by Tanya Senney, donations were accepted for this year's band camp (\$10 per marching band member). Due to donations, cost of band camp was defrayed by 75%. Thank you MaryBeth Faust for coordinating a great band camp week.

Home Competition Wrap up Mary Wendt thanked Merry Barrieres for co-chairing the event and all chairpersons and volunteers. 70% of marching band families, 6% symphonic families and 6% alumni families participated. Programs earned a profit this year, number produced kept lower. Lighting surrounding the school was an issue, B discussed with administration. Thank you letters and letters to editors prepared by Mary Wendt. Unfortunately, Aim has cut back on length letter to be amended. In the past, the judges room food and supplies has been donated, this year a cost was incurred. Concession stand and admission generated substantial profit. Overall, the profit was slightly higher than last year, however the cost to run the competition remains the same and net profit is slightly higher than cost, that said the competition is paying for itself, but not generating the profit that was anticipated. B is uncertain about the continuation of the competition. This issue will be tabled for future meetings. However despite the tremendous amount of work the competition is, it is a great source of pride for the students. Availability of volunteers is a concern for future competitions and overall fundraising in general for the organization.

Marching Band Season Mary Wendt thanked chaperones, pit crew, & all involved for a tremendous season. B is looking into students having physicals prior to start of season similar to sports physicals.

Meeting Dates: 1/18/12, no February meeting, 3/7/12, 4/4/12, 5/2/12, 6/13/11

Events: Band Winter Concert 12/15/11

Can Shake TBD (January, February, or March)

Band Fundraiser "Rock Concert" 1/27/12

Zumba Night (tentative) 1/27/12

Super Bowl Sub Sale 2/5/12

Band Mid-Winter Concert 2/15/12

Chili Night TBD (February)

Sweet Taste of Jefferson 4/26/12

Car Wash (tentative) 4/28/12 or 4/29/12

Band Fundraiser "Talent Expo" 5/4/12

Annual Sale (tentative) 5/10/12

Band Spring Concert 5/17/12

Marching Band trip 5/24/12-5/29/12

Marching Band Open House TBD May

Dinner Dance TBD tentative 6/1/12

Scholarship Awards (school decision) June

Graduation 6/22/12

Adjournment: 8:15pm