



IMA General Membership Meeting

February 11, 2025 - 7:00 pm

<https://eahsmusic.org>

Attendees: Ken Cultraro, Nicole Pierce, Billie Jo Serrao, Marisa Pape, Michelle McKessey, LeeAnn Kubbishan, Emily & Lorenzo Molina, Maria Laura Scipioni, Horacio Filet, Melissa Stocker, Kara Howe, Gretchen Burwell, Christine Fortsch, Tara Armstrong, Lauren Knaub, Jenn Leedom, Katie Lindamann, Michelle LaBreche, Laura Farrell, Suzanne Kessler, Tom Mazur, Nivia Silva, Kelly Gubish, Tiffany Blevins, Kate Mattison, Laura Kelco and Christopher Ballentine

Called to order: 7:02pm

IMA Information

- Welcome
- Board positions for 2025-2026
 - Nominations have been received for all positions; announcement of all position nominees will be reviewed at the March 11 General meeting, with voting at the April General meeting (date TBD).
- Other Volunteer/coordinator open positions -reach Tiffani Blevins, at fundraising@eahsmusic.org with any interest!
 - Non-event position openings:
 - Shabby Shine Gift Cards
 - Uniforms (additional parent to assist current coordinators)
 - Hospitality
 - Gertude Hawk
 - Pit Dinners
 - Event Coordinators (shadow needed to take over in 26 - 27 school year):
 - **Mardi Gras** is a lively event celebrating music and fun while supporting the IMA. It features live performances by the Orchestra and Jazz Band, a tricky tray, delicious food, and all-you-can-eat pie. One of the highlights is the "Pie in the Face" fundraiser. If you love organizing events and supporting a great cause, this is for you!
 - Our **Bingo** event is a fun-filled community tradition that helps offset the cost of the annual banquet and support the IMA's programs. With a large tricky tray selection, exciting 50/50 opportunities, and a lively atmosphere, this event is always a hit! We're looking for volunteers to help organize and keep this important fundraiser running strong.
 - The **First Flags Festival** is an exciting band competition held every September, bringing together talented musicians and the community for a day of incredible performances. We're looking for a volunteer to take the lead in coordinating volunteers and managing the event details to ensure a smooth and enjoyable experience for all. You'll work with a great team of helpers, so you're never alone in the process. This is a great way to support the IMA and make meaningful relationships along the way.
 - **Fundraiser and Events that are now filled: Billie Jo Serrao-Krispy Krems and Bingo, Melissa Stocker-Bingo, Laura Farrell will shadow**

Bingo and First Flags, Nivia Silva is available for any fundraiser currently open.

- Proposed Changes to By-laws (Attachment 1)
 - Changes will be reviewed this evening, and taken to a vote at the March 11 General Meeting
 - Changes to the By-laws were reviewed and no one had any objections or suggestions for changes.

Fundraising/Events

- Upcoming Events and Fundraisers
 - March Forth Campaign - ongoing through March 4th
 - Mardi Gras: Orchestra & Jazz Band performances - Saturday, February 22
 - Tickets on sale through Saturday 2/15
 - Sign Up Genius was shared in this week's newsletter for event volunteers
 - MOD Pizza day - February 26
 - Order online using the code MODGIVES20
 - Stop in MOD Pizza at 4763 Freemansburg Ave and show the fundraiser flyer OR mention the fundraiser at checkout
 - Pit Orchestra Dinners - Monday, 3/3, Tuesday 3/4, Wednesday, 3/5
 - Musical Concessions - March 6, 7, 8, 9 (one performance each day)
 - Spring Craft Show - Saturday, March 22
 - NEW: Krispy Kreme Donut Sale (March/April dates TBD) - \$12 per box with a \$4 profit per box going to the student towards their NOLA trip contribution.
 - This has been added in place of the Noto's hoagie coupon sale (as they have discontinued fundraising coupons)
 - Spring Flowers (March/April dates TBD)- looking at different vendors to use.
 - Jazz Festival - Saturday, April 26
 - Bingo - Sunday, May 4
 - Banquet - Sunday, June 1
- Ongoing Fundraisers
 - Gertrude Hawk- is now on sale on the IMA website. Cost is \$84 a box with \$24 going to the student for their NOLA contribution.
 - Raise Right ongoing through www.shopwithscrip.com/startearning
 - IMA Enrollment Code: 3F6E5FCA6339L
 - We will do a demonstration to download and use the RaiseRight app

Financial Update

- PNC Checking: \$189,656.82, Money Market: \$80,266.09
- NOLA Trip
 - Installment Due March 1 2025; Contribute online - eahsmusic.org or by check
 - Trip Insurance will be available for individual families to purchase; details forthcoming!

Recurring Reminders

- Volunteers & Chaperones - Mrs. Pierce at vp@eahsmusic.org or visit eahsmusic.org

Director Information

- Events:
 - Mardi Gras Concert/8th Grade Orchestra Night
 - Orchestra T-Shirt \$ due Friday
 - Upper Merion Jazz Festival: Friday, February 21
 - Performance: 9:05 PM (depart EAHS 5:00 PM)
 - Steel Stacks Jazz Festival: Sunday, March 02
 - Performance: TBD
 - Northampton County Band:
 - Rehearsal: Saturday, February 15
 - Concert: Saturday, March 15
 - EAHS Jazz Festival: Saturday, April 26
- Ensembles:
 - Adjudications:
 - Chamber Strings & Wind Ensemble
- New Orleans Trip Insurance (explain - watch for info in newsletter)
 - March 01 - 31, 2025
 - Will have a link on the IMA website to purchase the trip insurance
 - The insurance covers cancellation for any reason up to 24 hours prior to departure.
- New Ideas; Scholarships
- Senior Scholarships- information will be sent out in the next few weeks.
6-\$1,000 scholarships awarded at the banquet in June. Check is issued after proof that the first college semester has been completed.

Next meeting: March 11, 2025

Meeting adjourned- 7:49pm

ATTACHMENT 1

Summary of Proposed Changes:

4.01 - expand Publicity and Fundraising to allow for one or two individuals to serve

h) **One or two individuals may serve as** The Publicity Coordinator, **who** shall be responsible for maintaining the IMA-operated social media accounts and working with the Fundraising Coordinator**(s)** to design and distribute press releases and publicity to benefit the IMA and Instrumental Music Department events.

i) **One or two individuals may serve as** ~~The~~ Fundraising Coordinator, **who** shall be responsible for overseeing all fundraising operations within the IMA. This includes maintaining a log of each event and all related materials (instructions, financial reports, contact information). This information should be deposited into the IMA Board files. The Fundraising Coordinator**(s)** shall ensure that all pertinent fundraising information is relayed to the Board of Directors at their monthly meetings. The Fundraising Coordinator**(s)** will also assist specific chairpersons in communicating with the Publicity Coordinator**(s)**. This Fundraising Coordinator**(s)** will also ensure deposits and reports are given to the Financial Manager within five (5) banking days of the event/ conclusion of the fundraiser.

4.02 - adding clarity to board members meeting attendance expectation

a.) A Board President, officer, or coordinator, may be removed by a majority vote of the remaining board members in office. An officer or coordinator may be removed from office for failure to perform their duties as outlined in these Bylaws. A board member who misses three (3) consecutive **board and/or** general meetings may be removed from office.

b.) In the event that any officer or coordinator is absent at three (3) or more consecutive **board and/or general** meetings in any one (1) year (July through June), that office may be declared vacant by the Executive Board, who shall appoint a member of the IMA to serve the balance of the term of that position. In the event that any officer or coordinator's child(ren) leaves the program and that officer has no other child(ren) remaining in the program, that officer must vacate their position and the Executive Board may appoint someone from the general membership to fill that position within 30 days.

6.02 - reorient financial responsibility to remove an internal financial review committee, and add requirement to engage professional accounting services; clarify language regarding developing and carrying out the budget

~~a.) A Financial Examination Committee shall exist, which will consist of three (3) members, who shall be 1. Voting member, 2. Treasurer, 3. Accountant, or other Voting member, preferably someone familiar with regular accounting practices and procedures, appointed by the President. This committee shall examine the books of the Treasurer as of June 30 of the current year and document and report its findings to the Board of Directors by August 15 of the same year. The Treasurer shall be available during this examination. The~~
Executive Board will contract services with a tax professional/accounting firm to prepare annual Federal 990 and 1099 filings.

~~b.) The Executive Board shall formulate a budget for the year to be presented to the Director, followed by the general membership at the August membership meeting for its consideration and adoption. This Board shall oversee the expenditure of funds for the year to coordinate income and expenditures. The~~
Executive Board of Directors shall budget for the cost of any trips, Instrumental Music Department needs, and other operating costs, overseeing the expenditure of funds for the year to coordinate income and expenditures. The Board of Directors shall also be responsible for reviewing any information from the Treasurer and Financial Manager every six (6) months.

7.01 - remove financial committee (as referenced in 6.02); remove time requirement for naming Scholarship committee members

~~a.) Financial Committee (see section 6.02a)~~

~~b.)~~ **a.)** The Scholarship Committee shall be responsible for selecting recipients for the annual scholarships presented by the IMA at the end-of-year awards banquet. This committee shall consist of the chairperson and four (4) other general members. One (1) member of the committee, if possible, shall be a member from the previous year. Two (2) or more members shall be parents of sophomores or freshmen for the current year. No member of the committee may be a parent of a senior for the current year. No more than one (1) member of the same household may serve on this committee during the same year. This committee ~~shall be appointed by the Executive Board in January~~ and shall select scholarship recipients from those seniors who have applied. At the annual awards banquet, the chairman shall present two (2) or more scholarships to senior students in the Instrumental Music program, as stated in the scholarship eligibility requirements. The recipients of

the scholarship shall remain anonymous to all except the chairman until the time the scholarships are presented.