

IMA General Membership Meeting Minutes

June 9, 2020

“It always seems impossible until it's done!” ~ Nelson Mandela

The meeting started at 7:00 p.m.

I. IMA Information

- A. Zoom meeting procedures and expectations
- B. Welcome to the incoming 9th grade (Class of 2024)!
- C. End of year recap
- D. New Board Introductions for 2020 - 2021
 - 1. President - Chris Fasching
 - 2. Vice-president - Jason Alley
 - 3. Financial Manager - Jen Smith
 - 4. Treasurer - Marcy Carter
 - 5. Recording Secretary - Maureen Martyak
 - 6. Publicity - Rhonda Gillepsie
 - 7. Fundraisers - Kathy Raub
- E. Palmer Days
 - 1. It's unlikely Palmer Days will run this year.
- F. Open Positions for the upcoming school year
 - 1. Baskets - make raffle baskets for fundraisers like spaghetti dinner.
 - 2. Business sponsors - working with businesses who are interested in looking
 - 3. Palmer Days - IMA runs an ice cream stand that remains busy throughout
 - 4. Pastie - this fundraiser occurs once or twice a year
 - 5. Pies - this fundraiser occurs about once a year
 - 6. Scholarships - coordinate the scholarships that are distributed to our students
 - 7. Uniforms for orchestra - fit and manage orchestra uniforms

II. Director's Report

- A. Mr. Ballentine congratulated all of the graduating seniors.
- B. Banquet - Details & Information
 - 1. Week of June 29 - June 26 will not likely work.
 - 2. The banquet is going to be tailored to only seniors.
 - a) Plaques, pins, and special awards will be delivered to the students' homes
 - b) 84 seniors to receive these awards
 - c) Students will sign up through a Google Form for the time slot for their region of the school district on June 30, July 1, or July 2
 - d) At least one parent needs to be home along with the student.
 - e) Freshmen, sophomores, and juniors will receive their pins in the fall.
 - 3. Thank you, Mrs. Mattison!
- C. Introduction of 2020 - 2021 Band President & Senior Council

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1. Sam Jones, incoming band president provided a welcome and shared his enthusiasm for the upcoming year.
- D. Band Camp & Strings Camp Safety Procedures (what proceeds is all tentative since things could change and we'll be relying on school district and CDC guidelines)
 1. What to expect
 - a) For all camps
 - (1) we will try to be outside as much as possible since guidance says outside is safer than inside
 - (2) Mr. Ballentine reviewed safety considerations and the purpose of the band and orchestra
 - (3) Safety is the top priority all of the time, but this requires everyone to buy into this for it to be successful
 - (4) Mr. Ballentine has been consulting the American Bandmembers' Association and High School Band Directors National Association for guidance.
 - (5) Will have different people flow in and out of the rehearsal room.
 - (6) All students will be required to have a 64oz water jug. If a student is unable to afford a jug, the student will be provided a way to contact Mr. Ballentine to get one. Refills will be done by students placing their jug under the spigot and an adult wearing gloves will turn on the spigot.
 - b) Marching Band, August 10-27
 - (1) 310 students on the roster as of now!
 - (2) Monday, August 3 is the band camp stand song rehearsal.
 - (3) M-W-F will be 8am-12pm; T-Th will be 4-8pm
 - (a) All of these avoid the hottest time of the day since students might need to wear masks
 - (b) This also eliminates the need for providing meals since it's unclear if we would be able to serve food in a safe way
 - (c) Snacks will be provided though meal options will be made available for those who need to or could not eat
 - (4) Hand sanitizer and disinfectant wipes will be made available; have disinfectant sprays for instruments; one student per stand
 - (5) Snacks will be broken up into many lines to increase social distancing
 - (6) More frequent breaks
 - (7) The new drill will account for a 4 step interval allowing for a minimum of 6 feet between students
 - (8) Velocity of the air coming out of instruments isn't as fast as expected, so Mr. Ballentine will consider how to mitigate
 - (a) Mr. Ballentine is following two studies underway from the Univ. of Colorado and Colorado State Univ. to learn about the spread of the virus from air expressed through wind instruments

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- (b) We're looking to get bell coverings for brass because they're directional instruments. It's still learning if the airflow coming out of the instruments is necessary to be mitigated; woodwinds are non-directional instruments so they don't need bell coverings, but they will be covered with a bag
 - (9) The auditorium potentially could be used as a rehearsal space for the entire marching band
 - (10) Guard is going to use the same flags for drills.
 - (11) Percussion will be provided with sticks, labeled with the student's name, and they will use the same set. Pit will not switch and instruments like they've done in the past.
 - (12) Symptom checking will be based on whatever the school district decides.
 - c) Orchestra
 - (1) Stringed instruments don't require air, so students may be wearing masks. Students will follow school district and CDC guidelines.
 - (2) Students can be spaced out in the rehearsal room to retain social distancing.
 - d) Strings Camps is Aug. 4 -6 from 6-8pm
 - (1) Camp letters will arrive in the mail in the next few weeks and will include a medical form, an image release form, and information about a parent interest form
- 2. General Safety Precautions
 - a) Safety of students is the first priority.
- 3. Instrument Hygiene and Sanitation
 - a) This will be based on guidance from the National Association for Music Education.
 - b) Sectionals are typically done without adults, so Mr. Ballentine is considering having adults attend them to ensure social distancing is practiced. Sectionals won't start until July 1. It's unclear if sectionals will be held at students' homes like in the past or if they will need to go to parks, etc.
- E. Opportunities to help & chaperone for 2020 - 2021 school year
 - 1. Clearances need to be on file with the school district for those wanting to volunteer.
 - a) The school district will provide volunteers with a letter confirming your approval as a chaperone. This is the only proof the IMA needs so one can be an approved chaperone.
 - b) Clearances are good for five years.
 - 2. Chaperone Training
 - a) The IMA is going to conduct chaperone training that will include:
 - (1) Expectations for football games, parades, etc.
 - (2) Brief first aid training

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(3) Diversity, inclusivity, and equity

III. Points of Interest

- A. Online support
- B. Amazon Smile
- C. Yankee Candle
- D. Print at home and virtual Scrip cards

NEXT MEETING: TUESDAY, JULY 14 - 7:00 PM

Summer is here! Let's do what we love, and a lot of it!

IMA General Membership Meeting Minutes

May 12, 2020

Meeting opened at 7:05 p.m.

I. IMA Information

Thank you for all your wonderful support during these trying times, it takes a village.

- A. The meeting began with a review of the Zoom meeting procedures and expectations.

II. Director's Report

A. Schedule for 2020-21 review

- 1. Mr. Ballentine presented the schedule, which is a draft, for the upcoming year.
- 2. A semi-regular calendar year will be assumed until we're told otherwise.
- 3. Band camp would start August 10 should we return to school as expected.
- 4. We have more Saturday football games because Cottingham will be amid renovations.

B. Update on Drum Clinic & Leadership Auditions

- 1. Typically happens in the middle of June.
- 2. This year it will only include "battery" students and not pit.
- 3. Sectionals will be held by class year.
- 4. Students will be asked to submit video and audio by June 19 to Mr. Hendrick. This is NOT an audition. It's to get a sense of where students are most comfortable and successful. Zoom clinics will be held so students feel good about using the technology to record themselves.
- 5. Part assignments will be distributed the week of June 22.

C. Orchestra Camp

- 1. Will tentatively be held on August 4, 5, and 6.

D. Uniform & Instrument Return process

- 1. Uniform return
 - a) Mr. Ballentine presented the document (by sharing his screen), which everyone should receive on Wednesday, May 13.
 - b) There will be three different days to return uniforms and retrieve instruments.
 - c) Masks will be required.
 - d) Be sure pockets are emptied and pins are removed from uniforms.
 - e) One person per vehicle may approach the drop-off table. There will be signs to direct everyone.
 - f) Everyone will need to sign up for a uniform drop-off time via Sign Up Genius. If one's child is in multiple ensembles, they will need to sign up multiple time slots.

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(1) Sign up using your child's name.

(2) Mr. Ballentine demonstrated how to use Sign Up Genius.

- g) Before leaving home for the school, it's important to double check your uniform components.
 - h) If you or someone in your household is experiencing COVID-19 symptoms, please contact Mr. Ballentine directly to make different arrangements.
 - i) To have a successful drop-off, the IMA needs 10-15 pop-up tents or carport tents. Please contact Mr. Ballentine if you have one to lend.
2. Instrument return and pick up
- a) Mr. Ballentine presented the document that details the process that families will be receiving.
 - b) For those who need to pick up their instrument or need to drop off a school-owned instrument, you will need to complete Google Form.
 - c) The same Sign Up Genius will be used to sign up for these time slots.
 - d) Eighth grade instrument pickups will happen later in the summer.
3. Personal belongings
- a) If personal belongings were left in the band room, they will be returned through other methods established by the school.

E. Banquet

- 1. Tentatively holding Friday, June 26 in the evening for a casual gathering.
- 2. Regardless if we're able to have the banquet, all seniors will be getting a plaque and their pins. We'll continue to award the Gilmore Awards and John Philip Sousa award.

F. Band Camp

- 1. Band camp would start August 10 should we return to school as expected.

G. Alumni

- 1. We're graduating 84 students from the Instrumental Music Program's class of 2020.
- 2. This Thursday, May 14 we're going to roll out an alumni registration page. We want to create a base of alumni to inform them of a potential alumni band Mr. Ballentine hopes to assemble within the next five years and to inform them of IMA fundraisers.
- 3. We're hoping to later collect photos from alumni to create more alumni interest in the website and social media..
- 4. Please spread them word with alumni you know.

H. New Uniforms

- 1. The new uniforms were ordered in January. The uniforms were started on May 4 so they will not arrive on time, but we were lucky to get our order

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submitted before the company had to halt their production due to COVID-19. We expect to receive the uniforms sometime in the fall, but they all will need to be dry-cleaned (adds an additional 3-4 weeks to the timeline) to ensure they're properly conditioned before using.

- I. Announcements about student leadership positions.
 1. Drum majors and senior staff to be announced on May 22.
 2. Quartermasters and other leadership positions to be announced on May 29.
 3. Section leader interviews will take place from May 26-29 with leader selections announced on May 29.
 4. An IMA member asked when majorette auditions would occur.
 - a) Mr. Ballentine said the date hasn't been set yet, but that it would be announced on Facebook.

III. Vote

- A. Elections review and procedures
IMA Board of Directors 2020 - 2021 Candidates
 1. President - Chris Fasching
 2. Vice President - Jason Alley
 3. Financial Manager - Jennifer Smith
 4. Treasurer - Marcy Carter
 5. Secretary - Maureen Martyak
 6. Publicity Coordinator - Rhonda Gillespie
 7. Fundraising Coordinator - Kathy Raub
- B. The vote occurred and all officers were voted into their positions.

IV. Points of Interest

- A. Online updates
 1. Amazon Smile
 - a) Please continue to use Amazon Smile should you find yourself shopping on Amazon. On select purchases, proceeds of the purchase go to the IMA.
 2. Yankee Candle
 - a) Those who ordered through the paper form can expect to get their refunds soon.
 3. Print at home and virtual Scrip cards
 - a) We're no longer getting the physical cards. eCards only now.

Meeting closed at 7:50 p.m.

Next Meeting Tuesday, June 9, 2020 at 7 p.m. on Zoom

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April 21, 2020

Meeting opened at 7:05 p.m.

I. IMA Information

Thank you for all your wonderful support during these trying times, it takes a village.

A. Zoom meeting procedures and expectations

1. Jason Alley went over these procedures:
 - a) Mics are muted to minimize feedback.
 - b) Questions can be asked in the chat and/or using the Raise Hand feature in Zoom; Chris Fasching will moderate questions coming in this way.
 - c) Voting will be done using the Polling feature of Zoom.

B. Updates on IMA schedule for fundraisers & events

1. We were going to push our fundraising to the end of the school year, but had to cancel Drive 4 UR School, Bingo, and the Craft Show as a result of the pandemic.
2. As such, we will need to raise a lot of money next year to help offset these missed opportunities.
3. Drive 4 UR School is still scheduled for August according to Melissa. It was only canceled for the spring.
4. We haven't heard anything about Palmer Days yet. This is a significant fundraiser.

C. Amendments to IMA Bylaws (see attachment)

1. Bylaws amendments
2. Discussion
3. Vote
 - a) All motions were read aloud and shown on screen. Discussion was opened and voting was done by way of the Polling feature in Zoom.
 - b) The following three motions passed.
 - (1) Motion 1: Amending Bylaws to Change the Title and Role of the Financial Secretary and Role of the Treasurer
 - (2) Motion 2: Amending Bylaws to Add Coordinators to Board of Directors
 - (3) Motion 3: Amending Bylaws to Allow for Either Financial Officer's Signature When Writing Checks

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D. IMA Board of Directors

1. 2020 - 2021 Candidates

- c) President - Chris Fasching
- d) Vice President - Jason Alley
- e) Financial Manager - Jennifer Smith
- f) Treasurer - Marcy Carter
- g) Secretary - Maureen Martyak
- h) Publicity Coordinator - Rhonda Gillespie
- i) Fundraising Coordinator - Kathy Raub

2. Discussion on candidates

- a) A vote on these candidates will be done during the May 2020 general meeting.
- b) There was no discussion about the candidates.

II. Director's Report

A. Recap of what we have been doing/ what we are doing in classes

- 1. Students have been using Google Classroom to access assignments.
- 2. Students select two different projects, from a list of many project options, to complete each week
- 3. Students started Tik Toks and added to Instagram to encourage camaraderie among the students
- 4. Held a "spirit week" that the staff also participated in
- 5. Band and orchestra are going to begin with Freshman "superlatives" and will continue through to the other classes.

B. "Best Communities for Music Education 2020"

- 1. This was an honor for us to receive since only a small percentage of schools are selected.

C. Service Electric Interview - highlighted our students

- 1. Chris Toh, Sam Jones, and Megumi Barclay all participated in this virtual interview with the students to learn what the band has been doing during self-isolation.

D. Schedule for 2020 - 2021 - full schedule available at May meeting & via email

- 1. We are continuing to assume our dates next year will remain the same. We will adjust accordingly should things need to change.

E. Guard & Drum Major Clinics/ Auditions - Student Leadership Interest

1. Color Guard

- a) They've been holding virtual clinics using Zoom for majorettes and flags.

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- b) For those who can't make the live sessions, videos are posted for students to watch.
 - c) Audition recordings will be submitted by May 8.
 - 2. Drum Major
 - a) Candidates need to submit audition recordings by May 11.
 - b) Drum majors to be announced by end of May.
- F. Drum Clinic
 - 1. Tentatively scheduled for week of July 13.
- G. Preparations for upcoming season
 - 1. Social aspect is so important to our students (as described by the student leadership), so Mr. Ballentine is trying to ensure those social aspects are still maintained through activities like Tik Toks and Instagram
- H. Questions
 - 1. We are not allowed into the building yet so we don't know when we can drop off or pick up instruments/equipment.
 - 2. Uniform return
 - a) That likely will take place when locker cleanout or book drop off will happen. That date will be determined by the school district.
 - 3. Eighth grade evaluations
 - a) We will not be holding these this year given the number of stressors so many are facing during the pandemic.
 - b) Mr. Ballentine will meet with Mrs. Palmer to discuss 8th grade band & orchestra students.
 - c) Mr. Ballentine will be messaging 8th grade parents in the next few weeks.
 - 4. End-of-year events
 - a) A priority of Mr. Ballentine and of the school district is to provide our seniors a memorable experience they will enjoy. As such, we are going to try holding the end-of-year banquet on Friday, June 26.
 - (1) The student leadership felt it was a priority for everyone to get together to say final goodbyes.
 - (2) There's hope it can happen at the high school and will be outside.
 - (3) Likely to be a cookout where seniors are recognized.
 - (4) Pins still will be issued this year.
 - (5) Seniors all received pens in the past, but this year each senior will receive a plaque with information (e.g., what bands they were in) about their time at Easton.
 - (6) Who would be doing the cooking at the cookout?

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- (a) We're trying to keep costs down.
 - (b) Mrs. Gilbert mentioned athletics wants to host some kind of get-together, so she is going to check if they might want to do some kind of parent swap.
- (7) Will we still give out scholarships this year?
 - (a) We provide 6, \$1000 scholarships.
 - (b) We will still provide them this year. Mrs. Clark is the scholarship coordinator for the IMA.
- b) Possible ideas:
 - (1) Want to make available a list of students and what they're doing after school.
 - (2) Senior spotlight where one senior is recognized each day.
- c) Spring band concert
 - (1) 10-12 concert band and freshman band both had their winter concert canceled and also now in the spring.
 - (2) It's been discussed at the leadership team to hold a concert at the banquet.
- d) Tri-M
 - (1) It's a music honor society
 - (2) Applications are due May 1 (Mr. Ballentine needs to confirm that date though)
 - (3) For 10th or 11th graders

III. Points of Interest

- A. Banquet - Mrs. Mattison
 - 1. Rescheduled tentatively to Friday, June 26, 2020 - evening
- B. Online updates
 - 1. Website: eahsmusic.org
 - 2. Ongoing fundraising
 - a) Amazon Smile
 - b) Yankee Candle
 - (1) Paper orders have been canceled because the delivery was made without our knowledge and cannot be found.
 - (2) All paper order payments will be returned.
 - c) Print at home and virtual Scrip cards
- C. Check us out on Facebook for up-to-date information
 - 1. Easton Area High School Instrumental Music Association

Next Meeting Tuesday, May 12, 2020 at 7 p.m. on Zoom
Meeting closed at 7:50 p.m.

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February 11, 2020

Meeting started at 7:07pm opened by Regina Gangemi.

I. Director's Report

- A. 8th Grade Instrumental Music Night recap
- B. PMEA Representation / Recap recent events
 - 1. Seven students were selected for district orchestra
 - 2. Seven students were selected for district band
 - 3. Two students were selected for district jazz
 - 4. All district orchestra students advanced to regional orchestra
 - 5. One student was selected for all-state jazz band to be held in April
- C. Lenape High School Jazz Festival was the first jazz festival of the season and took place Friday, February 7 at Lenape High School in NJ. Our jazz band received the following:
 - 1. Gold Rating (Superior)
 - 2. Best Trombone Section
 - 3. Best Saxophone Section
 - 4. Outstanding Soloist (Christiana Schleich - trombone)
- D. Spaghetti Dinner - Saturday, February 22 (all HS Orchestra students)
 - 1. NEW this year - inviting 8th grade orchestra members
 - a. These students will play along with the rest of the orchestra for the last two songs of the night
 - 2. Student Report Time is 3:45 p.m. for rehearsal (snack provided)
 - 3. Goal is to have 300 people attend.
 - 4. It's a night of music performed by the orchestra.
 - 5. [More details about the night, including a way to purchase tickets, is available online.](#)
 - 6. T-Shirt order forms
 - 7. Looking for parent volunteers that night so please [check out the Signup Genius](#) to plate dinners (students will serve).
 - 8. Spread the word to invite other IMA families as well as community members. We'll be putting out yard signs around the community to promote the event.
- E. *March Forth* Fundraiser
 - 1. A fundraiser goal of \$10,000.
 - 2. We're hoping it will help us purchase a new marching band system, replace chimes—some are cracked and very expensive to replace, couple new cellos and

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basses—we don't have enough for our students to practice at home, and a classroom sound system.

F. Uniform Update

1. New marching band uniforms were approved during the January 2020 school board meeting. They will cost about \$250,000 for 350 uniforms to allow room for growth and to have enough sizes on-hand.
2. Students were sized to get a sense of what uniforms were needed.
3. Finalizing hats and raincoats, but the bulk of the design is complete as seen at the school board. Junior class representatives and junior drum majors spoke at the board meeting.

G. Tentative Fall Schedule for 2020 - 2021 school year

1. This could change since the school board still needs to approve the 2020-2021 calendar, but August 31 is the current tentative first day of school.
2. As a result, band camp will start on the August 10 and strings camps would be the first week of August
3. First Flags is going to be held on the first Saturday in October—this is different from the traditional Wednesday night. Reasons for the change include:
 - a. making the competition more inviting to more competitive bands
 - b. ensures our students (and other participating band students) aren't out late on a school night.

We may need to find a new venue if Cottingham is under renovation. Mr. Ballentine has a goal of getting one collegiate band for the competing bands to see what a collegiate band looks like.

H. Wednesday, April 29 - Spring Wind Ensemble & Chamber Strings Concert

1. Chamber strings is a new addition to this. This is going to be a small ensemble night.
2. One reason is to provide the chamber strings another night to showcase their repertoire.
3. Jazz band will not perform mostly because it'd be too much for the brass to play that long all night.

I. End-of-year banquet

1. New day of the week. This year it will be held Sunday, May 31 from 2-7pm.
2. We were looking for a different venue this year to allow for more families to attend and better staging. Mrs. Mattison was able to secure The Palace in Allentown.
3. Meals will be buffet style (not family style as in the past), can hold over 600 people. This will allow more freshman parents and siblings to attend and The Palace has a built-in dance area.

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4. The students selected the food to be served at the banquet.
- J. If you are not yet on the parent/ guardian remind, please join at:
 1. @parent19mu
 2. Full instructions available online at eahsmusic.org/front-page/parents-can-sign-up-for-remind/

II. Secretary's Report

- A. These were made available at the front.
- B. There was interest to continue with the Scrip program to continue and can be picked up twice a month.
 1. Get orders in by the 15th and the end of the month.

III. Treasurer's Report

- A. These were made available at the front.

IV. Points of Interest

- A. 2020 fundraisers - Yankee Candle
 1. This fundraiser will be available online and paper-based.
 2. The paper-based fundraiser will run from February 18 through March 3; the online sale will never stop.
 3. The costs will be the same as they are in the store. We asked and we checked.
 4. We will make about \$8/candle.
 5. Friday, April 3 will be the pickup date for orders from the paper-based forms; online orders will be shipped.
 6. Kelsey Kish is the coordinator for this fundraiser.
 7. Information about this fundraiser will be coming home next week.
- B. Budget meeting
- C. Cherrydale fundraiser
 1. We make 40% of the profits.
 2. Spread the word.
- D. New positions opened
 1. We need folks to fill a number of committee chair vacancies.
 2. We used to have 7 fundraisers. Now we have 12.
 3. We don't necessarily need chairs (though that would be helpful too), but folks to help support the chairs is also needed (e.g., helping to stuff envelopes)
- E. Bingo Donations now being accepted
 1. Bingo event will be on May 3.
 2. Donations can be dropped off to Mrs. Raub at Raub's Farm Market at 1459 Tatamy Rd, Easton, PA 18045. As long as the van is there, then she will be home.

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3. She's looking for donations and is looking for more people to help.
4. This is a huge fundraiser so any help (e.g., volunteering, basket donations, donations to be a part of a basket) is very appreciated.
5. No donation is too small. Gift cards are great. Getting together as a group to create baskets is encouraged. No basket is too small. No basket is too big.
6. We've raised \$23,000 at this event in the past. This is a very important fundraiser.
7. Last year we had over 100 baskets.
8. More information about this coming out at the end of February.
- F. Mats are still available, and those that purchased mats, please pick them up.
- G. Website: eahsmusic.org sales and donations
- H. Check us out on Facebook at <https://www.facebook.com/eahsmusic/>
- I. Craft show will be this spring (Saturday, April 04)

V. Committee Report

- A. Openings

VI. Upcoming events

- A. Yankee Candle Fundraiser - Tuesday, Feb. 18 - Tuesday, March 03
- B. Jazz Band performs at Unionville Jazz Festival - Friday, February 21
- C. Spaghetti Dinner - Saturday, February 22, 2020
- D. Jazz Band performs at Steel Stacks - Sunday, February 23
- E. Spring Musical - *Pajama Game* - March 06 - 08, 2020
- F. Northampton County Band - March 14, 2020 - Concert @ 7 PM
- G. Panera Night fundraiser - March 17, 4-8pm

Next Meeting Tuesday March 10, 2020 at 7 p.m. in EAHS Cafeteria

Meeting closed at 7:39pm

IMA General Membership Meeting

January 14, 2020

Welcome 2020

The meeting started at 7:07 p.m.

I. Director's Report

Mrs. Gangemi read through Mr. Ballentine's notes and spoke a bit about the Florida experience.

- A. THANK YOU to all for a wonderful trip to Florida. The students represented themselves and EAHS with pride and received numerous compliments. Thank you to everyone - it takes a village!
- B. *Winter Band Concert* is this Saturday, January 18 - 7:00 PM
 - 1. Student report time is 5:00 p.m. (except wind ensemble w/ later report)
 - 2. In the event of snow, there is NO snow date due to student schedules
 - a) Spoke with students in classes today
 - b) Will be communicated via Remind, Facebook, and email
- C. *Pit Orchestra* started rehearsals last week - preparing for Spring Musical (March 6 - 8)
- D. *Jazz Band* has their first competition on Friday, February 07 at Lenape HS
 - a) 235 Hartford Road, Medford, NJ 08055
 - 2. Bus transportation provided for the students
 - 3. Steel Stacks competition is Sunday, February 23
- E. *County Band* - first rehearsal is next Saturday, January 25
 - 1. We (EAHS) are hosting this year. 140 students from 8 high schools in Northampton County.
 - 2. Easton student report time is 7:30 a.m.
 - 3. Concert is on Saturday, March 14 @ EAMS - 7 PM
- F. *PMEA* - congratulations to the students who successfully auditioned into PMEA ensembles (7 in orchestra, 5 in band, 2 in jazz)
- G. *Basketball Pep Bands* - in full swing (have one tonight, 4 remaining)
- H. *Spaghetti Dinner* - Saturday, February 22 (all HS Orchestra students)
 - 1. NEW this year - inviting 8th grade orchestra members (they will receive info next week)
 - 2. More information to come in the following weeks - please help spread the word
 - 3. The IMA would like to increase the number of attendees this year and not just families from orchestra. The IMA is intending to make and distribute

signs like the ones used for the craft shows. We're contacting all the nursing homes in the area.

4. We'll need pasta and sauces, and more information to come later about these donations.

- I. If you are not yet on the parent/ guardian remind, please join at:

1. @parent19mu
2. Full instructions available online at eahsmusic.org/front-page/parents-can-sign-up-for-remind/

II. Secretary's Report

III. Treasurer's Report

- A. Unable to attend.

IV. IMA Information

- A. Thank you for all your Gator Trip fundraising support.
- B. End of year recap
- C. Budget meeting introduction
 1. We're going to have a budget meeting (date to be determined and to be conveyed to the IMA membership) for those interested to learn how the IMA uses funds it raises. The meeting will be held at a non-general membership meeting.
- D. Fruit Sale summary (Grace)
 1. Sales increased! We made a \$567 bonus from the company for exceeding our sales.
 2. Grace purchased a promotional banner, which was reimbursed by the fruit company. There are no dates on it so we can use it again and again.
 3. After expenses we made \$12,700!
- E. IMA Wear Sale, please pick up your jackets (Maureen)

V. Points of Interest

- A. 2020 fundraisers: we've added a few new fundraisers:
 1. Restaurant nights including Cask. The details are still coming, but what is intended is to have an adult-focused outing with a prefixed set of meals.
- B. New positions opened
 1. We need folks to fill a number of committee chair vacancies.
- C. Bingo Donations now being accepted
 1. Mrs. McCall spoke about Bingo on May 3.
 2. She's looking for donations and is looking for more people to help.

3. Also, the IMA needs a chairperson to shadow the program since Mrs. McCall is a senior parent.
4. We use funds from bingo to help fund the banquet.
- D. Mats are still available, and those that purchased mats, please pick them up.
- E. Website: eahsmusic.org sales and donations
- F. Check us out on Facebook! @eahsmusic.org
- G. Craft show will be this spring
 1. Mrs. Trelease is going to shadow Mrs. Gangemi, a parent of a senior, to ensure a more seamless handoff.

VI. Committee report

- A. Openings

VII. Upcoming events

The meeting concluded at 7:27 p.m.

Next Meeting Tuesday February 11, 2020 at 7 p.m. in EAHS Cafeteria

IMA General Membership Meeting Minutes

December 10, 2019

Gator Trip is approaching quickly.

I. Director's Report

- A. 12 students successfully advanced onto district band and orchestra!
 - i. They will play in January and February with guest conductors.
- B. On Sunday, December 8 the strings played at Palmer Park Mall.
- C. Trip Information
 - i. Some tweaks were made to the final itinerary, which Mr. Ballentine will send by way of email as well as have it posted to the website.
 - 1. Biggest change will be our departure time from EAHS on Sunday, December 29. We will pull out at 9am with student report time from 6-6:30am.
 - ii. Forms are important to be submitted
 - 1. All students MUST submit the Andretti and Overnight forms, which are available at www.eahsmusic.org/forms/
 - 2. Students will be told later this week if they need to submit any of these forms.
 - 3. If insurance changes on January 1, 2020, send a copy of the insurance information.
 - 4. Nurse consent form has to be submitted so a student can receive their prescriptions or any over-the-counter medicines.
 - iii. Prescription medication turn in night on December 19 between 6-8pm
 - 1. This will take place in the band room
 - 2. One form needs to be completed for EACH prescription. Again, if a form is already on-file with the school district it's not necessary to complete the form.
 - 3. Prescription needs to be submitted in a Ziplock bag with the child's first and last name clearly written on it in Sharpie with the prescriptions in their original packaging.
 - 4. Inhalers don't have to be turned in; students may carry these themselves.
 - iv. A meal Google Form was sent to students today by way of their Easton email.
 - 1. This needs to be completed by the students no later than this Thursday.
 - v. Food donations for the trip
 - 1. By providing our own water and snacks, we're saving \$4-5/meal.
 - 2. Jen Smith will be asking for snack donations
 - a. We need 175 cases of water (in 24 packs)
 - b. We need 4000 snacks for the trip
 - c. The Sign Up Genius will be sent out tonight and be very specific (e.g., the water in 24 packs).
 - vi. Service project update
 - 1. Youth Crisis Ctr for children who have experienced trauma in their lives.

IMA General Membership Meeting Minutes

- a. We will be asking for jackets and shoes because this is a big need of the center.
 - b. Please share the messaging about these donations available on the IMA Facebook page.. It was posted in Lehigh Valley Live today.
 - c. Donations close next Wednesday, December 18.
- vii. Students who can drive
 - 1. Students should be dropped off so cars are not left in the parking lot while we're away.
- D. Andrew D. Siegfried Memorial Scholarship
 - i. Ben Siegfried, class of 1995, addressed the IMA.
 - ii. This scholarship is in memory of Ben's brother, who passed away 8 years ago.
 - iii. It's for students entering college with an interest in business or music.
 - iv. It's for students who demonstrate academic achievement, top 10% of class, who exhibit positive character, and participate in extracurricular activities.
 - v. Ninth year offering this scholarship.
 - vi. Applications will be available in the guidance office.

II. Secretary's Report

III. Treasurer's Report

IV. IMA Information

- A. End of year recap
 - i. We had an original goal of \$75,000 this year, which we met, but this goal is not quite enough.
- B. Fundraisers recap - Craft Show recap
 - i. We made \$8,000 at the last craft show.
 - ii. Feedback was positive that the craft show had a complete loop through the hallways, rather than having deadends.
 - iii. Regina thanked those who helped and donated the food.
 - iv. We make a lot of money from the food sales.
- C. January 2020 Fundraiser and Budget meeting introduction
- D. Gator Bowl group tickets (Lesley McCadden)
 - i. The Gator Bowl teams were announced: Indiana vs. Tennessee.
 - ii. The tickets will be printed and sent to Lesley.
 - iii. 83 tickets were sold and Lesley will distribute tickets when they come in.
- E. Fruit Sale information (Grace Reynolds)
 - i. Sign up sheet is available up front to sort fruit.
 - ii. Sorting starts between 4:30-5pm on Friday, December 13.
 - iii. Grace to hold a volunteer meeting right after the IMA meeting.
 - iv. Fruit pick up for everyone will be Saturday, December 14 from 9am-1pm.
- F. IMA Wear Sale (Maureen Martyak)
 - i. See Mr. Ballentine for jackets if your child hasn't already received their jackets.
 - ii. Black sportswear is available.
 - iii. The online sportswear order should be available shortly. Mrs. Martyak will message those who ordered when pickup is available.

IMA General Membership Meeting Minutes

V. Points of Interest

- A. What fundraisers would parents like to partake in?
 - i. Yankee Candle fundraiser provided a return of about \$8/candle according to one of Mr. Ballentine's colleagues from Pittsburgh.
 - ii. Krispy Kreme was suggested. Pburg does it. Boy's basketball and student council also sell them so we'd need to determine the best timing.
 - iii. Pasties in time for the Super Bowl. We're going to try a sweet and savory option to see if they are profitable.
 - iv. Painted letters on people's lawns ahead of the Turkey Day football game. It's chalk paint over a stencil. Pburg does this too.
 - v. Scrip will continue to be offered but the timing of how frequently cards will be distributed will need to be determined.
- B. Bingo Donations now being accepted
- C. Mats are still available, and those that purchased mats, please pick them up.
- D. Fundraising importance provided by Mr. Ballentine
 - i. Even after the trip, the IMA still needs to pay for the spring banquet and the six \$1,000 scholarships
 - ii. Accounting and insurance costs.
 - iii. Instruments, particularly big items like sousaphones, standup bases, and pit equipment.
 - iv. Fundraising also is important for helping to ensure students can continue to participate in ensembles at no cost.
 - v. Fundraising also helps us fundraise for future trips.
- E. Website: www.eahsmusic.org sales and donations
 - i. Purchases made online only will accept credit card payment.
- F. Check us out on Facebook! @eahsmusic.org

VI. Committee report

VII. Openings

- A. Orchestra Uniforms, Hospitality, Noto's, and Palmer Days

VIII. Upcoming events

- A. Fruit sorting Friday, December 13 and fruit pick up Saturday, December 14
- B. Winter Wind Ensemble Wednesday, December 11
- C. Jazz Concert Saturday, December 14
 - i. Similar to Saturday Night Swing.
 - ii. This concert was the idea of the students.
 - iii. No charge since it's the first year trying this, but donations are encouraged. All-you-can-eat cookies. Donations for homemade cookies are welcome.
- D. Orchestra performance on Monday, December 16
- E. Trip rehearsals
 - i. Marching Band from 3-6pm on Thursday, December 11; Tuesday, December 16; and Thursday, December 18.
 - ii. Orchestra's last rehearsal is Monday, December 15 from 6-8pm

Meeting adjourned at 7:58pm

Next Meeting Tuesday January 14th, 2020, 7 PM EAHS Cafeteria

IMA General Membership Meeting

November 12, 2019

Meeting opened at 7:05pm

Gator Bowl Trip is approaching quickly.

I. Director's Report

A. Communication – Weekly Newsletter

1. Email via Charms and Remind using a new weekly format to centralize information and reduce the amount of messaging. These will be sent out on Sundays.

B. Recap on Fall Orchestra Concert; Veteran's Day Assembly

1. First concert of the year with the orchestra program. Guest cellist from Penn State performed.
2. Wind ensemble played on Veteran's Day at the Middle School and met the interim superintendent and the new superintendent.

C. Thanksgiving Week Events (week of Nov. 25)

1. This is a big week for the school and the instrumental program.

2. Monday, November 25

- a) Elementary pep rallies for every student in the marching band. They'll be going to all seven elementary schools with three different groups. Every attempt will be made to assign students to their home elementary school with seniority helping in this selection process. Students to know next week at which school they'll perform. Lunch will be provided for the students. Football players and cheerleaders will join them too.
- b) There is a pep band that night at the Powder Puff game, though this isn't mandatory.

3. Tuesday, November 26

- a) Seniors to collect wood for the bonfire.
- b) Mandatory dance for all marching band students Easton and Phillipsburg at EAHS cafeteria from 6-8pm with a report time of 5:30. It's a luau theme so students are welcomed to come dressed in luau themed attire. Pizza, water, and DJ will be provided.

4. Wednesday, November 27

- a) Pep rally with all 9-12 instrumentalist (early release day for students).
- b) Bonfire parade that night. Meet at EAHS at 4:30pm, buses will take students to Cottingham, and then they'll march back to EAHS. Students should wear warm clothing (no uniforms).
- c) We will play the alma mater at the bonfire.
- d) Students are free to leave at that point, but are welcomed to stay for the bonfire.

5. Thursday (Turkey Day), November 28

- a) Marching band members to meet at EAHS at 8am for bus ride to Fisher Stadium at Lafayette College. Those wishing to meet there may send notes to Mr. Ballentine.
- b) We perform second at halftime because we're "home" this year.
- c) Marching band members will return to EAHS approximately at 1pm.

6. Saturday

- a) Chamber strings to play inside for the lighting of the Peace Candle.

D. West Chester Christmas Parade on December 6

1. We will have two marching band rehearsals the Tuesday (12/3) and Thursday (12/5) after Thanksgiving break.

2. We will report at 3:30pm for parade departure on Friday (12/6).
3. Students are responsible for bringing their own dinner, which is why report time is 3:30pm this year and not 3pm like in years past.
4. Approximate return to EAHS is around midnight.
5. Rain date of Saturday, December 7 (though it would have to be very severe weather to reschedule this parade)
- E. PMEA District 10 Instrumental Auditions on December 7
 1. 8:15am report time at Parkland High School.
 2. Students need to find their own rides.
- F. Trip Meeting Update – November 18 – 7 PM EAHS Auditorium
 1. Mandatory for every student and parent/guardian.
 2. Mr. Ballentine will go over a 20-page packet that will be provided to each family. This includes a 7-page itinerary.
 3. Final trip payments need to be made this night. Questions about student contributions can be made to Mr. Ballentine or Mrs. Smith.
 4. Students will sign up for their bus assignments that night.
- G. Winter Wind Ensemble Concert – Wednesday, December 11 at 7pm
- H. Orchestra concert – Monday, December 16

II. **Secretary's Report**

III. **Treasurer's Report**

IV. **IMA Information**

- A. Parent Handbook
 1. Contact Regina if you don't have a copy of the parent handbook or access it on our website
(<http://www.eahsmusic.org/wp-content/uploads/2019/10/parent-handbook.pdf>).
- B. Fundraisers updates – Restaurant totals, Door Mats, Fruit, Winter Carwash 30%
 1. We've raised \$27,000 for student fundraising.
 2. Chipotle ran out of food at the most recent fundraiser night and so they gave us another \$175 after Regina complained about the incongruence between perceived numbers of IMA attendees and the final tally.
 3. We received \$554 from our last Panera fundraiser.
 4. Door mats: we placed our largest door mat sale. We purchased 400 of them and have less than 50 remaining.
- C. IMA Wear Sale (Maureen will speak) Jacket Sale, what do we have left of the old stock
 1. Sale ends this Friday, November 15 at midnight.

V. **Points of Interest**

- A. Fruit Sale (Grace)
 1. We need volunteers to help sort the fruit on Friday, December 13 from after school until we're done. There's a sign-up sheet to assist. Please contact Grace Reynolds at imafruitsale@gmail.com if you're interested
 2. We sold over 300 cases above what we sold last year.
 3. The online orders are still open through November 24.
 4. Grace has flyers for hanging in high-traffic areas in the community, so please contact her if you have places in mind.
- B. Craft Show update - help needed, donations needed
 1. We need volunteers for grilling and serving.
 2. We need food donations for the food court because this is where we make even more money from this event.

3. Everyone is encouraged to share this event on social media. Jason can we add the flyer here?
4. We have 180 vendors!
5. In addition to the food court, we'll also be selling
 - a) remaining mats
 - b) oranges and an "orange person" will be promoting the oranges.
 - c) IMA ware
 - d) Shammy Shine gift cards
 - e) Disney Park Raffle tickets
 - f) Bracelets
- C. Check us out online:
 1. Website: www.eahsmusic.org for applicable sales and donations
 2. Facebook <https://www.facebook.com/eahsmusic/>
 - a) Getting a lot of traffic on Facebook.
- D. Poinsettia and wreath sale
 1. The owner of Hickory Grover recently passed away.
 2. We're continuing the sale and will await to hear back from them as soon as they are back to attending to their business affairs.
- E. Remind, Amazon Smile and Scrip (Jim)
 1. A lot of student contributions were made through these fundraisers.

VI. **Committee report**

- A. Openings
 1. Orchestra Uniforms – **Open**
 2. Hospitality – **Open**
 3. Noto's – **Open**
 4. Palmer Days – **Open**
- B. New Fundraisers
 1. New - Sponsor Program
 - a) Regina sent out five letters already and four responses came back wanting to know more about our program.
 2. New - Winter car wash and car wash gift cards \$10 and \$20 (30% donations to the IMA)

VII. **Upcoming events**

Next Meeting Tuesday December 10, 2019, 7pm EAHS Cafeteria

Meeting closed at 7:40pm

IMA General Membership Meeting Minutes

October 8, 2019

The meeting began at 7:05pm

August was packed with fundraisers and events and the president thanked everyone for their support. She mentioned the meeting is packed with information.

I. Director's Report

A. Pep Band

- a. Boys senior soccer night tonight.
- b. Raub Farms this Sunday with a 12:45pm report time.
- c. No pep band activities on October 19.

B. Football Game

- a. 4:30 report time this Saturday vs. BECA at Bethlehem Stadium. We're playing first at halftime.

C. Competitions (Neshaminy & Pennsbury)

- a. Neshaminy festival on Saturday, October 26 will have a report time of 3pm at EAHS.
- b. Sunday, October 27 is the Halloween parade with report time at 11am or 12pm. More to come as we get closer.
- c. Pennsbury festival on Saturday, November 2 likely will have a report time of 4 or 4:30pm with more to come once times are finalized.
- d. October 6 is first orchestra concert; our first instrumental music program with guest cellist to play that evening.

D. Other events

- a. Tomorrow and Thursday, the students will be registering online for the trip. Their names will be registered with WorldStrides. This will be used to send announcements to students and for room assignments. It's for students only. They'll be including their name and personal email address (Rover Kids email is unable to be used outside of the roverkids.org domain).
 - i. Rooming registration will be sent out to students via a Google Form with only one student to complete the form for their group.
 - ii. There is an online portal that is available for students.
- b. "Reading Under the Lights" on Wednesday will have a report time of 5:30pm at Cottingham. This time has been moved up by an hour. Mr. Ballentine will determine if we can field enough students to participate.
- c. Those interested in knowing their students' music contributions can message Jennifer Smith at finsec@eahsmusic.org or to see her after the IMA meeting. Any outstanding contributions can be paid at the November meeting (or sometime in November).

E. Thank you - Germany

F. Recap of past week events

- a. First Flags, Senior Night, Phantoms Game

- G. Trip Meeting - November 18 at 7 PM; EAHS Auditorium
 - a. Families AND students are expected to come to this information session.

II. IMA Information

A. Pink Out

- a. Regina heard from a parent who will be arranging for two fire trucks to show up for next year's Pink Out.

B. Parent handbook

- a. Regina to provide parent handbook to those who don't have one; Mr. Ballentine brought a stack of handbooks for those who didn't have one.

C. Gator Bowl group tickets (Lesley)

- a. The tickets are for sections 243 and 244 on the end zone. She is using WorldStrides to help with purchasing the tickets, which are \$85 each. Money needs to be sent to Lesley by October 31. Lesley will have the tickets to distribute before the students leave for the trip to Florida. Lesley's email and phone number are on the form that went out this afternoon to those who expressed interest in purchasing tickets.
- b. The IMA is not coordinating the purchase of these seats. Rather, Lesley is doing this on her own as a service to those with an interest to attend the game in-person.

D. Sponsor Meeting

- a. This Friday, October 11 at 6pm, a group of parents will get together to develop a plan for reaching out to various sponsors. Every parent is welcome...the more people, the better the chances (e.g., identifying sponsors). The letters are already written for distribution.

E. New Fundraisers – Door Mats, Fruit, Winter Carwash 30%

a. Door Mats

- i. Dana Dagon will be managing the door mats sale though she is looking for someone to take over fundraising efforts like this since her child is a senior.
- ii. We've already raised over \$1,000 from this fundraiser.
- iii. Orders and payment must be received by October 16.
- iv. <http://www.eahsmusic.org/fundraising-events/we-got-em-easton-red-rover-door-mats/>

b. Fruit Sale

- i. Regina provided some updates from Grace who wasn't able to attend.
- ii. Fruit sales have gone down over the years, so we're trying to get the numbers back up. Some of the feedback was that orders were both expensive and included larger quantities of fruit. As a result, our supplier is willing to sell us $\frac{1}{8}$ bushels, which will allow us to sell fruit in smaller denominations.
- iii. Twenty percent of the money will go toward a student's trip contribution.

- iv. Orders can be placed from October 18 through November 4 with students, and through November 24 with the IMA.
 - v. Fruit delivery will be Friday, December 13 with pick up on Saturday, December 14. We need volunteers to help sort it.
 - vi. No shipping is available for online orders for people who live outside the area.
- c. Car Wash
 - i. Students will be able to sell Shammy Shine gift cards at \$10 and \$20. Students will be able to apply 30% of the sale to their music contribution.
- F. Disney Raffle Tickets
 - a. These are still available for purchase.
- G. Check us out on Facebook! @eahsmusic.org
 - a. Facebook activity has increased and a lot of traffic is women ages 35-50.
 - b. We've gotten some donations through the website. Regina thinks we should continue to be active on the website.
 - c. The website has seen over 4,000 page hits in the last 30 days.
- H. IMA Wear Sale (Maureen) Jacket Sale – What IMA wear we have left and sizes
 - a. Maureen Martyak has some extra stock at reduced costs.
 - b. [Jacket sales are available online](#). Paper forms also are available from Mr. Ballentine.

III. Points of Interest

- A. Disney Park Raffle
- B. Door Mats Pick up is November 12 at the IMA meeting.
- C. Fruit Sale (Grace) Read Email
- D. Website: www.eahsmusic.org sales and donations
- E. Remind, Amazon Smile and Scrip (Jim)
 - a. Scrip
 - i. The IMA is getting about \$1,000 per month.
 - ii. A concentrated number of folks are using Scrip consistently.
 - iii. Sometimes stores add a bonus return.
 - iv. Jim Mattison comes to the instrumental room at EAHS every Thursday between 5-5:30. If he's not by the room, he's waiting in his black Toyota Tundra near the band room for folks to pick up their Scrip orders.

IV. Committee report

- A. Openings
 - a. 18 vacant positions have been filled!!!
 - b. Open spots
 - i. Orchestra Uniforms
 - 1. Need sewers (1 spot has been filled)

- ii. Hospitality
 - 1. Need someone to staff this for events like First Flags
- iii. Car Washes
 - 1. This is an open position where we need someone to organize and manage the car washes. Responsibilities are relatively light: need to get volunteers; there's documentation to do it; and the students wash the cars. (Position has been filled)
- iv. Noto's
 - 1. The Flavelles, after their many years of graciously coordinating this sale, are stepping down since their child graduates this year.
- v. Palmer Days
 - 1. This open position is a multiple day event, but is much more manageable if a team of people can manage it.

B. Filled Positions

- Alumni - Mrs. Grassia
- Baskets - McEvoy
- Bingo - Mrs. McCall, Mrs. Raub, Mrs. Delgado
- Bracelets - Mrs. Sales
- Candy - Mrs. Delgado
- Craft Show - Mrs. Nester, Mrs. DeRosa, Mrs. Trelease
- Desserts - Mrs. Grassia, Mrs. Delgado
- Door Mats - Mrs Dagon
- Drive 4UR School - Mrs. Ackerman
- First Flags - Mrs. Gifford, Mrs. Martellucci
- Flowers - Mrs. McCadden
- Fruit Sale - Mrs. Reynolds
- IMA Wear - Mrs. Martyak
- Jackets - Mrs. Martyak
- March A Thon - Mr. Ballentine
- Marketing - Mrs. Gillispie
- Scrip - Mr. Mattison

Next Meeting: Tuesday, November 12, 2019, 7 PM EAHS Cafeteria
The meeting adjourned at 7:41pm.

IMA General Membership Meeting

September 10th, 2019

The meeting began at 7:08pm with Regina opening and thanking Mr. Werkheiser for donating a PA system to the IMA to make it easier for her to speak at meetings.

I. Director's Report

A. Band Camp Recap

- a. Strong start to the year with over 300 students in the marching band. Thanked the parents for their flexibility for Meet the Band Night since we had to hold it at the high school and because the weather didn't cooperate very well. Next year, he hopes to have dinner and a performance in the new Cottingham Stadium for Meet the Band Night.

B. Start of the 2019-2020 School year

- a. Reminded everyone the calendar is posted on the IMA website.

C. Upcoming Events

- a. Some of violin students will be playing with The Piano Guys at the State Theater this Saturday, September 13 at 7:30. <https://statetheatre.org/events/the-piano-guys-3>
- b. Next Thursday, September 19, marching band rehearsal will be from 5-8pm to allow the middle school marching students to participate in the football game for 8th grade night.
- c. Next Sunday, September 22, there will be a pep band performance at the Promenade Shops with transportation available from EAHS to the Shops.
- d. Playing Central Catholic at 7pm on Saturday, September 28, which is not a Friday night game.
- e. Frist Flags on October 2: nine bands with East Stroudsburg Univ. performing.

D. Orchestra Auditions

- a. Sign ups went up today.
- b. Symphony and Freshman auditions will happen the week of September 23.
- c. All expectations are on the cover letter along with the piece they will play.

E. Color guard photos

- a. Christmas City photos of color guard students cannot be purchased online. Mr. Ballentine will have more information about this later.

F. Germany Hosting Information

- a. German exchange students will be arriving the first week of October.
- b. Mr. Ballentine has a packet to distribute for host families.
- c. We have 42 students coming, which is a few more than the ~35 students we were expecting.
- d. One of the requirements for host families will be to produce a photo of where the students will be staying to ensure it's a safe place for them.
- e. The students completed profiles (e.g. mailing address, email, allergies) so host families can get to know their students ahead of time.
- f. If host families don't have an extra bed they will need to have enough room for blow up beds.
- g. The ages of the students are varied since some are teenagers while some are in their 20s since they have an ensemble in which graduates can play.
- h. There will be a joint performance on Sunday, October 6 at 7pm at EAHS.
- i. On Monday, October 7 at 6pm, there will be a farewell dinner for the host families, exchange students, and jazz band students.
- j. The IMA will fund the farewell dinner (we got a great rate on it), pizza on the concert night, and on Monday cover the costs for the students to tour Martin Guitar and Steel Stacks.

G. Phantom Ice Hockey – Home Opener on Sunday, October 5

- a. It's a pep band event.
- b. Transportation will be available from EAHS to PPL Center.

- c. Students tickets are \$18, which is a discounted rate. Parents may also purchase tickets on the same form at the same discounted rate. Forms need to be submitted by this Friday, September 13.

H. Florida Trip Meeting

- a. Detailed itinerary (e.g., when students will check in to the parks, hotel names) will be presented on Monday, November 18 at 7pm in the EAHS auditorium.
- b. Mr. Ballentine encourages all families to come to the meeting, but he will be sending out the materials electronically for those families unable to attend. Students are required to attend unless there are extraordinary circumstances brought to Mr. Ballentine's attention.

II. Secretary's Report

III. Treasurer's Report

IV. IMA Information

A. Parent Handbook

- a. Regina pointed out the Parent handbook and introduced the IMA board members who were present.

B. Gator Bowl group tickets (Lesley)

- a. Lesley talked about Gator Bowl. Tickets are \$85 each, level 243 and 244 (puts us on the endzone, but Lesley is going to try getting tickets closer to the middle of the field to better position everyone for the performance.
 - i. Ticket money needs to be in by October.
 - ii. The band will be sitting near the endzone.

C. August Fundraiser Results – Noto's, Palmer Day's, Drive 4UR School, Panera

- a. Sold 1318 Noto's hoagies vouchers with sales totaling \$9,226
- b. We sold so much ice cream at Palmer Days at one point that we ran out!
- c. Drive 4 UR School made \$3,700. 215 test drives and 185 completed the survey, which are the only ones who qualified for the \$20 contribution from Koch Ford.
- d. Panera: we made \$534 except we had a number of folks not show the form, so we could've made more..

D. Restaurant Fundraiser

- a. Discussed above (and below)

E. September and New Fundraisers – Chipotle, Mums, Mats, Fruit

- a. Chipotle: we made \$454. There were some issues like long lines, not enough staff, and they ran out of food.
 - i. Regina complained and ended up talking with corporate who sympathized with the issues and increased the total amount to \$660.
- b. Mums sale: prices went up by \$3-4 each this year with our previous supplier. Lesley found a new distributor, Hickory Grove Greenhouses out of Catasauqua, at the cheapest prices ever. Lesley picked up a few samples and brought them in for the meeting. Mr. Ballentine announced the prices for the plants and mentioned extra forms were distributed. The forms are also available on the Forms section at eahsmusic.org
- c. Citrus Fruit fundraiser: Grace Reynolds said it will change a bit this year with both an online sale that will last longer than the student sale.
 - i. Students will sell fruit using traditional forms (to raise money for their music contributions) beginning around First Flags and will last for a month, but we'll also sell fruit online sale to the wider community, which will benefit the IMA general fund.
 - ii. Grace assembled an alumni committee to help sell the fruit more widely.

F. Raffle Tickets

- a. 6 park hopper passes for Disney. Each raffle ticket allows for one chance to win all 6 tickets.

- b. Tickets are not available Christmas Eve through New Year's
- c. Raffle will last until the beginning of October.
- d. 1 raffle ticket for \$10; 3 tickets for \$25
- e. There was no cost for these tickets so all sales are profit for the IMA general fund.
- G. Check us out on Facebook! @eahsmusic.org
 - a. Regina mentioned the website contains most all of the forms needed.
 - b. Rhonda, who manages the IMA Facebook account, says traffic has increased 3-4 times.
 - i. Regina thanked Rhonda for her diligent work.
- H. IMA Wear Sale (Maureen)
 - a. Maureen wasn't available tonight, so Regina provided updates given to her from Maureen.
 - b. The new items should be available in a week
 - c. The new logo was printed and displayed for everyone.

V. Points of Interest

- A. Disney Park Raffle
 - a. Discussed earlier.
- B. Door Mats
 - a. Easton Rover Mats are \$20 each with \$9 going to each designated student's contribution fund.
 - b. A preorder form was made available up front.
 - c. Students will be selling them in a few weeks.
- C. First Flags (Michelle)
 - a. Will be held on Wednesday, October 2.
 - b. First Flags is the band festival we host.
 - c. First Flags requires 40 volunteers (e.g., parking, selling 50/50 tickets). Right now Mrs. Gifford only has 9 volunteers.
 - i. There was a problem with the SignUpGenius URL sent out. Mr. Ballentine will send out a correct URL through Remind.
 - ii. Mr. Ballentine read aloud the instructions for registering for Remind. Jason Alley mentioned the steps to access Remind are described on the website.
 - d. This is not an event for chaperons to watch all of the bands, but we'll have time to watch our band since they go last and most of the volunteer work will be done.
 - e. Anyone who wants to help with parking can see Jim Mattison (moms or dads).
 - f. Chaperoning the visiting bands is the only task that requires clearances, otherwise they're not necessary.
 - g. Really need someone to staff the hospitality tent for the band directors, the bus drivers, chaperones, and the judges. Mr. Ballentine said these folks really appreciate having this opportunity to relax and eat.
 - h. Mrs. Gifford to meet with First Flags volunteers on Wednesday, September 25 from 5-6:30pm (or possibly Thursday, September 26 given there may be another event in the cafeteria on the 25th) in EAHS cafeteria so everyone has a good sense of their duties that night.
 - i. Jen Bartolucci who is in charge of the printed program needs "treasure hunt" prizes (e.g., \$10 gift cards to a place). Mrs. Mattison will send a message out later about where to drop off prizes. It's possible she may put a box or basket in the band room.
 - j. Need 150 posters printed and will be asking for folks to distribute them.
 - k. Questions should be directed to Mrs. Gifford.
- D. Mums (Judy)
 - a. Discussed earlier by Regina and Lesley.
- E. Fruit Sale (Grace)

- a. Discussed earlier.
- F. Website: www.eahsmusic.org
 - a. Mentioned earlier.
- G. Remind, Amazon Smile and Scrip (Jim)
 - a. Jim and Regina mentioned this briefly as a program in which families and friends can participate. Details available on the IMA website.
- H. Noto's
 - a. Vouchers can be picked up after the meeting.
- I. Candy Sales

VI. Committee report

A. Openings

Regina has a spreadsheet of all the things required to run these programs.

- Marketing Promotional Chairperson 2 Co-Chairs
 - This is a new position. This will require some work, but it's super important to promote our organization to raise funds for our students.
- Communications Chairperson
- Orchestra Uniforms
- Hospitality
 - Help to coordinate food donations.
- Craft Show 2 Co-Chairs
 - Craft show this year will be November 16, 2019
 - Regina can show someone how to do this.
 - It's all set up for this year.
 - Students help the vendors set up.
- Mats Chairperson
- Mums Chairperson for next year

VII. Upcoming events

Next Meeting Tuesday October 8th, 2019, 7 PM EAHS Cafeteria

Jennifer moved to close the meeting. Lesley seconded it. The meeting adjourned at 8:03pm

IMA General Membership Meeting

August 13, 2019

Regina Gangemi opened the meeting at 7:08pm.

I. Director's Report

A. Trip Update

- a. There will be a detailed itinerary provided to families in November. Mr. Ballentine provided draft copies of this itinerary at the front table for families to pick up after the meeting.
- b. Pre-trip meeting to be held Monday, November 18 at 7pm in the EAHS auditorium. This meeting is intended for ALL students and parents/guardians that are attending the Florida trip.

B. Germany Hosting Information

- a. Mr. Ballentine mentioned we are five families short for housing the German exchange students.
- b. ACT 183 clearance forms are available from eastonsd.org.

C. Meet the Band Night

- a. Students just received a flyer about Meet the Band Night.
- b. A community dinner will be served at beginning at 5pm and the band will perform at 7pm.
- c. Donations for the dinner can be contributed at <https://www.signupgenius.com/go/70a0f4daca729a7f94-meet>
- d. Students will wear red 2019 - 2020 band tee shirt, Easton shorts (ordered), long black socks, dark sneakers (black, gray, etc.)

D. School Music Schedule

- a. This is posted on the eahsmusic.org website.
- b. Marching band reports at EAHS at 9:30am for the first football game on August 24 at Pocono Mt. West.
- c. All instrumental students now should have a list of all music dates for the school year.

E. Picture Day

- a. Band members need to wear band jacket, black pants, black socks, and white band shoes. They also will need their gloves, but no hats.
- b. Guard students will wear red band shirt, black shorts, long black socks with black shoes
 - i. The head shots for seniors and section pictures for flags and majorettes will be Tuesday, September 3 because of a delay in the uniforms. There are not enough old uniforms available, which is why the guard needs to wear this outfit.
- c. Students need to arrange for a ride to Cottingham from EAHS. Students can be picked up from Cottingham after pictures around noon.
 - i. Christmas City picture forms were sent with students.
- d. Individual pictures for band and orchestra will occur in the spring. Headshots are only for seniors in band in the fall.
- e. To order pictures online, follow these instructions:
 - i. www.christmascitystudio.com

- ii. Click on view/order
- iii. Under sports & events, click on prepay button
- iv. Enter school code: EHSBANDGRP19

II. **Secretary's Report**

III. **Treasurer's Report**

IV. **IMA Information**

- A. Changes done in August, Website, Logo Vote, Quickbooks,
 - a. Regina showed the logos and it was overwhelmingly clear the logo with the bulldog E and music notes was preferred over the old-style cursive E with a music note through it.
- B. Website: www.eahsmusic.org
- C. Quickbooks
 - a. This is installed and will help us be more financially accurate and accountable as an organization. It also will help us save money at tax season.
- D. Check us out on Facebook! @eahsmusic.org
- E. New Events: March-a-Thon results
 - a. No one verbalized they didn't know about the March-a-Thon.
 - b. Made over \$6,000 from the March-a-Thon
 - c. We also made over \$1,000 from the car wash!
- F. Sponsors
 - a. We are asking various businesses for sponsorships.
 - b. Regina heard back from Lidl, the new food store in Palmer, and they would like to be a sponsor for the IMA. We're not yet sure what such a sponsorship might look like, but it could come in the form of a cash donation, a discount on food purchased from Lidl for IMA-related events, etc.
- G. Tutorials for Remind, Amazon Smile and Scrip
 - a. Most members in attendance are registered with Remind. Regina printed instructions and said they're on the website too. The website will be updated to include language that is more clear about when and where to enter the enrollment code(s).
<http://www.eahsmusic.org/slider/parents-can-sign-up-for-remind/>
 - b. We made \$15 on Amazon Smile in July. About 1/3 of the group signed up for Amazon Smile. The group was reminded Amazon Smile purchases only work from <https://smile.amazon.com>, and not from <https://www.amazon.com> nor from the Amazon apps.
- H. Candy Sales
 - a. Chocolate bars are always available for sale.
- I. Band Camp
 - a. Tanya Slate, co-chair of band camp, mentioned a lot of donations have been brought in for band camp, but the band is going through them quickly, so please keep them coming in (please no more chips).
 - b. Reminded volunteers to be sure to use Sign Up Genius because it's the way Mr. Ballentine is able to ensure volunteers have their clearances.
 - c. More pasta cookers are needed for Monday's dinner on August 19.
 - d. We unfortunately cannot accept items with any types of nuts.

J. IMA Wear Sale

- a. Maureen. Martyak talked about the clothing sale beginning at Meet the Band Night, which will be the IMA clothing we're used to seeing (e.g., IMA branded red t-shirts)
- b. She's looking for volunteers to help with sales.
- c. Payment for purchases can be made by checks, cash, and credit cards.
- d. She is working at an online sportswear sale too. There will be different designs for band and orchestra. This store will be available for a few weeks. Details on when it opens will be coming.

V. **Committee report**

Regina mentioned there are sign up sheets for various committees.

A. Openings

- a. Marketing Promotional Chairperson
- b. Communications Chairperson: we're still looking for an IMA Communications Chairperson.

B. Orchestra Uniforms

C. Craft Show

- a. A hundred spots have already been sold. We have 145 spots in all, so we have a few more spots remaining.
- b. We need someone to help Regina with the craft show this year since she likely won't be with the IMA next year given her son graduates.
- c. There's a form available for vendors.

D. Car Wash

- a. Car wash is Sunday, August 18 from 9am-2pm at EAHS. This is the same date and time as the Drive 4 Ur School fundraiser.

E. March-A-Thon

- a. We'll be doing this next year and we'll be looking for someone to run it.
- b. Regina is documenting in detail how each fundraiser is run to make it easier to pass along roles and responsibilities to new people.

F. General Help/Volunteers for Drive 4 UR School, Car Wash

- a. We need help with the Drive 4 UR School fundraiser because we will need folks on the day-of to register participants. There's a signup genius for volunteers.
- b. Mr. Ballentine will be sending home instructions to the students. Ford will donate \$20 per test-drive with \$5 going to each designated student.
- c. Because it is illegal to try selling a car on a Sunday in PA, Koch Ford will not try selling these vehicles to participants.
- d. Each registration is limited to one email address per household.
- e. Pre-registration is available. <https://d4ur.com/#/pre/P4788>
- f. It will happen on Sunday, August 18 from 9am-2pm
- g. Participants must be a minimum of 18 years old.

VI. **Points of Interest**

A. Noto's

- a. Carol Flavelle mentioned the sale is running now through August 21.

- b. Coupons will be distributed either at the Sept. IMA or with one's child. It depends on how the purchaser wishes to receive their coupons.
 - c. An online order form is available to community members who don't have a direct connection to a band student. These online orders are for community members. Instrumental Music students should continue to sell coupons using their paper-based order forms and collect checks or cash.
- B. Palmer Day's
 - a. We will sell ice cream.
 - b. We need volunteers and our stand is right near the music tent!
 - c. <https://www.signupgenius.com/go/70a0f4daca729a7f94-palmer>
 - d. Our stand will be open on Thursday, Friday, Saturday, and Sunday
- C. Drive 4 UR School
 - a. <https://www.signupgenius.com/go/70a0f4daca729a7f94-drive>
 - b. Sunday, August 18 from 9am-2pm
 - c. Melissa Ackerman provided the update.
- D. Car Wash
 - a. This will be held on Sunday, August 18 from 9am-2pm at EAHS, which is the same time and place as the Drive4UrSchool program.
 - b. We still need volunteers.
- E. Panera
 - a. We will host a dinner night at Panera on Tuesday, August 27. 4:00pm to 8:00pm The IMA will receive 20% of the proceeds on orders that identify with the IMA. https://events.panerabread.com/attachment/92409996-a779-4615-83e6-6aba3e37eb7f/event_flyer.pdf Location: 3714 Easton Nazareth Hwy, Easton, PA 18045
 - b. September dinner night (TBD) will be Chipotle in the new ShopRite shopping plaza on Freemansburg Ave.
- F. Disney Park Raffle
 - a. We'll be raffling 6 Disney Hopper tickets. We'll be selling them at Palmer Days for \$10 each or 3 for \$25.
 - b. More information to come.
 - c. The winner will be announced at First Flags.
 - d. Leslie mentioned there are restrictions on the tickets during the end of December, so they can't be used while the band and orchestra are on the Florida trips.
 - e. More Hopper tickets are available for other fundraisers (e.g., bingo)
- G. First Flag.
 - a. Looking for sponsors and a sign up sheet was available. We are in need of volunteers for this event. We need approximately 32 for inside the stadium and at least 8 dads to help with the parking and parking lot. This is an "all hands on deck" event since we are hosting other schools.
- H. Mats for Sale

- a. Regina showed the welcome mats the IMA will sell. She mentioned they will be \$20 each with \$9 going to a designated student's contributions.



I. Fruit Sale

- a. Grace Reynolds mentioned the sale will begin in mid October likely after First Flags and delivery just after Thanksgiving (around Dec. 14).
- b. This likely will be the last fundraiser before the Florida trip.

VII. Upcoming events

- A. Next Meeting Tuesday September 10, 2019 at 7pm in the EAHS cafeteria.
 - a. We're working on a parent/guardian handbook to be distributed next week as well as the next meeting. The purpose of the handbook is to welcome everyone to the 2019-2020 music year, provide guidance, disclose duties and responsibilities of the IMA, as well as parent responsibilities. It also provides a list of our committees, events and fundraisers.

Meeting adjourned at 8pm

- Motion to adjourn: Jim Mattison
- Second to adjourn: Jason Alley

IMA General Membership Meeting Minutes

July 9, 2019

I. Introductions

The new president introduced herself. She reminded the group of the flyers on the table up front. She also mentioned there are updates to the website, and that updates will continue to be posted throughout the year. Anyone with feedback or concerns are encouraged to contact Regina.

Secretary's Report

II. Treasurer's Report

- Available from the front desk

III. IMA Information

- A. Changes to come: Website, Logo, we will not be selling Zap-A-Snacks, this year
 - Regina presented the logos to the group. There was a lot of clapping with the presentation of the logos. Regina asked the group to vote on their favorite logo by coming up front at the end of the meeting.
 - Mentioned the upcoming flag sales.
 - Zap-A-Snacks eliminated as a response to a feeling of too many direct sales.
- B. Budget – 75K 250 per Student
 - The entire IMA operation costs about \$75,000 annually (during a non-trip year), which amounts to about \$250/member.
- C. Website: www.eahsmusic.org
- D. Check us out on Facebook!
 - There's a link available from the right sidebar at <http://www.eahsmusic.org>
- E. New Events/Fundraising Options
- F. Sponsors
 - Regina researched a number of high school bands to learn how they fundraise. Relying on sponsors was a recurring theme during these discussions. She also mentioned the IMA is going to begin sending out press releases to promote the ensembles and the IMA.
- G. Tutorials for Amazon Smile and Scrip
 - Regina mentioned a number of folks are not using Scrip and possibly also Amazon Smile, so IMA will showcase a couple of tutorials this year to ensure more IMA parents know how to use these fundraising tools.
- H. Candy Sales
 - Parents can continue to sell candy. Parents interested in selling it can reach out to Regina should they wish to sell it.

IV. Director's Report

- I. Recap of Year - looking towards new year
- J. Strings Camp & Band Camp - forms & schedule; nurses
 - Strings camp is for students in grades 9-12. It's important the RSVP form for attending is submitted.
 - i. Guest clinician will be coming to work with the students.

- ii. Reminded it's important to get the medical forms in.
- Band Camp
 - i. Mrs. Wade reminded everyone they still need food donations. The SignUpGenius indicates what the needs are.
 - ii. We need more pasta dinners since we have two pasta dinner nights this year.
 - iii. Volunteers are needed for band camp, serving and cooking food, etc. It's in the signup genius.
 - iv. There is a volunteer and medical form that needs to be returned.
 - v. We have five nurses, but Mr. Ballentine reminded the group we are in need of other nurses. Reach out to Mr. B. or Chris Fasching, vice-president of the IMA.
 - vi. Uniform fittings are currently happening for upperclassmen. Rising 9th graders will be fitted later. Guard fittings will happen much later since we're getting new guard uniforms.
 - vii. We are doing a march-a-thon during the morning rehearsal on the first Friday (August 9). Students will be asked to fundraise for each lap (50 laps total) of the march-a-thon. Half of the funding will go toward the student, and the other half will go to the general fund.
 - viii. Mr. B. reminded the group of the Meet the Band night, Wed. Aug. 21
 - ix. On the day we play Pocono Mountain West, Saturday, August 24, a number of our students will be taking the SATs because it will be offered at Easton. However, students can take the SAT at Pocono Mtn. West since it will be offered the same day we play Pocono Mtn. West. If students opt to take the SAT there, students need to remember to bring their uniforms. Students electing to take the SATs at Easton will not be able to make the game on time.
- K. Host Family Information - Germany (all prospective hosts due end of July)
 - 40 German students are participating in the exchange program. Twenty-one students have housing so far. Mr. B. would like to have all accommodations ready by the end of July.
- L. Florida - Universal Studios & Gator Bowl continued updates
 - New Years Day: there's a lot to pack in this day, including the possibility of going to the beach.
 - The stadium has the largest video board in the country!
 - The seats for the band during the game are excellent. The band will help hold the US flag during pregame and then perform the halftime show.
 - Orchestra will perform near the lagoon at Universal, which is a very neat setting to perform!
 - Once everything is perfectly solidified, a final schedule will be sent to all IMA families.
- M. Charms Website & Emails
 - In addition to sending messages, Charms will allow the IMA to inventory our music and instruments/equipment.
 - Mr. B. reminded everyone to check their spam filter to ensure the message he sent through Charms on Sunday, July 7 made it.
- N. Update on General Items - expanding program

- We have 16 students in the pit, which is one more than last year.
 - i. Palmer Kiwanis donated a snare drum.
 - ii. We had two non-functioning tenor drums to create a new set of quint, etc.
- The majorette squad is the largest ever, and will be getting new uniforms purchased by the school district. They are supposed to arrive ahead of the first football game.
- The Easton school district is supportive of pursuing a plan to purchase new uniforms for 2020-2021. This summer we will be getting sketches of our currently designed uniforms, a slight modification to the uniforms, and an entirely new design. Our current uniforms have lasted us a rather long time—we got them around 2000. A design committee comprised of teachers, alumni, parents and students will help make the design selection.
- We'll be doing a Noto's hoagie sale the last week of July for three weeks (around 7/31-8/21).
- Chris Fasching, VP of the IMA, asked those wanting to volunteer to go to the school district website to get their clearances. After submitting clearances to the school district we asked that copies of approved clearances also be forwarded to Chris Fasching at vp@eahsmusic.org.

O. Meet the Band Night

P. Parent Remind Group - band & orchestra

- @parent19or - orchestra
- @parent19b - band
- parents are encouraged to register with their student's appropriate ensemble

Q. Next Meetings - Tutorials for Amazon Smile, Scrip and Chaperoning

V. **Committee report**

A. **Openings**

Marketing Promotional Chairperson

- The impetus behind this position is to have IMA brand recognition in our community.

Communications Chairperson

Orchestra Uniforms

Bracelets

- This chairperson would be coordinating the sale of the charms that go on the bracelets. It's a relatively easy committee to manage. Regina has a description of what this committee needs to do.

Bingo

Craft Show

Bake Sales

- Need a coordinator to manage when baked goods are needed for events.

Restaurant Fundraiser

- This is a new fundraising endeavor for the IMA. Looking for a chair. Regina created a list of restaurants in the area that already participate in this kind of fundraising, so this should be a relatively simple committee to manage.

Marth-A-Thon

General Help/Volunteers

VI. Points of Interest

- A. Summer car washes: July 27th and August 18th dates to be determined
- B. Palmer Day's
 - a. We made \$3500 last year at our ice cream stand.
- C. Golf Outing
 - a. Alan Iachini asked the group to spread the word about the golf outing.
 - b. It will take place Friday, August 2 at Green Pond Country Club.
- D. Drive 4 UR Car

VII. Upcoming events

- A. July 30th - Aug 1 String Camp (6:00 - 8:00 PM)
- B. Aug 5th Band Camp

Next Meeting Tuesday August 13th 2019, 7 PM EAHS Cafeteria

Motion to adjourn: Jennifer Kelly

Second to adjourn: Chris Fasching