



# IMA General Membership Meeting

January 23, 2024 at 7:00 p.m.

Via Zoom

## Call to Order: 7:03pm

Attendees: Mr. Ballentine, Doris Lynch, Tanya Slate, Lynn Franklin, Kara Howe, Nicole Pierce, Gretchen Burwell, Chris Pacchioli, Tori Zuck, Larissa Gibbons, Michele LaBreche, Marisa Pape, Silmerys Espailat, Tiffany Blevins, Carrie Stein, Suzanne Kessler, Marcy Carter, Nivia Silva, Charity Piomelli, Laura Kelco, Katie Lindeman, Ken Cultraro, Amanda Frenchko, Kristen Wade, Hoffman Family, Carol Kontir, Jen Mazur, April Sample, Kim Fossa, Kim Crawford, Deanna Dugan, Sherrie Weiss, Alice Hornbake, John Padilla, Christine Van-Syckle Fortsch, LeeAnn Kubbishun, Ron Slate, Amy P.

## IMA Information

- Welcome & General Announcements/Reminders
  - Committee Chair needed for Bingo for 2025.
  - Fundraising - continue strong with fundraising efforts to support the program as a whole, now that trip is over.
- Board positions nomination criteria
  - Individuals interested in running or nominating someone for a Board position should be emailed to the IMA President ([President@eahsmusic.org](mailto:President@eahsmusic.org)) before the February IMA board meeting on February 6th.
  - Individuals can self nominate
  - If nominating someone else, be sure nominee is interested before nomination
  - Open Board Positions & Responsibilities:
    - President
      - Draft agendas for board & general meetings
      - Signer on all checks
      - Handles all insurance
      - Oversee the day to day general tracking of IMA business
    - VP
      - Responsible for all volunteers (football games, competitions)
      - Clearance checks
    - Treasurer (3 year term - if time will allow)
      - Handling all outgoing money (in check books in Quick books & Money Market accounts)
      - Responsible for making sure budgets are in place
      - Make all payments and make sure checks are signed
      - Coordinate with accounting firm to complete all tax forms
    - Financial Manager (3 year term - if time will allow)
      - Responsible for all incoming money
      - Checking lock box for payments regularly
      - Deposit all monies into bank account and Quickbooks
      - Answer all questions on payments
      - Handles Paypal account
    - Recording Secretary

- Responsible for recording meeting minutes for Board meetings, General Meeting and any ad hoc meetings
- Attendance tracking
- Confirm posting of general meeting minutes to IMA Website
- Fundraising Coordinator
  - Responsible for all fundraising operations
    - Maintaining log of each event with instructions, contact info, etc
    - Deposit all fundraising info into Board files
    - Ensure all pertinent fundraising info is relayed to the board
    - Assist with specific chairpersons & communicate with Publicity coordinator for marketing
    - Assist with checks and balances that are given to Financial Manager
- TimeLine for nominations and voting
  - January - open positions are announced
  - February - nominations are reviewed by the Board and any nominees will be contact by board to see if there are any questions or have anything they would like to discuss
  - March - nominees are announced (floor nominations can be done at this meeting)
  - April - voting at general meeting
- New positions take effect July 1st

## Fundraising/Events

- Previous
  - Christmas & All That Jazz - Profit: \$1044 We only charged \$5 per ticket this year vs. \$10 previous year
  - Fruit - \$5662 (Up \$1005 over LY)
  - Wreath Sale - \$1241 (Up \$350 over LY)
  - IMA wear - July through December: \$8214 (Down \$935 over LY)
- Upcoming
  - 8th Grade Instrumental Music Night - Monday, January 29, 7:00pm – 8:30pm
  - Showcase Concert - Friday, February 2 - Marching Band & orchestra (during school day)
  - March Forth - February 4 - March 4
  - Mardi Gras - Saturday, March 2 (Michelle Robertson and Tiffani Blevins co-chair)
  - Pit Orchestra Dinners
    - Monday, 3/4
    - Tuesday, 3/5
    - Wednesday, 3/6
  - Musical Concessions - March 7, 8, 9, 10 (one performance each day)
  - Spring Craft Show - Saturday, March 23
  - Spring Flowers
  - Jazz Festival - Saturday, April 27
  - Bingo - Sunday, May 5
  - Banquet - Sunday, June 2

## Financial Update

- Trip Recap
  - Total Cost of Trip: \$535,000
  - Total IMA expense beyond fundraising: \$40,000 (Frick Transportation, food at hotel, subs for flight home, supplementing trip costs)
- Checking (\$115,900), Money Market (\$ 20,261)
- Upcoming expenses:
  - 2024 Marching Band Field Show: \$7300 (Paid to date \$4150, balance \$3150 upcoming in April)
  - Banquet: \$4000 deposit, overall IMA expenses between \$15,000-20,000
  - Tax form preparation, spring program assistants, misc costs related to upcoming events (advertising, food court, prizes, etc.)

## Recurring Reminders

- Volunteers & Chaperones - Mrs. Slate at [vp@eahsmusic.org](mailto:vp@eahsmusic.org) or visit [eahsmusic.org](http://eahsmusic.org)
- Raise Right Fundraising - ongoing (Mr. Mattison)  
<https://www.raiseright.com/resources/participant/start-earning/>  
IMA Enrollment Code: 1692EB546339L

## Director Information

- Recap: Florida Trip - Thank you to all Chaperones and Board members
- PMEA District Band/Orchestra, Northampton County Band
  - Student congratulations
- Showcase Concert: Friday, February 02
  - Marching band & orchestra
  - Uniforms will be worn
  - Packed lunches
- Orchestra Mardi Gras (formerly spaghetti dinner)
  - Saturday, March 2 - EAHS cafeteria
  - \$12 ticket admission (covers all you can eat pie, musical performances, refreshments)
    - Basket raffles/LARGE tricky tray, concessions, 50/50, etc.
    - Michelle Robertson & Tiffani Blevins, coordinators
    - Be on the lookout for a signup genius - will need MANY volunteers!
- 100 year of band celebrations - "Leave a Legacy"
  - Student design logo contest - due 2/15/24
  - Marching band audio & video recording in fall by professional recording company
  - Customized marching band field show for 24/25 school year
  - Bus wrapping the instrumental busses
  - Ways to commemorate this occasion? Ideas welcome!! Contact Mr. Ballentine
  - Alumni involvement - how can we do this? Ideas? Contact Mr. Ballentine

**Next meeting:** Tuesday, February 13th @ 7:00 PM

Meeting Adjourned - 7:48pm