

Cadence Club Minutes
Regular Meeting

D R A F T for approval

December 3, 2013

Attendees: Paul Button, Samantha Colborn, Chris Dean, Nannette Dean, Steve Garner, Dee Hardison, Gary Hughes, Betsy Lenhart, Sandy Noren, Stacey Ullom, Kym Waddell

Meeting Called to Order at 7:00 PM

Approval of Minutes - Paul Button motioned to approve the November 5, 2013 minutes as corrected, Kym Waddell seconded, motion carried.

★Treasurer's Report - Sandy Noreen

Written report of November checking account balances, income and expenses was presented and discussed. Noted:

- Suggestion to add reason or purpose to expense line items.

Written report of 2013-2014 budget and actual expenditures was presented and discussed. Noted:

- Correction by Treasurer - Additional funds were needed and approved for the over expenditure in the field commander line item. Amount budgeted = \$550. Amount spent = \$1280. Amount remaining = (\$730).
- Add spirit expenditure of \$55 for senior flowers and \$60 for decorations*
- Add to future budget - Contest fees \$400, website fee of \$100 every two years, uniform maintenance/cleaning expense, showshirts for band and guard students
- A request was made for those interested in serving on a budget committee. Paul Button, Kym (and Doug) Waddell, Stacey Ullom and Chris Dean volunteered. Gary Hughes and Sandy Noreen agreed to assist as well.

The treasurer's reports are filed.

★Director's Report - No report due to scheduling conflicts. Mr. Doherty was at pep band. Mr. Notestine was at the honor's program.

- An estimate for 2014 marching band expenses has been requested of Mr. Doherty. The sooner we get some numbers, the better we are able to serve and support the band program.
- Attendee indicated the sharing of needed information must improve. There has been a communications problem all through marching season, trying to reach parents via email. To receive a contact list at the end of the season is unacceptable. We learned a large number of individuals were not receiving CC emails because they were never entered in the system or were categorized incorrectly.
- Secretary collected an estimated 40-50 email addresses at the banquet. This was a combination of email confirmations, updates and new contacts.
- Discussion about contacting alumni via email. The secretary discovered that alumni had been deleted from the CC gmail contacts. Some have been reentered.

★Committee Reports

Uniform Committee Report - Betsy Lenhart

- A motion was requested for Cadence Club to pay to have the new uniforms professionally laundered rather than send them home with each student to launder themselves. Sunbury Cleaners will pick up and deliver, and charge an estimated \$10 per uniform.

Motion: made by Paul Button to have the uniforms professionally laundered at a cost not to exceed \$700. The motion was amended to read 'not to exceed \$800'. Dee Hardison seconded. Motion carried.

- Discussion about protecting our investment in the new uniforms. Use of garment bags should be required and students need to be trained in how to use them. Attendee offered to prepare labels for the garment bags so students can locate their bag. A list of all band students is needed to prepare the labels.
- Student mistreatment of uniforms was witnessed by a few parents. The Director is expected to educate band members, clarifying high expectations for behavior when in uniform and holding members accountable for unacceptable behavior. Parents also must be informed of these expectations and consequences for student misbehavior. An addition to the Marching Band Handbook Code of Conduct is recommended to address this issue.

🗣️ Food Committee - Dee Hardison

- Food requested for marching band season is finished.
- Use 4 lines at the next banquet, to move people through the line more quickly.

🗣️ Spirit Committee - Samantha Colborn

- There is an additional \$60 expense for banquet supplies.
- The \$100 budgeted for awards was not used.

***Motion:** made by Nannette Dean to approve spending an extra \$60 on spirit supplies. Steve Garner seconded. Motion carried.

★ Officer Reports

🗣️ 1st Vice President - Paul Button - Transportation and Field Crew Report

- Will have a proposal together by February for the Crew presentation.
- Proposal will include costs for trailer, tractor, tool kit and straps.

🗣️ 2nd Vice President - Gary Hughes - Fundraising Report

- Currently planning a mandatory meeting about Crew Stadium fundraiser for 7th through 11th grade parents. Support is needed from the Directors, to promote it and require parent attendance.
- Discussion about timing in February to schedule a mandatory meeting. February 15 is All City Music Concert and some families will be gone the end of February with the orchestra trip to New York so we will work around those dates. Will work with the Directors to decide a date.
- A World Cup game at Crew Stadium may be as early as February. Training will be in March or April. Those who are already trained could work the Cup game because the training certifies you for one year.
- A reward system for volunteering at the Crew Stadium fundraiser has been talked about for some time. Will find out what the Directors want to do about a reward system.
- Student fundraiser at Buehler's is January 13. Need to begin advertising this now.

🗨️ Secretary - Stacey Ullom - Publicity/Communication Committee Report

- Received positive feedback on Band Bulletins, started last month. They are informative and attractive. Hopefully they are reaching everybody by email now.
- Will talk to the Directors about getting the 8th grade band parent email list so we can start sending the Bulletin to them.
- Copies were shared, of a Bulletin draft currently being worked on. The Bulletin's focus is fundraising, particularly Crew Stadium. The plan for the Bulletin following this is to focus on the operation costs of our band and guard program.

★ President's Report - Betsy Lenhart

- Proposed change in ByLaws (5.5 and 9.5) regarding Term of Office for most Officers and Standing Committee members.
 - Current term is July 1 - June 30. Officers were installed at the June regular meeting. Transition between incoming and outgoing committee members occurred in June. A short five weeks later band camp started. With band camp activities and parades starting in July, June has become the only window of time for band member family vacations.
 - This timing resulted in a reactive mode of operations for the past six months. Waiting until May and June to plan for activities in July puts stress on families, decreases effective communication, and potentially effects finances for band because of inadequate planning.
 - The school year began one week earlier in 2013 (August 14) and the summer kick off for band camp began July 1.
 - Proposed term is May 1 - April 30 for President, 1st Vice President, 2nd Vice President, Secretary and members of standing committees.
 - The Treasurer's term of office would remain July 1 - June 30, although a new treasurer will be nominated and elected at the same time as other new officers.
 - The treasurer has different, unique responsibilities and the Delaware City School fiscal reporting period is July 1 - June 30.
 - Attendee shared her experience with PTO boards where the overlapping of the treasurer's terms allowed the new treasurer to sit in on the year-end reporting and close of books, as well as learn procedures for check writing, making deposits, record keeping, reporting, etc.
- Proposed change in ByLaws 7.1-7.4, dates for the nomination committee, presentation of a proposed slate of officers and the transition of old board members to new board members. These dates would be 2 months earlier to correspond with the change in term of office.
- Proposed change in ByLaw 11.6, preparation of budget, would be 2 months earlier to correspond with the change in term of office and to provide a budget plan to incoming officers and committee members.
- Proposed change in ByLaw 10.3, to provide a prospective student list to the executive board prior to the regular April meeting rather than the July meeting.
 - 8th grade students complete course selection mid-February, therefore a list of students who selected freshman marching band is available.
 - To increase parent participation in fundraising and involvement in CC activities, we need to begin contact, relationship building and sharing of information with parents of prospective students much earlier.
- Attendee offered to review our ByLaws to fine tune the wording for the proposed changes.
- A vote on the proposed change in ByLaws will occur at the January 7 regular meeting.

★New and Old Business

- April regular meeting time will change because of spring break. Instead of April 1, the meeting date will be April 8, 2014.
- Discussion about partial revenue from parent fundraisers going to Director's school fund. The intention was to provide the Director extra funding upfront so that he would not need to come to CC with many individual funding requests. Looking into ways to make this process more efficient.
- Discussion about partial revenue from parent fundraisers going to the Forever Fund. The intention was to 'pay it forward' and provide funding for future major expenses, such as new uniforms 10 years from now.
- Request made to review activity in the Director's school fund accounts. Currently, this report is not provided to the Cadence Club, although it has been in past administrations. For CC to effectively plan a budget and plan fundraising requirements, we need to have the full picture of income and expenditures for the entire band and guard program. This information is needed for us to prepare a persuasive presentation to parents regarding participation in revenue generating activities and to obtain commitments from parents for staffing fundraisers.

Adjournment: Motion made by Paul Button, Nan Dean seconded. Motion carried. Meeting ended at 8:15 p.m. Betsy Lenhart asked that the record show the meeting was finished at 8:02, but discussion was allowed to continue.

★Next meeting, Tuesday, January 7, 2014

Minutes prepared and submitted by Stacey Christensen Ullom, Secretary