

# Minutes

## CMBA Executive Team Meeting

**DATE** August 9<sup>th</sup>, 2023

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**TIME** 6:00pm

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**MEETING CALLED TO ORDER BY** Kristin Douglas

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### IN ATTENDANCE

Kristin Douglas, Natalie Stansbury, Matt Stearns, Lynne DiGennaro, Jennifer Keville

### APPROVAL OF MINUTES

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### PRESIDENT'S REPORT - KRISTIN DOUGLAS

- **Welcome** – Kristin welcomed all in attendance and is excited for this year and stated last year was a successful year.
- **Goals for 2023-2024** –  
Continue to support music education.  
Continue to raise funds through concessions, donations, and events.  
Streamline concessions by storing items in storage closet under stairs or using a cart. Matt pointed out the storage of chemicals under the stairs, and suggested the CMBA purchase a cart. Discussion was had by all on types of carts and how useful it would be. Other ideas included going three times to BJ's for product. Natalie suggested keeping track of items sold year to year. Matthew mentioned how BJ's can deliver to the school. Increase prices of Gatorade and candy to \$2, water will stay at \$1. Would like to make more use of Venmo, but wifi doesn't allow access (including programs). Matt will talk to IT @ school.  
Increase promotion of Jazz Night & Coffee House. Use Parent Square (school families) & Peach Jar (community members). Also look at using the Village sign as was done in previous years. Natalie will get a list and coordinate with Village Clerk. Make Facebook posts more frequent.
- **Fundraising Opportunities** –  
Concessions at concerts, fall play and musical, Jazz Night (January), Coffee House (February), Golf Tournament  
These continue to do well for fundraising so we will continue this upcoming year.
- **Social Media & Emailing** –  
Posting on Facebook has been done by Secretary. Need to find who has access to Facebook password to add Jennifer as another admin for posting purposes.  
Emailing reminders also done by Secretary.
- **Bylaws Update** – Kristin shared that the bylaws updates have been started and are coming along nicely. Working to have changes ready to present at September meeting to vote on.
- **Logo Formatting (banner runner)** – Kristin has been working on new logo for banner runner or table cloth. She showed 2 different options, one of which can be enlarged and still "look clean", not sure about the same for the second. Kristin will contact Bear Paw & Voss Signs to see if they can work with

the logo or create a new one, as well as cost. Looking to have done by next month to have for Open House.

### **TREASURER'S REPORT - LYNNE DIGENNARO**

#### **- Review Of Budget –**

Lynne shared the budget breakdown with team. We ended at \$(878.43) for the 2022-23 school year, which included paying for the projector for the musical and students to attend Dear Evan Hanson. Sold one t-shirt and all five ornaments (made by Tammy O'Connell).

#### **- 2023-2024 Budget -**

Lynne presented the proposed 2023-24 budget of \$(2018.50). Talked about ordering 20 more ornaments to

sell (T.O), Natalie volunteered to contact Tammy. Questions about Music Budget line – How reimbursed? Clarification needed. Matt shared that it used to be paid as a direct check to the lesson teacher. Talked about Venmo or Zelle to get payment to lesson teachers. Talked about possibly combining the Performance Assistance and Student Enrichment lines.

- Lynne shared about West Genesee as well as Liverpool commissioning a music piece for their school (band, orchestra and chorus) to own and perform. Cost could be around \$10,000. Krisitin brought up the idea of the possibility of partnering with another school district to share the cost. Matt says the school has a separate fund from large donations made to the music department, unsure what to do with it so far to be fair to all. Lynne has a contact that she will reach out to see what is possible and actual cost.

### **ROUNDTABLE**

- Matt shared about going back to a Band night, Orchestra night and Choral night in gym because of performance opportunities for students and timing for auditorium space.
- CMBA should attend Open House with membership forms (Matt to update forms), date TBA
- Discussion had to not do concessions at smaller concerts. Discussed ending concession sales after start of concerts. Concerns raised about not having access to put the cart away until after concert ends. Matt to talk with custodians about leaving cart for them to put away.
- Check Honor Society for student volunteers to help out for their needed volunteer hours.

### **NEXT MEETING**

- The next general meeting is planned for 9/25/23 @ 6:00pm in the CHS Orchestra Room.

Motion to adjourn was made by Kristin Douglas @ 6:58pm.