

# MINUTES

## CMBA GENERAL MEETING

Date	February 5 <sup>th</sup> , 2024
Time	6:02pm
Meeting called to order by	Kristin Douglas

## IN ATTENDANCE

Matt Stearns, Kristin Douglas, Lynne DiGennaro, Natalie Stansbury, Jeanne Pizzuto-Sauve & Jenny Keville

## SECRETARY'S REPORT - JENNY KEVILLE

- Meeting minutes from December meeting emailed to committee members with no changes or alterations suggested. Then were posted on CMBA page on school website (thanks Matt!).
- Created January & February event calendars that were sent out via email & Parent Square & Facebook. Also sent flyers and info out in the same manner for Coffee House & Jazz Night events.
- Motion to approve December meeting minutes by Matt Stearns, second by Lynne DiGennaro, and unanimously approved.

## TREASURER'S REPORT - LYNNE DIGENNARO

- For current fiscal year (8/1/23-7/31/24):
  - Expenses** of \$ 8361.98 which include since last meeting: music commission PIF, stamps & supplies
  - Income** of \$4727.30 which includes all December donations, concessions, Jazz Night & Coffee House
- Checking account balance at \$20611.77
- Savings account balance at \$6679.93
- Suggestion by Lynne to have a sheet to fill out for each event that shows total of monies earned, and two signatures to verify exact amount for accountability

## VICE PRESIDENT'S REPORT - NATALIE STANSBURY

### Golf Tournament

- We are ready! Date is set, flyers and donation letters are printed and ready to share.
- Natalie will email Jenny the flyer to get emailed out to members.
- Creation of google doc to keep track of local businesses people plan to drop off letter/flyer for donation request

## PRESIDENT'S REPORT - KRISTIN DOUGLAS

### Coffeehouse Recap

- Leftover coffee, possibly use for Saturday musical
- Talked about better ways to advertise that the event is FREE but donations accepted
- People unsure what exactly the event is. Matt to put together a newsletter with pictures to recap and explain what the event is.
- Kristin working on thank you cards for Coffeehouse donations
- Suggestion made for different colored tickets for 50/50 raffle and basket raffle
- Raffle baskets – better lighting and have each basket described between the performers
- Jeanne suggested stand lights for the performers to see their music better
- Matt shared an email from one of the student performers, had a wonderful experience and is looking forward to performing again next year!

### **Concessions Staffing for March**

- Need volunteers for March 4, 5, & 6, 2024. Arrive at 5:45pm
- Concessions for musical – Thurs – normal layout, Fri/Sat have two tables on either side of the lobby. Volunteers arrive at 6:00pm
- Baked goods needed, send out first request about two weeks before.

### **Donor Recognition**

- 3 donors, Matt will include them in next program

### **MUSIC DIRECTOR'S REPORT - MATT STEARNS**

- May need help from CMBA with the cost of upcoming instrument repairs
- 11 students attended Area All-State
- June 15<sup>th</sup>, 2024 Select Choir/J&J 60<sup>th</sup> year reunion, over 60 people have expressed interest so far. Request for CMBA to pay for a catered dinner in the High School cafeteria. Motion made to have Matt Stearns look in to cost for catering and report back to CMBA by Natalie Stansbury, second by Lynne DiGennaro, approved unanimously.
- Commissioned music by Sean O'Loughlin is completed and used inspiration from our students and incorporated it in the piece. The date of the spring concert has been moved from May 15 to May 16 so Sean can conduct the concert.

### **OLD & NEW BUSINESS**

#### **Project Trio – Jeanne Pizzuto-Sauve**

- Brought and shared draft contract from Project Trio
- CMBA needs to provide breakfast, lunch and dinner – look at ordering from business that have donated to CMBA in the past
- Lynne suggested booking the same accommodations they are staying at the night before so CMBA can book the same, keep Project Trio from having to move their belongings more than necessary. Jeanne to check
- Charge for concert or free event discussion had. Decided it would be helpful to get something back and charge \$2 per person/\$20 family max
- Jeanne to find out who if anyone will need to be available sell their products
- Looking to do concessions as well during this event

### **SET DATE FOR NEXT MEETING & ADJOURN**

- The next meeting will be Monday April 15<sup>th</sup>, 2024 at 6:00pm in the High School Orchestra Room

Motion to adjourn was made by Kristin Douglas @ 6:49pm.

# CMBA General Meeting

## February 2024

### Agenda



- Call to order
- Secretary's Report - Jenny Keville
  - Approval of minutes
- Treasurer's Report - Lynne DiGennaro
- Vice President's Report - Natalie Stansbury
  - Golf Tournament
  
- President's Report - Kristin Douglas
  - Coffeehouse Recap
  - Concessions staffing for March
  - Donor recognition
- Music Director's Report - Matt Stearns
- Old & New Business
- Set date for next meeting & adjourn

#### December Meeting Minutes



#### Volunteer Opportunities & Sign-ups



#### CONCESSIONS HELP NEEDED

Music In Our Schools - Starts at 6:30p  
March 4th, 5th, and 6th

Spring Musical  
Thursday 3/21; event at 7p  
Friday 3/22; event at 7 pp  
Saturday 3/23; event at 2p  
Saturday 3/23 ; event at 7p

#### Music & Drama Events Calendar

