

**Summit Music Parents Association  
Executive Board Meeting Minutes  
January 16, 2018**

**Executive Board Meeting – 6:15 p.m.**

Attendees: Michelle Stevenson; Mr. Maliszewski; Mr. Rapp; Mrs. Vierschilling, Mr. Bocchino; Gloria Ron-Fornes; Stephanie Faris; Stacey Supran; Dana Kane; Amy Cairnes, Sarah Vostal, Michelle Morrissey, Patty Avelino, Nellie Stewart, Lori Leiter, Donna Gangi.

*Welcome*

- Michelle thanked everyone for coming.

*Approval of Minutes*

- Gloria moved for approval of the Executive Board meeting minutes from October 16, 2017. Michelle seconded. A voice vote was taken, and the minutes were approved unanimously.

*Vice President's Report – Mr. Maliszewski*

- Mr. Maliszewski noted that things are going very smoothly.
- Incoming 9<sup>th</sup> grade parent night was held on 1/11. The jazz band played and was very well received.

*Band – Mr. Rapp*

- Regions band and wind ensemble performance was held on 1/14. Six students made regions. All state auditions will be held this weekend.
- Wind ensemble will perform at Montclair State on Friday 2/9 at 7:30 pm. Thank you to SMPA for funding the bus (Through BOE). The band will be singing part of one piece from the balcony.
- The CJMEA band festival will be held on Tuesday, March 20. SHS will host.

*Orchestra – Mrs. Vierschilling*

- In December, chamber choir and orchestra performed for Lions/Rotary. The bus company provided the bus at no charge. We would like to tip the driver.
- The students were “snowed out” of the city hall reception.
- Quintet will be playing the Overlook art show on January 29<sup>th</sup>.
- Mr. King, Mrs. Vierschilling, Mr. Rapp and Mr. Bocchino judged Nashville Idol. The winners were Brianna Gilliard, Donnell Williams (who composed an original work) and Chris Cummins. They will record in Nashville.
- Region II orchestra concert was held on 1/14.

- In February, orchestra will tour the elementary schools. LCJSMS will go to Lincoln and Washington. SHS will go to Brayton, Franklin and Jefferson.
- Two groups were selected to perform w/Chamber Music Society at Lincoln Center 2/13

### *Big Band – Mr. Bocchino*

- The 46<sup>th</sup> annual big band dance will be held in two weeks.
- Big band will play at the Bridges 30<sup>th</sup> anniversary at the Beacon Hill Club.

### *Music Trip Update – Mr. Bocchino*

- Nashville Idol was held. There will be 4 recording sessions during the trip. Nashville Idol winners will be one.
- There are 193 trip attendees (24 adults)
- The flight manifest and rooming assignments are complete. 150 attendees will be on the charter flight (first come first served). On the United commercial flight we have 45 out of 50 seats.
- Trip scholarships were discussed. We have two outstanding unclaimed scholarships, and a late request. The late request may be mooted. We will resolve the unclaimed scholarships and then make a determination on the late request.
- Trip credits were discussed. Trip credits have been problematic this year because the trip credit donation option was on the SMPA membership form. There were issues with this because there was a low response to the form being online. We have the information for 2016 attendance and trip credits. Kathy has the 2017 attendance sheets for this year's credits. The reconciliation will be completed and trip credits will be submitted to Bob Rogers by 2/23 in time for the 3/5 payments.
- It was noted that there was confusion stemming from the “donate” button on the membership form (for the trip credits) versus the general donate button SMPA on the web site (which are general funds that were allocated toward Pledge Day). The group concluded that we want to keep the general donate button there nonetheless to encourage anyone who visits the web site to give funds to SMPA.
  - There was a side discussion on the low SMPA membership rate this year and the issues with the online form. It was noted that people prefer paper.
  - Because of the low membership, SMPA members were not acknowledged in the winter concert program. It was noted that we need to determine how to acknowledge SMPA donors who gave this year (trip credits or funds or both). Some may think they have joined SMPA but have not because they did not actually complete and submit a form. It was suggested that we acknowledge all identifiable donors and mark SMPA members with an asterisk.
  - It was noted that there are gaps in our information (address, phone numbers, volunteering preferences) when we don't have the membership forms – the issue is not just about funding.
- Mr. Bocchino noted that the LCJSMS youth officer has expressed interest in coming on the trip. Various questions and issues were discussed.
  - The officer's role could be complicated. Administrators have discretion, but he is an officer of the law. What sort of jurisdiction would he have? What would be

the insurance implications? What would be the cost – will he have to be paid hourly?

- It was determined that Mrs. Grimaldi should be involved before the Board takes up the discussion further. The Board can discuss via email – it need not be at the next meeting.
- The chaperones have been determined. The list is covered typically at the meeting before the trip, but the list of chaperones can be circulated to the Board sooner. Non staff will be fingerprinted and subject to a background check.
- Mr. Maliszewski will be driving the equipment truck. It will carry some luggage as well. He will leave Thursday and return Monday. The cost involved will be 2 hotel nights (to break up the drive), food, gas, insurance and truck rental. This is outside of the trip cost. Students who have small and/or expensive instruments are more likely to carry on rather than use the truck option.

#### *Volunteer Coordinator Report – Michelle Morrissey*

- Open positions: Pledge Day, Halftime Refreshments Coordinator (band snack), Band rep
- It was suggested that Pledge Day have 3 chairs – one each from band, orchestra and chorus. We have one volunteer so far (Myrene Reyes).
- It was suggested that the Halftime Refreshments Coordinator position not be one person but rather a sign-up genius as it is difficult for one person to be at every home game.
- Board and chair transitions were discussed. It was suggested that (i) we have more overlap and start the transition in January of each year and (ii) we do a better job of explaining SMPA to 8<sup>th</sup> grade parents and how it differs from SPARC.
- Gloria noted that SPARC did a “meet the performing arts coaches night” in June – introducing the staff, discussing the audition process, hearing from seniors and directors. It is targeted at rising 6<sup>th</sup> and 9<sup>th</sup> grade parents but anyone can go. The possibility of an SMPA “meet the music coaches” night was discussed.
- Summit District Arts Festival needs a shadow chair. It was noted that this role is usually taken on by the orchestra rep, but like the Pledge Day suggestion perhaps it should be chaired by one band, one orchestra and one chorus parent. This year’s SDAF will be held on 3/28.

#### *Treasurer’s Report – Stacey Supran*

- We are ahead of budget on earnings overall, primarily as Pledge Day exceeded expectations by \$8,000. Concessions were \$2,200 ahead of budget. Membership and donations through memberships are down.
- 60 tickets (+ 10 teachers) have been sold to the big band dance. 50 tickets have been paid.
- Michelle S. requested that everyone make sure to go through google forms for check requests. Use of the form protects against fake requests, and also lets us know that the request has been approved as there is an approval box checked on the form.

### *Big Band Dance*

- Invitations went out on 1/3 via email blast
- Michelle M. set up two payment options – pay pal or check
- Publicity is underway via Tap Into and Summit Patch. A release has been sent to Summit Times and Ledger Local. A notice is on the SPARC website. The possibility of sharing information about the big band dance through the District web site (and if shared through the district, it can also be shared on the City of Summit’s website) was discussed. It was noted that ticket sales are limited and we want to make sure traditional attendees can get a ticket.
- The possibility of student attendance was discussed. The policy is that students may not attend as alcohol is served at the dance.

### *President’s Report – Michelle Stevenson*

- There are two scholarship issues for discussion: (i) we have two late scholarship requests – is the Board open to entertaining them? and (ii) we have \$250 in unused funds and up to 2 unclaimed scholarships (\$2,500)
  - It was noted that the truck is outside the budget and that unused funds could be allocated there. However, overall the trip is under budget so scholarship money is not needed for the truck.
  - After discussion the Board agreed (without a vote) that yes it would consider a late scholarship request(s) but need to know how much money we have to do so. Further discussion and a vote will have to occur over email.
- Open positions: as discussed during the Volunteer Coordinator report.
- Thank you to Donna Gangi for writing an article about the SMPA for the PTO newsletter.

### *Other Business – Lenox Underground Report – Donna Gangi*

- Scholarship money is going unused as there are few applications. We can ask Lenox if we can apply those monies elsewhere at LCJSMS.

Executive Board meeting adjourned at 7:29 p.m.

**Summit Music Parents Association  
General Membership Meeting Minutes  
January 16, 2018**

**General Meeting – 7:30 p.m.**

*Orchestra – Mrs. Vierschilling*

- Orchestra has had many successful performances: Rutgers String Day and Music Masters in November; Hilltop Quintet at Family Promise and Sotheby's grand opening.
- Two groups were selected to perform with the Chamber Music Society (2/13). They could go on to perform in Alice Tully Hall at Lincoln Center.
- Chamber orchestra will perform with chamber choir at the Rotary/Lions luncheon.
- We will tour the elementary schools. Chamber orchestra/chamber choir and jazz band/percussion will rotate.
- Chamber students will perform at the Overlook art show on 1/29 at 4:00.
- Nashville Idol was held. Mr. Bocchino, Mr. Rapp, Mrs. Vierschilling and Mr. King judged. The winners were Brianna Gilliard, Donnell Williams (who composed an original work) and Chris Cummins.
- Nicole Lee was accepted and performed with the all-region orchestra on first violin.

*Band – Mr. Rapp*

- Congratulations to everyone on a successful winter concert in December.
- In November the woodwind quintet performed at an SEF fundraiser.
- The jazz band quintet played at the orientation for rising freshman parents on 1/11 and at Bridges.
- Regions concert was performed on 1/14. Six students made all-region band ensembles: Andrew Kelsner, horn (orchestra); Kelsey Lee, oboe (orchestra); Abby Brandt, oboe (symphonic band); Katrina Lin, flute (symphonic band); Emily Kane, clarinet (symphonic band); and Yulia Kuzniar, piano (symphonic band).
- All-state auditions will be this weekend (1/20) at JP Stevens High School.
- Wind ensemble will perform at Montclair State on 2/9 – and will be singing. Parents are welcome.
- The CJMEA Band festival is Tuesday, March 20<sup>th</sup>. Concert band and wind ensemble will perform. We are hosting so no need to travel or get a bus; however, volunteers are needed.
- The big band dance will be held on 2/2 at the Grand Summit Hotel.
- Pit rehearsals for Legally Blonde have begun.
- Wind ensemble try-outs for next year are upcoming. Information will be sent out after midterms.
- The Summit District Arts Festival will be held in March. More to come.

*Orchestra Rep Report - Gloria Ron-Fornes*

- We are looking for Summit District Arts Festival shadow chairs. Ideally we would like 3 volunteers – one each from band, orchestra and chorus.

*Treasurer Report – Donna Gangi*

- Pledge Day was a phenomenal success. We raised \$32,628 as compared to approximately \$24,000 last year. The success is attributable in part to the bad weather (people were home). Importantly, the routes were redone to take into account neighborhood affiliations, and communications via text improved the efficiency of the process.
- One current issue is SMPA membership, which is down due to the transition from paper forms to online membership forms.
- Big band dance ticket sales are ongoing. 75 tickets have been sold (not all have been paid). Capacity is typically about 150 attendees.

*Big Band Dance – Lois Melka*

- On 1/3 invitations to the big band dance were sent via SMPA blast and forwarded to other possible attendees.
- Michelle Morrissey set up two payment options – pay pal and check.
- 75 tickets have been sold.
- Publicity is ongoing. Information was sent to Tap Into and Summit Patch and a press release to Summit Times and Ledger Local. It was also mentioned in Donna Gangi's SMPA article for the PTO newsletter.
- The book will be in production next week.

*Trip Update - Mr. Bocchino via Mr. Rapp*

- We have 193 attendees including staff, chaperones and nurses
- 150 attendees will be on the charter plane. We have 45 of 50 seats on a United flight for the remaining attendees.
- The flight manifests are in and the rooming lists are done.
- Parents should have received an email regarding food allergies.
- The March 12 SMPA meeting (7:30) will be “The Trip” meeting and Mrs. Grimaldi will speak. The final itinerary and luggage information will be discussed. Nurses will be available beginning at 6:45. Students may attend the meeting.
- There will be a truck that will take larger instruments instead of transporting them on the plane. Students may carry their instruments onto the plane if they choose.
- A question was raised as to whether chaperone costs will be covered. Currently, all funds have been allocated to student scholarships so chaperones are not being covered. However, if not all scholarships are used it may be possible to fund a small portion of chaperone costs.

- A question was raised as to when trip credits will be applied. We are supplying the information to the travel company by 2/23 and the credits will be applied on the last payment. Trip credits may be donated back to SMPA through the membership form. Students are eligible for \$50 credit for each pledge day at which they participated. Students and parents do not need to “do” anything for the credits to be used/applied, but they do have to affirmatively indicate if they want to donate them back.
- A question was raised as to whether students’ meals are covered on the trip. Most meals are provided and those will be indicated on the final itinerary. If a meal is not provided, students will have some free time to explore the restaurants at the resort. They will be required on those occasions to check in with chaperones and staff. Experience in past trips is that SHS music students are very responsible with their free time.

*Volunteer Coordinator Report – Michelle Morrissey*

- We need 2-3 volunteers each shift (2 shifts) on Friday 1/19 to collect and check in band uniforms. A sign-up genius will be emailed.
- Summit District Arts Festival needs shadow chairs for next year. Ideally we will have one band, one orchestra and one chorus volunteer.
- Halftime Concessions Chair is needed. This is not for purchasing but for the third quarter “mix and mingle” treat for the band students (and for the visiting band). We may move to a sign-up genius rather than one chair for all games.
- Band reps are needed both for the remainder of the ’17-’18 school year as well as for next year.

*President’s Report – Michelle Stevenson*

- We have positions to be filled: Band Rep and Senior Picture Coordinator.  
A question was raised as to whether the senior picture coordinator could be a student.
- We also need at least one other Pledge Day co-chair for next year.

Meeting adjourned – 8:16 p.m.