

# **PMA BOARD MEETING MINUTES**

**September 15, 2004**

Meeting held at the VFW in Norwood and started at 7:15 PM

Present: Beth Scanlon, Sandy Ferzoco, Ellen Schnelle, Anne Cirillo, Pat Aronson, Irene Aurilio, Dottie Cronan, Nicki Orphanos, Fran Rush, Marcia Notarangelo, Bob and Leah Howe, Brenda Farulla, Lorraine O'Connor, Peter McFarland. Also present were Antonietta Zambito, Diana Sklar and Terri MacDonald.

## **SECRETARY:**

Discussed taping meeting and typing the transcription v/s brief minutes. Group decided that brief minutes was acceptable. Decision made to publish minutes on the PMA website prior to the next meeting. It can also be e-mailed to current board members at their PMA websites. This would save postage and mailing expenses. Board members would be responsible for reading the minutes from the Web and bringing corrections to the next meeting. Minutes will end with a disclaimer which states: "If you are unable to attend the next meeting, please e-mail corrections to the secretary." At next meeting will ask "has everyone had a chance to review the minutes from the last meeting? Any amendments?"

## **TREASURER:**

Anne met with Peter Strano and got the treasurers information. She has changed the banking and checking accounts to her name and Sandy's. Accounts are reconciled through August. Each month she plans to give profit/loss information by events. Her plan is to organize funds by event.

No statement yet from N.E. Financial.

A written budget has been handed down from prior boards appropriating funds to the various funds by percentages. This needs to be looked at and updated.

A month to month accounting of income and expenses will be provided.

Anne plans to revamp the Green Sheet.

**VICE PRESIDENT:**

The PMA will no longer be providing Young Audiences programs as the elementary schools have been funding and arranging their own, often duplicating our effort. Instead, we will work on having Middle School or High School groups visit and perform at the elementary schools, and expand the program that the Middle School Jazz Band does now.

**WAYS & MEANS:**

Calendar project – first fundraiser has started. Calendars will be available for sale on Norwood Day and at other locations. They are \$10.00 each. The group was pleased with the calendars.

Cheesecake sale – plan is to distribute order forms before Thanksgiving recess and tentative delivery on 12/13.

No entertainment book this year.

Allpro – no one present was involved so we will have to check with those who did it last year. Concerns raised re: what percentage do we get, and also noted that free tickets were given out last year which angered paying patrons, and whether or not the callers made it obvious that they were a fundraising company. We need to decide whether we want to do it again this year. Pat will call AllPro to get the details.

**STUDENT ACCOUNTS & DATA BASE:**

Not present. No report.

**PUBLICITY:**

Releases for calendar went out to the Times, Transcript and Bulletin. They were also presented to school committee members. Beth Sandy and Peter will attend the next school committee meeting (9/27 @ 7:30, Savage Center). Peter encouraged PMA members to attend some school committee meetings and increase our visibility in the community.

Press release pending re: Marching Band Classic.

**PHOTOGRAPHER:**

No report. Not present.

**WEBMASTER:**

Web plan purchased for 2 years with e-mail addresses for all members.

The web page is up and running.

Contact Fran with anything you want on it.  
There will be a page for the PMA board meeting minutes.  
Photos can be e-mailed or provide to Fran on disc.

**WEBPAGE REPORTER:**

No report. Not present.

**PERFORMANCE COORDINATOR (SHS):**

No report. Not present

**ASST. PERFORMANCE COORDINATOR (SHS - JAZZ BAND):**

Welcome to Nicki Orphanos our newly appointed Jazz coordinator.

**ASST. PERFORMANCE COORDINATOR (SHS – MARCHING BAND CLASSIC):**

No report. Not present. Other members present will contact her so we can get going on the Classic.

**ASST. PERFORMANCE COORDINATOR (MARCHING BAND & GUARD UNIFORMS):**

New radios were purchased in time for Music Camp and were a great success. 8 radios and rechargers were purchased for approx. \$160.00. Leah and Bob Howe asked about whether comparison shopping had been done to find the best price and were told it was. They also asked how the decision was made to buy new radios and Ellen said that the old radios were not functional and the recharger was missing. The executive board made the decision to buy new ones.

The Marching Band has been fitted for uniforms. New gloves must be purchased this year for \$5.00 per person, payable by the students. Some shoes were left by former band members and were passed on to new members, some needed to buy new shoes, so to be fair both groups were charged ½ the shoe price, or \$15.00.

New T-shirts with short sleeves were ordered and are \$10.00 each if the student wants to keep it. It is the same design and color as last year so they can use that one if they want.

What is needed most right now is help – especially with the Pit equipment. Ellen appealed to members and their spouses, etc. for help.

The tractor has been taken by Bob Howe to be repaired and repainted. It will be ready soon.

Ellen asked the group to approve giving a Music Camp Senior Night shirt to Carol MacLeay , which they did.

Guard Uniforms – Diana Sklar and Antoinetta Zambito will be helping to sew flags for color guard.

**ASST. PERFORMANCE COORDINATOR (SHS – CHORAL GROUPS):**

Bob and Leah are starting to outfit the Madrigals for Norwood Day. The Madrigals will have a booth.

The Madrigals will be performing at King Richard’s Fair.

Hope is that the choral uniforms will be removed from the Marching Band Room and a separate choral uniform room will be set up. Bob is working with Beth on constructing this space.

Dotty said that her mother is willing to help sew some Madrigal uniforms as she has in the past.

**PERFORMANCE COORDINATOR (CMS):**

Chaperones needed for Oct. 2<sup>nd</sup> for JHS choral performance. This conflicts with a Marching Band Competition.

Some performance dates are wrong on the calendar. Corrections are on the website.

Chaperones must be CORY’d through the Norwood Public Schools and must be renewed every 2 years. It takes 2 weeks to run one.

**SPECIAL FUNDRAISING, 50/50:**

Brenda just got the materials and disc and will have help getting it together.

She will get labels from Keith

**MUSIC CAMP & TRIP COORDINATOR:**

Ellen said that camp went extremely well this year and she really enjoyed it. Everyone there worked to make it one of the best ever. She thanks everyone for all their help. This was her last year at camp.

**HOSPITALITY:**

Maureen was not here but Lorraine said they have begun getting set up for the Marching Band Classic. They will be sending letters to community sources to get food donations. VFW members will be cooking at the Marching Band Classic this year.

### **UNFINISHED BUSINESS:**

Bob and Leah Howe submitted a letter stating their concerns about funding gifts from the PMA. The group agreed that we need to revise the policies to reflect the current needs of the board and of the program. A committee has been set up and is in the process of revising the by-laws. In the meantime we need to address issues of budget.

### **NEW BUSINESS:**

Sandy and Anne are looking into getting an audit/review. As a non-profit organization we are required by the State of MA to have a review.

The Town Accountant (Bob Thornton) gave Sandy 2 names of local accountants. Sandy has spoken with one so far and was impressed that he had a lot of expertise in similar matters. She will also check out the other one. Leah Howe recommended RJ Golden Assoc. The group decided to check 3 firms and find the best price.

The question was raised whether or not we have board insurance. Not sure. That's something we will have the accountant find out about as well.

The group agreed to hold another dance – the St. Patrick's dance was successful and raised a lot of money. November 5<sup>th</sup> is a possible date. Bob Howe will check his schedule to see if he can DJ that date. He and Ellen will discuss it further. The ticket price will be \$10.00 It is possible we might have 2 dances per year.

A budget committee was set up to look at how best to prepare for unexpected expenses such as gifts and floral arrangements, and to set up guidelines. The committee will consist of Lorraine O'Connor, Anne Cirillo, Beth Scanlon, Diana Sklar and Bob Howe. They were appointed by the president as an ad-hoc committee to address budget concerns.

Norwood Day will be 9:30 to 3:30. Volunteers are needed for the booth. Logistics discussed.

All new members need to be CORY'd. Check with Marsha for forms.

### **DIRECTOR OF MUSIC REMARKS:**

Beth would like to sell old uniform hats and old CD's at the Norwood Day booth. Needs help picking them up and bringing them to the booth. They will both be sold for \$10.00 a piece.

A string teacher has been found that can work with HS students after school (string quartets). Beth asked that we discuss at the next meeting whether we have funds to pay her.

The Concert Chorale and Madrigals are hoping to go to Italy in April. The plan will be presented to the school committee on 10/4 for their approval.

Steve Conant has a friend in Florida who teaches band and was wiped out by a fire. Can we give a donation of \$100.00 to help him replace some instruments? (to discuss at next meeting).

Help is needed to organize the HS basement into music and choral storage space. Bob Howe volunteered to help.

**PRESIDENT'S REMARKS:**

(See above discussions)

“Thank you! and Welcome! and Call me!!

**IF YOU ARE UNABLE TO ATTEND THE NEXT MEETING,  
PLEASE E-MAIL YOUR CORRECTIONS TO THE SECRETARY  
AT: [iaurilio@norwodpma.org](mailto:iaurilio@norwodpma.org)**

PMA Board Meeting  
Unfinished Business  
9-15-04

Respectfully submitted by Bob and Leah Howe

Re: Events surrounding fund distribution for outgoing President's gift

*Chronology of Events:*

Received approval to purchase gift for outgoing president at last meeting before end of year gathering at Beth's house

Received phone call < 1 week before the presentation of gift that all board members would contribute to gift fund, no funds from the PMA. Advised that this was due to the by-laws, Beth quoted as the source. Informed that other board members were contacted by phone and that all were in agreement.

*Identified Concerns:*

1. Breach of Precedent
  - a. Gifts for past-presidents, board members, traditionally purchased with PMA funds, considered an operational expense. (exception Mr. Alberta's farewell gift)
  - b. Confirmed with Nanette Cummings, former treasurer and Toni and Steve Eosco
  
2. Process
  - a. Process by which decision was made problematic on several levels
  - b. Decisions that represent changes in the way of "doing business" should be brought before the full board for discussion and vote. Alternately, written policies should be instituted that clearly spell out policy/procedure on a # of different issues.

*Suggestions to avoid further problems of this nature:*

1. Establish written guidelines re: policies/procedures that are not and should not be defined by the by-laws.
2. By-laws are meant to serve as a guide. By-laws are largely affected by the subjective interpretation of the person reading them. Consideration for consult with a parliamentarian should be made when the by-laws form the basis for a major decision re: organizational operation. The clarification should be put in writing with the correlating section of the by-laws, and distributed to the board for review and discussion. In the case of gift giving, determine the type of gifts that may need to be purchased by the PMA and a budget based on anticipated expenses.
3. It is rare that a decision needs to be made between board meetings. If it is truly an issue that can not wait, an emergency meeting should be convened or a policy established that defines the types of decisions that can be made that do not require the approval of the full board.