

Instrumental Parents Association

Meeting minutes

March 9, 2015

Call to order: 7:07 Meeting called to order

Attendees. **Band Director:** Mark Tietjen. **Board Members:** Laura Visco, Tracy Ferguson, Jennica Card, Nicole Hoover
Parents: Ryan Hoover, Kathy Lydon, West Card, Eric Hawkins, Dan Ferguson, Ruth Horn, Sonja Owen, Tera Beier, Beth Bush, Dennis Bush, Kim Keating, Allen Keating, Jana Knutson, Amie Jo Sawchuck

Minutes: Dan Ferguson moved we approve the minutes as written. Jennica Seconded. Approved

Treasurer's Report: We had deposits from Carmel Apples, Craft Fair Booth Fees, Chocolate Bars and Petty Cash returned. Expenses in February was a new check order, Carmel Apple initial purchase, start up cash for fundraisers, Food for the palooza.

Checking account Balance: \$18,178.48

New Account Student Account Balance: \$7820.70

Cash Balance General Fund (less Student Account) \$10,357.78

Budget: There is no running total because that is what the Check Register is for. The way the budget is presented, it will still allow us to track actual costs, and takes us through December 2015. A new budget will begin in January 2016. This budget is a projection of what income & expenses we expect to have, based on prior years. In this budget we aimed high for the expenses and low for the fundraisers because we do not know exactly how much the fundraisers have made in the past. With the way the budget is written this year, we can add actual costs to the budget so we are better able to plan for next year. The Scholarship and Class B uniforms have been removed from the budget.

After discussion, Kathy Lydon moved we approve the budget after taking out the Driver Fees & Room line from Pasco Marching Band Show. Beth Bush seconded the motion. Budget Passed 17 YAY to 0 NAY.

We have had a parent who has contact the board, outside of meetings, with concerns about how IMPA is being run. As the board spent the last month researching, and making sure that IMPA is functioning properly, we learned that in order for us to be in compliance with our 501(c)(3) non-profit tax status, we are not allowed to have individual student accounts. We are a public non-profit, once we create those individual accounts, it turns private and we could lose our non-profit 501(c)(3) tax status. We can check and see if we can change our 501(c) tax status so we can have individual student accounts again.

This year, since we are at the time of year where the fees are assessed, students who currently have a balance in their "account" can use that money to go toward their fees this year. If there is a balance left in the "account" once fees have been paid, it will go into the IMPA General Fund. It is illegal for IMPA to cut a check to a student for left over funds in their account, as it is illegal for us to have individual student accounts.

Future fundraising will benefit the entire group. Regardless of how much one particular student raises, all funds will be divided among participants equally. We can ear mark a fundraiser to raise funds for a particular expense. For example, Coupon Book fundraiser will go toward Uniform Cleaning. Car Wash Fundraiser will go toward Marching Band Tour Fees. Carmel Apple fundraiser will go toward instrument rental fees, etc. The fundraisers would then reduce the fees to everyone based on how much money is raised. To encourage participation, IMPA could purchase gift cards to give to the top 3 students who raise the most funds. For example, top earner receives a \$25 gift card to Starbucks.

The Board presented a Bi-Law Change to Article 13. Disbursements: It read as:

- a) All disbursements will be made with the approval of the general membership or under special circumstances by the Board of Directors. Proper signatures in accordance with this process are required. The treasure's record will be audited at least annually for compliance.

- b) Participation Funds: Funds acquired from designated fundraisers will be held in the association's general fund until such time that the fees will be equally distributed to active participants for competition and tour fees. At the time the fees are assessed, disbursement of funds will be made directly to University High School for those fees. **Per compliance with IRS.gov exemption requirements for 501(c)(3) organizations dated January 8, 2015.**

Laura Visco moved we vote on the Bi-Law change to Article 13. Disbursements as amended. Amie Jo Sawchuck seconded the motion. It passed 17 YAY to 0 NAY

Band Directors Report:

Friday March 13th the band is going to WSU. Leaving around 8am back around 7pm. We have 3 chaperones. Laura Visco, Tera Beier & Lori Stewart. Everyone should be receiving e-mails from Charms. Check your spam filters and junk mail to make sure you are receiving it.

Dr. Welty's 100th Birthday. Mr. Tietjen will be taking the Chamber Orchestra on March 18th to the Rockwood Community Center. Mt Spokane will have a presence there as well.

Mead Jazz Festival March 21st We do not need any Chaperones. Mr. Tietjen will need to sneak away to Whitworth to present at a symposium, so Conrad will watch the students for a while. The kids will stay late that night, and will be bussed back.

EWU March 23rd & 25th

Jazz March 26th & 27th to U of M in Missoula, MT. We need Chaperones for this. There will be 17 – 18 Kids. Stay on the floor of the gym at Hellgate High School. There will be no cooking, we will take them out to eat.

We were given a piano from a former teacher last year. It is 1976 Yamaha 6.5 foot C3. It needs a lot of work, to the tune of \$1000ish. It needs a spider \$600-800 to move it around. It was given to the Boosters, and was never signed it over to the school. After consulting with Kevin Franzen(sp?) they thought it may be most cost effective to liquidate it and use that money for something else. After Scott Coles(sp?) repairs the piano at cost, and we pay a sellers fee, we could earn around \$4000 if we sold it. There would be no out of pocket expense for IMPA.

Beth Bush moves we repair and sell the piano and use the money earned to go toward a future capital purchase for IMPA. Tracy Ferguson 2nd the motion. 17 YAY 0 NAY

Food Coordinators Report:

\$365.88 spent for Paloozas. Some food items were returned so there will be around \$30 coming back. There were around 160-170 kids fed.

Beth Bush suggested that we turn this into a fundraiser.

Fundraisers

Carmel Apples: Tera: We sold them all!!

Craft Fair: Tracy: Craft Fair is April 18th & 19th and we have 65 confirmed and paid for booths. Tracy has 20 that have said they are doing it, but have not sent money yet. Amie is working on Baskets. Laura is working on advertising. Jennica will run an IMPA Booth.

Butter Braids – Jennica: The fundraiser is for next year so we are going to try to include the middle school kids. So instead of doing it before Easter, we are going to do it before Mother's Day. We are working on confirming dates.

Our Gift House – Amie – it is a catalog of items we can sell and run all year long. We earn 40% right off the top. It will be shipped directly to the person who buys it. They will accept credit cards and the items are quality well priced items.

Old Business

Band Parent Positions: We have a list of Officers & Committee Chairs that need to be filled.

Chaperone Paperwork: The form is online and needs to be filled out every 2 years. Please make sure you are up to date.

Valentine Dance: Was canceled. We did make \$26 on the bear.

New Business

Bi-Law Change: Kathy Lydon presented a change to Article 5. Voting.

- a. Granted only to individuals with one or more children in the University High School Band, Orchestra or Color Guard that has attended two or more meetings of the University High Instrumental Music Parents Association
- b. Granted to individuals who are active members in the Instrumental Music Parents Association. Active members will be defined as: any person who has served on a committee within the previous year and has attended four or more meetings of the University High Instrumental Music Parents Association.

After discussion, it was determined that we needed to define what membership is as a whole. Nicole Hoover moved we table the revision.

Tracy Ferguson moved that until we get it figured out, "Nana" Kathy Lydon can vote. Amie Jo Sawchuck 2nd. 17 YAY 0 NAY

Carwash: Nicole Hoover will Chair & Sonja Owen will help her with it this year. Kathy Lydon & Beth Bush are willing to help as well.

Next meeting will be April 13, 2015 at 7:00p,

Meeting adjourned at 8:58 pm.