



MINUTES

Winter General Assembly Meeting

Date / time 12/1/2014 7:00 PM Unionville HS

Meeting called to order by: Scott Litzenberg

Minutes submitted by: Anton Romano

In Attendance

Scott Litzenberg (Unionville HS, Pres.), Adam Burdett (Pittston Area HS, VP), Anton Romano (Kennett HS. Sec.), Victor Holladay (Pottsgrove HS, Tres.), Mitch Adams (Ex. Dir.) Adam Nobile (Big Spring HS, Marching Band Liaison), Bill Powers (Marching Band Admin.) Travis Hill (Upper Moreland HS), Justin Presley (Susquehanock HS), Jim Fulkroad (Administrative Coordinator), Ed Stimson (Communications), Matt Ceresini (Great Valley HS), Tanya Kauffman (Plymouth Whitemarsh HS), Jeff Phipps (Plymouth Whitemarsh HS), Tina DiMeglio (Ridley HS, Indoor Liaison), Tim Pry (Sun Valley HS), Paul Smith (Judging Coordinator), Marcel Roos (Indoor Coordinator), Scott Blanford (Springfield HS)

President's Report

Scott Litzenberg

Cavalcade has had a very successful fall - many new groups added in to the organization

Outdoor has just finished but planning has been ongoing for the whole year. Including outdoor, indoor, Tournament of Roses (ToR), and Jazz

Was a lucky/good year for weather for both championships and most outdoor events.

Announcement:

Director of the year is Dave Olverholster

ToR

154 members from

38 schools.

40 if you count the banner holders who are middle school siblings of ToR participants.

We have had incredible parent support for the ToR band.

Remaining Dates are as follows

Sunday 12/7 uniform fitting at Unionville HS

12/14 guard and drumline will rehearse at Springfield HS

12/20 final rehearsal and preview performance for parents, friends, and family.

12/27 & 12/28 band and staff fly to California

The band is the approximate size and ratio as a DCI drum corps.

CoB and ToR band has had significant sponsorship from
Rite Aid
Stanbury uniforms
Vic Firth
On2 Percussion Wraps
Field and floor effects for flags and banners
Dinkles
Yamaha

Vice-President's Report

Adam Burdett

There has been no Hall of Fame (HoF) nominations - while typically done at outdoor championships we can do it during indoor as well

We want to get an early jump on scholarships this year so we can announce scholarship recipients in May at the general assembly meeting.

Question and discussion on deadline for HoF nominations?

There is not a specific deadline, but we try to get it done over the summer when possible.

Question - is HoF nomination form online?

No. Simply email info to Adam (VP)

Secretary's Report: Approval of Minutes

Anton Romano

Minutes from 5/5/14 General Assembly Meeting Submitted for Approval

Motion to accept the minutes from 5/5 Great Valley

Second from Adam Burdett

Motion passed

Treasurer's Report

Victor Holladay

Most income from Championships has been accounted for.

We are still waiting on Jolesch and Mr. Video for about \$3000.00.

Overall income is down about \$6000.00

\$2500 to \$3000 still to come in

It is likely our income is down due to the loss of membership of the Lancaster county bands - they typically sold a hefty sum of Championship tickets.

We are down \$5000 in Championship tickets alone.

Profits from the Championship kiosks was up

Several expenses have not yet been accounted for

Credit Card bills have not yet been paid

\$35000 for the stadiums is has not been paid
Hotel bill has not been paid
Profits will be down but we will be ok shape at the end of the year.
We budget conservatively for championships since weather is always a factor
We have spent just over 50% of our budget at the halfway point of the year.
We are over budget by \$1230 on conferences but we were double billed by NJMEA . \$1100 will be coming back to us in a refund check.
Our credit cards are maxed out - we need to pay down our credit cards to reduce our finance charges

Statement on championship costs
cost increases in many areas was because of the addition of Patriot conference

Motion to accept Treasurer's Report - Adam Burdett
Second - Adam Nobile
Motion passes

Administrator's Report

Mitch Adams

We set up tables/tents at PMEA, NJMEA, WV, and Collegiate festival in Allentown for exposure.
All exposure was positive and hopefully will result in further CoB growth.
Cavalcade donated over 2700 lbs of food this year and we have are among the top organizations in donations based upon the length of collection time.

Ed Stimson - Communications

We ran into problems with the hot spot uploads during the marching band season due to the newly acquired tablets which were supposed to replace the hot spots. The tablets did not function as advertised. We switched back to the previous hotspot (jetpack) technology mid season and were once again successful.

There is a new version of the hotspot (jetpack) available. Current ones are 2 years old. New ones are supposed to be better still. We will explore the new technology and see if it meets our needs.

Emails are being caught by spam filters

Suggestion that in the future directors also provide a non school address

Paul Smith Judging Coordinator

Praise for Jeff McCoach as Education Coordinator

Post contest review form was the most constructive it has been in the last 4 years!

The dialog from directors completing the forms was educational and shared with the judges.

Marcel Roos - indoor

indoor sign up is down

Some Lancaster county bands are doing their own indoor circuit

If marching band membership is growing, what do we need to do to grow indoor

We are losing show hosts because there is simply not enough people signed up.

Out of 9 shows last year, 4 lost money

Discussion about making better events for the kids and having creative, logistic, and supportive cooperation between indoor circuits that would be mutually beneficial

Questions for consideration

Are we setting up our hosts for financial failure? How can we allow our indoor hosts to be more successful?

Glen Cowen - Jazz

There are over 30 jazz shows this year

Old Business

None

New Business

Millersville and Hershey info

Website update - Hopefully this week we will have an update on the progress of the new website.

Board recommendations to accept the following people in the associated positions

Admin Coordinator

Board Recommends Jim Fulkroad - took over midterm 2014

Communication Coordinator

Board Recommends Ed Stimson - returning

Marching Band Administrator

Bill Powers will be stepping down as Marching Band Admin. after an amazing five years and after significant contribution to Cavalcade.

Board Recommends Sue Smith - Sue came to us through ToR administration and has done so well with ToR that she is a natural fit to take the position of Marching Band Admin.

Motion to accept Victor Holladay

Second Tanya Kaufmann

Call to question:

Motion Passed

Open positions for the spring of 2015 are:

Vice President

Treasurer

Marching Band Liaison

Interested parties should email Anton Romano aromano@kcsd.org to express interest in becoming a part of the board.

As of 12/1/14

Adam Burdett will not seek another term as VP

Victor Holladay has expressed interest in returning as Treasurer.

Adam Nobile has expressed interest in returning as Marching Band Liaison

There was discussion on the term of indoor coordinator and if it should be up for reelection in 2015. It was determined that it should also be added to the list of 2015 positions for election.

Next Meeting / Adjournment

Motion to Adjourn - Adam Burdett

Seconded - Victor Holladay

Motion Passed

Spring General Membership Meeting

Monday May 4th, 2015
7:00 p.m.
Unionville HS
LGI



~ Agenda ~

I. Welcome and Attendance:

Scott Litzenberg - President Unionville HS; Adam Burdett - Vice President
Victor Holladay - Treasurer Pottsgrove HS; Anton Romano - Secretary Kennett HS; Ed Lindenhofen Mt. Pleasant; Sue Smith - Marching Band Coordinator; Paul Smith - Judging Coordinator; Matt Ceresini Great Valley; Glenn Cowen - Upper Moreland; Cecila Methis - York Catholic; Ed Otto - Downingtown; Brendan Carter - Pittstown

II. President Report – Scott Litzenberg

A. Winter Update

1. PMEA Conference - Successful conferences. We had new members and current members and a good deal of turnout stopping by the booth. Ed and Mitch reported solid turnout especially at Hershey. There has been positive feedback from members as well as interest from many new potential members.
2. Sponsorship updates
CBA ToR band is featured prominently in the new Dinkles catalogs. Dinkles was a huge supporter of ToR. Dinkles gave us all of the glove for ToR for free.

Great meeting with owner and President of Algy. Algy is looking to come on board as a major sponsor for CBA Indoor. They are going to move away from national sponsorships and move towards more local/regional levels.

B. Asst. Jazz Administrator need to replace Jeff Twiford

1. CBA Judge Coordinator will then schedule all Judges for Cavalcade
Jeff has retired and we need to replace him. Jeff has been primarily in charge of judges for indoor. Suggestion is to include the Asst. Jazz Admin duties with the Judging Coordinator Position.

Motion to include admin duties by Victor Holladay

Seconded by Adam Burdett

Result would delete Asst Jazz Admin line item from the budget.

Motion carries.

III. Vice President Report – Adam Burdett

A. HOF Update and reminders

1. Comm. consists of current CBA HOF members
2. Rolling deadline - please nominate if you have anyone for Jazz, Indoor or Marching Band

B. WCU Scholarships Announcemennt

Amber Debolt from Neshaminy HS and
Ashley Conboy from Plymouth Whitemarsh HS

IV. Secretary Report – Anton Romano

A. Minutes of the December General Membership Meeting for approval

V. Treasurer Report – Victor Holladay

A. Yearly Budget report

Coming to the end of the year and coming to the end of our budget. Overages include Jazz Travel by \$120.00. We were under budget in outdoor and indoor travel. We were over budget slightly in conferences because we did NJMEA and PMEA. Hotel expenditures were higher than expected. We were over budget in Misc. due to WV travel. We have begun including CC finance payments in the Bank Fees line item. Capital One is being paid at two to three times the minimum payment in order to try to pay down that balance. Income was down in anticipated membership by almost 4k. Most of it can be attributed to a lower indoor membership.

Discussion about using money market funds to paydown the Cap One credit card.

We would like to be able to payoff the credit card by the May meeting of 2016

B. Proposed Budget

Next years budget is exactly the same except two areas.

Clinics/workshops is plus \$1000.00.

Judging clinics is one of the best things we are currently doing and is a strong investment.

We bumped up line item 15 for judging equipment. We are still using the first generation digital recorders. Line Item is 15 plus \$2500.00. Total increase in expense is plus \$3500.00. We raised Jazz Champs by plus \$1000.00 and Marching Championships by plus \$2500.00

Suggestion from Paul Smith to combine line items 33 + 34 into one line item similar to how we are combining line item 30 and 24. We will combine 24 (Judging Coordinator stipend and line item 30 (Jazz Admin. Assistant.)

Motion to accept: Adam Burdett

Second Ed Lindenhoufen

Motion carries

C. Fall Rebate -

1. 7.5%

Typically after the fall season we offer a rebate on ticket sales from championships.

Typically we have offered a 10% rebate. Board is recommending 7.5% in order to help offset the cost of new recorders as well as paying down Credit Card debt.

2. Please defer if possible to help with replacing many judges recorders!

- VI. Administrative Report – Mitch Adams
 - Submission of Mitch Adams notes by Scott Litzenberg
 - A. Fall Overview
 - B. Coordinator Reports
 - 1. Paul Smith - Judging Coordinator report. As of April, all of the Judges Dates have been assigned. Judging Clinic will be July 25th.
 - 2. Ed Stimson - Jazz Division Report. Continued Praise of Competition Suite in both indoor and out. We have a new mass mailing program for this year which should cut down on bounced emails and undelivered/unopened emails.
 - 3. Marching Band Coordinator - Sue Smith. 45 Shows for the fall. 4 fully booked weekends of 6 shows.
- VII. Marching Band Update - Adam Nobile
 - Adam Nobile not in attendance - Adam Burdett will run rules congress.
 - A. Rule Congress will follow after this meeting
- VIII. Indoor Update - Tina DiMeglio
 - A. Season & Championships Update
 - Not in attendance - no update.
- IX. Jazz Update - Glen Cowen
 - A. Season & Championships Update
 - Discussion to use *go to meeting* for Jazz meetings.
- X. Old Business
 - A. Rose Parade Wrap-up & Future plans
 - 38 member high schools participated along with a number of recent high school grads. The past president of ToR has committed to having us coming back. The intent is to try to get a re-invite for 2019. We had sponsorships from Remo, On2 perc, Wish come true, Stanbury, Yamaha, Dinkles, Vic Firth. Our goal for the next ToR would be 250+ kids.
- XI. New Business
 - A. 2015-16 Championships Dates
 - 1. Marching November 14 & 15, 2015
 - 2. December 7th 2015 Winter Meeting
 - 3. Indoor Guard & Percussion April 9, 2016
 - 4. Jazz April 15 & 16, 2016
 - 5. May 2nd 2016 Spring Meeting
 - B. Discussion needs to happen for the inclusion of Patriot in to the Championship rotation with regard to Sat/Sun and Venue.
- XII. Positions for nomination to membership :

Spring 2015:

Section 6 - Election of Board of Directors: The President, Secretary, CI Liaison, and Jazz Liaison will be elected in even years. The Vice President, Treasurer, and Marching Band Liaison will be elected in odd years.

FYI Board of Directors – Spring 2015

Vice President: Adam Nobile

Treasurer: Victor Holladay

Marching Band Liaison: Jared Daubert

Motion to accept the recommended board: Adam Burdett

Second: Ed Otto

Motion Carries

XIII. Fall Season

- A. Judge approval in process right now
- B. Show Schedule being confirmed and is posted
- C. Selection of Outdoor Visual & Outdoor Music Supervisors
 - 1. To be done by the CBA Marching Administrator and Judging Coordinator with approval by the CBA Executive Committee

XIV. Announcements

- A. Good news from Pittston Area SD for Music!
 - 1. Pittston has reinstated 3 music teachers and has included general music back into the elementary curriculum.
- B. Looking for dates for a CBA Town Hall meeting for directors
 - 1. Social location to get to know each other, get input for future and talk about needs, ideas, and concerns
 - 2. West, North, South, East locations and dates to be looked into

XV. Adjournment

Motion: Adam Burdett

Second: Victor Holladay

Motion Carries