



# MINUTES

## CBA Board Meeting

*Date | Time:* 9/15/2013 6:00 PM

*Location:* Holiday Inn Harrisburg East

*Called to order by:* Scott Litzenberg

*Minutes submitted by:* Scott Siegel

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### In Attendance

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Scott Litzenberg (Unionville HS, Pres.), Scott Siegel (Manheim Twp. HS, Sec.), Victor Holladay (Pottsgrove HS, Tres.), Mitch Adams (Ex. Dir.), Ed Stimson (Comm. Coord.), Adam Nobile (Ephrata HS, Marching Band Liaison), Paul Smith (Judging Coordinator)

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### Secretary's Report

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#### Meeting Notes:

1. Several candidates have indicated their interest in the CBA open positions. Scott L. will generate a list of questions to have the candidates respond to before we conduct interviews. We will also ask for resumes. Scott will then schedule some time for the executive board to meet and conduct interviews of candidates before making our recommendations to the general membership.
2. Scott L. brought the entire board up to date on the situation regarding Upper Moreland/US Bands Show on October 12. Summary: US Bands were hosting a show at Franklin Field but needed to add additional units to the show in order for it to run (break even financially). They contacted CBA to partner with us, wanting to join in with the Upper Moreland show to make their show happen. Very serious discussion took place in regards to the various issues surrounding the situation, and the thoughts/opinions of the Upper Moreland Director and CBA Admins not in attendance at the meeting were shared. Many concerns were expressed about getting involved with US Bands and with judging concerns. After discussion, our primary concern is making sure that Upper Moreland's CBA Show remains as an intact CBA show and that their band's financial interests are protected. The board agreed that Upper Moreland can do whatever they choose with the remainder of their day (making an individual agreement with US Bands), but the CBA show must be separate, start in the evening, and be totally untangled with US Bands.
3. MOVED by Victor H. = "Communicate to Upper Moreland that they may work out their own individual arrangement with US Bands, however the CBA Show must be TOTALLY SEPARATE, and begin no later than 7:00 PM with no merging of bands, judges, and divisions". Seconded by Scott L. Motion passes unanimously.
4. Indoor: Judging Coordinator Involvement/Judging Assignment Issues. Summary: Indoor voted to have the Indoor Coordinator (Debbie Y.) assign all judges for indoor shows, which conflicts with the CBA By-laws. She indicated that we are losing guards and percussion units because of judging concerns, which is not true based on direct conversations with trusted individuals. The executive board is working to make all arms of CBA consistent (as voted on at general membership meetings, etc.). Paul indicated what his challenges and frustrations are in this situation. Scott L. drafted a response to Debby clearly stating that the indoor rules meeting CANNOT change the by-laws on their own without coming to a general membership meeting and making by-laws.
5. MOVED by Scott S. = "A 'rule' that was passed at the indoor rules congress was in direct conflict with job descriptions put in place by the CBA executive board in accordance with the constitution and by-laws of the

organization. The CBA executive board has determined that the Indoor Rules Congress does not have the authority to change job descriptions as part of the normal course of its duties. Therefore, the executive board has voted unanimously to make that 'rule' change null and void. We encourage the band directors to pursue any desired changes to administrative job descriptions and/or by-laws through the approved membership process."

6. Mitch brought us up to date on the process of receiving an invitation to the Rose Bowl Parade in Pasadena, CA. "AYFKM?" ~Mitch "HS!" ~ Scott L. Some thoughts from our travel director: (1) How many kids? Approx. 300 (2) Parents? Chaperones? Approx. 600 total (3) Kids and Parents in the same hotel? He says sure, based on the facility he recommends. Tour will include Hollywood sites, Disneyland (including marching parade through the park). They have provided a manual, which spells EVERYTHING out, including timelines and deadlines. They may be visiting with us at championships to do major PR. Mitch will lead the administration side, Scott L. will serve as musical director. Bands must march the parade, and perform an exhibition show at a band event. The idea is to have a camp the last week of July to learn the routine, perform at DCI in Allentown, and turn ticket sales into a fundraiser to offset the cost of the trip for individual students. Uniforms are planned out and will be factored into trip cost. Music for All has voluntarily given us their notebook, brochures, etc. and will be coming out to meet with our committee to go over the package before we put them together. Eligibility: must be a student member of a CBA member school. Package (approx. \$2000), includes airfare, three meals a day, bus everywhere, Disney, banquet, new years eve party, uniform, etc. NO HIDDEN COSTS.
7. Announcement and Press Release: Announcement posted to facebook and CBA website at 9:00 PM.



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## Cavalcade of Bands Association, Inc.

...Education Through  
Musical Involvement

# MINUTES

## General Membership Meeting

*Date | Time* 12/3/2012 7:00 PM

*Location* Springfield High School

*Meeting called to order by* Scott Litzenberg

*Minutes submitted by* Scott Siegel

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### In Attendance

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Scott Litzenberg (Unionville, Pres.), Adam Burdett (Pittston, VP), Scott Siegel (Manheim Twp., Sec.), Victor Holladay (Pottsgrove, Tres.), Mitch Adams (Ex. Dir.), Ed Stimson (Comm. Coord.), Bill Powers (MB Admin.), Adam Nobile and Scott Muenz (Ephrata), Curtis Crone (Red Lion), Glen Brumbach (Boyertown), Rob Cherry (Pennwood), Scott Blanford (Springfield), Tim Pry (Sun Valley), Rick Whitcomb (Haverford), Chris Horn (Upper Dublin), Bret Mascara (Methacton), Al Moffatt (Upper Moreland), Tonia Kaufman and Jeff Phipps (Plymouth Whitemarsh), John Riley (Educ. Coord.), Matthew Wolfe (Warwick), Anton Ramano (Kennett)

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### Secretary's Report: Approval of Minutes

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The minutes from the May 2012 General Membership Meeting were reviewed. Motion to accept the minutes by Methacton, second by Sun Valley. Motion passed.

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### Treasurer's Report

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Victor Holladay (Tres.) gave an overview of the 2012-2013 budget as it currently stands.

Outdoor Marching Championship Income and Expenses were reviewed. Income/expenses are still being finalized, especially in regards to the Millersville Show. Still waiting for Hersheypark Stadium rental expense, plus Millersville expenses. Expenses for patches were included under "Trophies and Banners". Income is expected from Jolesch Photography and Mr. Video, as well as the Reading Buccaneers (ticket sales from both days at Hershey).

A discussion about advanced ticket sales revolved around when advanced tickets were received this year. It was noted that because the division setup isn't known until after the last week of the regular season is complete, tickets cannot be sent out any earlier. Tickets this year were Fed-Ex'ed overnight on Monday. One possible solution to get tickets to band directors sooner would be to have directors who want their tickets earlier to make arrangements with one of the executive board members or administrators who are involved in sorting tickets to pick them up rather than have them mailed.

Membership (Income Line Item #1) continues to climb as additional members join the CBA and pay dues, as well as continue to collect dues from Indoor and Jazz participants.

Credit card balances were reviewed and explained.

Scott Litzenberg thanked Victor for his diligent work in keeping all of the books balanced and records accurate as its getting to be a very time consuming and difficult challenge.

Motion to accept the treasurer's report by Boyertown, second by Methacton. Motion passed.

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## Vice-President's Report

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A. Burdett reviewed the Hall of Fame inductees from the past year. He explained the process for nominating inductees for the future.

Scholarship nominations will be forthcoming. Scholarships are currently only available for West Chester University, although they will be explored in the future for other colleges/universities within the CBA region.

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## President's Report

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S. Litzenberg asked for feedback regarding the online draw for championships. Overall consensus was that this was a great change to the championship-meeting format and that it should continue.

Special thanks were given to Ed Stimson for his very challenging work in implementing the new Competition Suite software.

Special thanks were given to the administrative team for the very smooth operation of the Outdoor Marching Season.

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## Administrator's Reports

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### Executive Director's Report:

Mitch Adams indicated the report stood for itself and encouraged all in attendance to read it, as well as the other reports in the Administrator's Packet.

Mitch also indicated that the growth cycle continues as additional bands from the Pittsburgh and Harrisburg areas are interested in participating in the CBA.

Mitch presented the idea of having a Concert Band Competition Series, and may look to trial that based on member interest.

### Communication Coordinator's Report:

Ed Stimson discussed Competition Suite. He outlined the successes and concerns from the Outdoor Marching Season as well as how it will be adjusted for use in the Indoor and Jazz Seasons.

*All administrators' reports were available at the General Membership Meeting on 12/3.*

Motion to accept the reports by Red Lion, second by Ephrata. Motion passed.

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## Old Business

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- Competition Suite Review – lots of stress and headaches for judges, tabulators, communication coordinator, and judging coordinator this year in implementing the new system. 95% of problems associated with Competition Suite were “show host tech person” error.
- Jazz Band and Competition Suite – will be used for commentary only, because CS's scoring and recap sheets do not match the established jazz scoring sheets.

- Hot Spot Equipment – CBA now has 10 hotspots that cost us approximately \$230 each month. Paul Smith and Ed Stimson will work together to divide these for the indoor and jazz season. Also, looking to rent out a Hot Spot to MAPS for a monthly fee (suggested \$100).
- Difficulty Paying Dues – Some NJ groups were unable to pay dues because CBA does not have a NJ Business ID number. Although we have a Federal Tax ID number, the CBA does not have a PA Tax ID Number either. It is time to obtain a professional to help us complete this paperwork and get these numbers established. The executive board and administration will take action on this in the coming weeks.

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## New Business

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- Elections – The President will need to send out a communication regarding open board positions in accordance with our by-laws. Elections for Vice-President and Treasurer are due shortly. A form will be created on the website to collect nominations as well as conduct elections. Nominations from the floor included Victor Holladay for another term as treasurer, Adam Nobile for treasurer, and Adam Burdett for another term as Vice-President.
- Director of the Year – Scott Litzenberg moved that the Director of the Year nominations and voting occur online this year. Springfield seconded his motion. Motion passed. Scott Litzenberg will send an email and get the process moving later this week. A discussion took place regarding the criteria of the award and when the award is usually presented, since it's a "marching band director" award and not an overall "band director" award. Tonya Kaufman suggested that official criteria be established for the award; as well an award is presented for "Director of the Year" in each of the CBA Branches (Marching, Indoor, Jazz, etc.).

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## Announcements

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Central PA Food Bank Donation – nearly 2400 pounds of food was donated by CBA after our Outdoor Marching Championships. We received a very well written letter of appreciation from the CPAFB for our donation. We are currently the top donator for the year!

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## Next Meeting / Adjournment

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Upcoming Meetings:

- CBA Rules Committee Meeting  
1/29/2013 7:00 PM @ Manheim Township High School
- CBA General Membership Meeting  
5/6/2013 7:00 PM @ Unionville High School (*location tentative*)

Motion to Adjourn by Pittston, second by Boyertown. Motion passed at 7:57 PM.

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## Rules Congress

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The Rules Committee Chairperson, Curtis Crone (Red Lion), called the Rules Congress to order at 8:02 PM. He explained the process by which new rules are created: at the general membership meeting all rule proposals submitted will be read, discussed, and voted to either send to committee or not send to committee.



# MINUTES

## Spring General Membership Meeting

*Date / time* 5/5/2014 7:00 PM

*Meeting called to order by:* Scott Litzenberg

*Minutes submitted by:* Anton Romano

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### In Attendance

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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 (Ephrata HS, Marching Band Liason), Paul Smith (Judging Coordinator), Matt Ceresini (Great Valley HS), Tina Demeglio (Ridley HS), Ed Otto (Downington West HS), Ed Stimson (Comm. Coord.), Bill Powers (Marching Band Admin),

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### President's Report

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Scott Litzenberg

Rose Band Update – ToR honor band first rehearsal was April 27<sup>th</sup>. Great intensity at first rehearsal. The first rehearsal was to set the tone and see what the kids were capable of. Paul Smith spoke to the battery/pit breakout session. Mark Thurston is hoping to have the drumline set by the next rehearsal. Guard rehearsed to determine level.

We have sponsorship for many components of the band and trip. Guard uniform is expected to arrive on or about May 6.

On2 percussion is providing drum wraps.

Eric Sabak's company is sponsoring the banner and flags

Stanbury is a major contributor of uniforms

Dinkle is helping with shoes and gloves

Rite-aid is providing the truck to ship the equipment cross-country.

Mitch Adams briefed on the parent meeting component of the ToR honor band.

Cavalcade update –

Jim Fulkroad is taking over as the Administrator Coordinator

Anton Romano is taking over as Secretary

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### Vice-President's Report

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Adam Burdett

Cavalcade of Bands Hall of Fame nominations are currently open. Deadline is Sept 1<sup>st</sup> 2014.

The nomination can be for indoor or jazz and not just marching.

The application can be found online on the website.

We have 5 nominations for the WCU scholarship. Adam is looking for 2 volunteers to help with choosing recipients for the scholarship. Adam hopes to have the scholarships awarded by May 15. Tina DeMeglio has volunteered to help.

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### Secretary's Report: Approval of Minutes

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The minutes from the December 2013 General Membership Meeting were reviewed. Motion to accept the minutes Unionville. Second by Pottgrove. Motion passed unanimously.

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### Treasurer's Report

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Victor Holladay

Reported expenses are good. We are currently under budget. We have paid the first half of competition suite bill but have not received the invoice for indoor and jazz.

We did very well staying within budget on all items. When we went over it was not by much. Income was very good for marching band championships.

Indoor Jazz did very well also.

Motion to accept report by Pittston. Second by Ridley. Motion passed.

Motion to accept the proposed budget for next year by Unionville. Second by Downingtown. Discussion to adjust the educational coordinator stipend in the future. Motion passed.

Victor reported on feasibility of credit card machines. We would rather use swipes with tablets and notebooks than true credit card machines. We need to move to credit cards because of the extreme number of bounced checks we have received. Bounced checks are coming in through advanced ticket sales and being submitted when directors don't use a single check. Bounced check fees are \$12.00 per check plus the loss of revenue from the tickets. Presale tickets need to be all cash or one check.

We neglected to address championship rebates at the December meeting. Rebate will be 10% of sales from

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### Administrator's Report

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Mitch Adams reported that we are increasing membership; especially from NE PA and WV. We will be running more shows in WV. Recruiting is going well and the circuit is growing.

Paul Smith reported the new administrative team for indoor was a phenomenal success. We are very rich in judges at the moment. We have a real and true trialing and mentoring process for new judges as we move forward.

Ed Stimson reported that jazz tried something new this year with an all-star type of group.

Ed Stimson reported on communication that he is attempting new and different mass email programs to communicate to the membership. We are trying to keep bulk emails from bouncing from school districts.

Bill Powers reported that we lost 8 shows but we have picked up 10 new shows. There is a very poor response from directors in regard to show host meetings.

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## Old Business

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- Director of the year nominations is open and we hope to have a nominee soon.
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## New Business

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- Website and branding re-design
  - We have had an offer to completely re-work our website, image, and brand for a very competitive price.
- The designer for the website may also be helping us with merchandise and apparel design.
- 2014-2015 dates will be confirmed by May 21<sup>st</sup>.
- Discussion about alternative dates for the general meeting. Possibility of moving the meeting to late May or early June so that we can discuss indoor and jazz while we discuss the marching band rules.
- Nominations for board of Directors – Spring 2014
  - President: Scott Litzenberg
  - Secretary – Anton Romano
  - Indoor Liaison: Tina DiMeglio Ridley HS
  - Jazz Liaison: Glen Cowen – Upper Moreland HS
  - Motion to accept nominations Downingtown. Second Pottsgrove. Motion passed

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## Announcements / Action Items

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We are still taking auditions for Tournament of Roses Honor Band. Please apply online.

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## Next Meeting / Adjournment

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Jazz Meeting will be Wednesday May 7<sup>th</sup>, Upper Moreland HS 7:00 PM



Indoor meeting TBD and will be announced after May 15<sup>th</sup>.

12/1/2014 7:00 PM, Location TBA

Motion to Adjourn Pottsgrove, second Pittstown.

Meeting adjourned.

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Rules Congress

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Call to Order Adam Nobile