



Winter General Meeting
Monday December 4th, 2017
7:00 p.m.
Eastern York HS

~ Agenda ~

- I. Welcome and Attendance: Scott Litzenberg, President(Unionville); Keith Gromis, Treasurer(Eastern York); Anton Romano Secretary(Kennett); Paul Smith, Executive Director; John Keane, Judging Coordinator; Jim Fulkroad, Administrative Coordinator; Tim Pry Marching Band Director Liaison (Sun Valley); Ed Stimson, Communications Coordinator and Jazz Band Administrator; Ken Brown, Marching Band Administrator; Adam Burdett Marching Visual Supervisor; Chris Poole Susquehannock; Dave Porter Cumberland Valley; Ed Otto Downingtown West
- II. President Report – Scott Litzenberg, Unionville HS
 - A. Fall Update & report - Scott reported that we received notification that Cavalcade of Bands has been invited to provide an honor band for the 2019 Tournament of Roses Parade. We are in great shape for that event. We are actively looking for additional locations and dates to host interest meetings. There is a meeting to be determined for the Kennett Square Area (projected to be in January of 2018.) Scott offered commendations to the coordinators and executive director for the job done to run the outdoor program from week to week in the 2017 season.
 - B. Championships Rotation Review - More in new business - expanded discussion in new business
- III. Vice President Report – Adam Nobile, Big Spring HS - in absentia due to County Band - report presented by Scott Litzenberg
 - A. Hall of Fame - Denny Snader was nominated in the spring of 2017 and inducted in the fall of 2017 at the Hershey Show. We are currently accepting nominations for indoor and jazz Hall of Fame nominations. The deadline for indoor and jazz nominations is February 1 2018. Nominations for marching band hall of fame is October 1 2018.
 - B. Scholarships - 2 scholarships were awarded in the pas year. Recipients are Luke Thurston from Springford High School and Ruth Clark from Big Spring high school Deadline for 2018 scholarships is Memorial Day of that year. Requirements are that applicants marched their senior year of high school in a Cavalcade of Bands ensemble and that the applicant is enrolled in the marching band at West Chester University
- IV. Secretary Report – Anton Romano, Kennett HS
 - A. Minutes of the May General Membership Meeting - Posted to the Cavalcade of Bands website and paper copies distributed to membership at meeting. Minutes accepted from May of 2017.
- V. Treasurer Report – Keith Gromis
 - A. Budget Update We currently have \$16,649.94 in the checking account and \$60,000 in savings. Stipends have been paid and those receiving them should see them in the mail

shortly. We have been moving towards more online checking via Wells Fargo and less hand written checks. If there is an address change please update it with Keith Gromis so he can make changes in online files. Treasurer's report does not yet include income from championships as that data was not available until the day of the meeting. Keith reported we are over budget in the accounting and miscellaneous line items. Overage in Accounting is due to 501(c)3 expenses. The overage in miscellaneous is because we have retained Tuk Law as counsel for copyright issues. Keith is hoping to implement new systems for collecting bills as well as move us to the use of debit cards instead of credit cards.

B. Championship Budget Report - Paul Smith

Question from Ed Stimson regarding online ticketing vs previous method. Paul stated that ticket sales were only down \$800.00. Paul noted there were a few, minimal, technical glitches. Profit difference between 2016 and 2017 was \$3,827.23. Cavalcade of Bands still does not have a signed contract from Hershey Stadium. A Suggestion was made to allow online ticket sales the day of the event. The suggestion was met with general approval and this option will be explored for 2018.

VI. Administrative Report – Paul Smith

A. Fall Overview - Paul encouraged everyone to read the administrator's reports. Paul reported we have been able to increase sponsorship funds from \$5,800.00 to \$8,100.00. Paul stated that there was a challenge in writing letter to the West Virginia band directors that would sever ties with those groups and allow Cavalcade of Bands to move forward separately. He thanked all of those who helped guide the direction of that communication.

B. Music Copyright and Future Live Streaming - Paul reported that close to half of his time as executive director was spent on copyright issues. The majority of the community (directors, parents, staff, attorneys) have been respectful and understanding of the current reality and landscape of copyright issues.

C. Coordinator Reports -

1. John Keane reported that Ron Abate' coming on as educational coordinator has been positive. They are already working on clinic training for 2018. Judges have a new self evaluation form as well as a rubric. Judges are supposed to be self reviewing and will still receive input from the coordinating staff. We have invested in new digital recorders this year. We will invest in another 20-30 for next season. John stated we will have 8 full set for 2018. We have added additional chief judges and tabulators in 2017. We are looking to pilot tablets for digital score inputs during the indoor season and see if the technology will be viable for the marching band season. John reported Eric Landis has retired from judging and will not be with us in the future.

2. Ron Abate' - in absentia - presented by John Keane. Ron has held his position in other circuits and brings that perspective to Cavalcade of Bands. Ron's goal is to dig into the art of judging for 2018. He stated we have improved from a numbers management perspective but we need to work on the art and science of judging. Top box dominance will still be the primary goal of new judges. We want to reach 70-80 total adjudicators. Paul Smith added that the team dealt with some very challenging judging situations this past season and commended the team on handling those situations professionally.

3. Jim Fulkroad - already reported on ticket sales from championships.

4. Ed Stimson - Jazz season is just beginning with more and new shows. New Jersey championship will be hosted at Cinnaminson High School. Clayton High School will host a jazz show, as will Big Spring High School, and Millersville University. The Jazz circuit has seen positive expansion in the Lancaster and New Jersey areas. Collegiate exhibition bands are already in place for Jazz Championships. The jazz

clinic will be on 1/27/2018. Ed reported that this will be second year for bands to decide on A/open. He mentioned that we need to establish an earlier timeline for the A/open break period. Ed reported the web page and mass mailings are working well.

5. Ken Brown - Fall schedule - We need to work through the process of how we determine what shows are on what weekends. There appears to be a good deal of conflict in trying to determine which shows should occur where, especially the last week of September and first week of October. Ken offered commendations to Courtney Beard and Sue Smith for the help at Allentown.
 6. Dave Arnold, Bobby Molloy, Marcel Roos in absentia - Paul Smith presenting. - Bobby Molloy is doing well in his role as communications coordinator. His goals are to move forward with a presence on Twitter and Instagram as well as Facebook. Indoor report reflects a different approach to the 2018 season. We have capped the number of shows. Indoor championships will occur before Easter. Marcel has worked a deal with Swaggle and Jersey Surf that will included in a drawing for free equipment.
- D. Championships - Paul reported that the Hershey site requires less manpower than Allentown since a component of the rental agreement with Hershey includes parking attendants, ticket takers, etc. Allentown presented different challenges this year; especially with parking for the Yankee and Patriot conferences. Paul has concerns that groups in the Independence conference tend to get lost in Allentown.
 - E. Miscellaneous - Paul reported that we are waiting on trademark approval for our logo. We are also waiting on 501(c3) approval. Paul want to take a look at web streaming landscape to try to live stream championships for 2018. Scott Litzenberg reported that our first rose parade honor band had 150 members. We are hoping for 200-225 students for the 2019 appearance.
- VII. Marching Band Update - Tim Pry
- A. Rule Congress - 44 rule changes proposed
- VIII. Indoor Update - See VI/C/6 above
- A. Season Schedule are confirmed and posted
 - B. Judge Approval
 - C. Championships Update
- IX. Jazz Season - Ed Stimson See VI/C/4 above
- A. Judge approval in process right now
 - B. Show Schedules are confirmed and are posted
- X. Old Business
- A. Bylaw change needed for 501(c)3 process - in order to move forward on the 501(c)3 process we need to change four bylaws immediately. They can not wait until the May rules meeting. In order to maintain our non-profit status this will be done at tonight's meeting by special vote.
 1. Special Vote required to change the bylaws outside of normal procedure - Call to motion by Scott Litzenberg to make the changes in the constitution as noted by Paul Smith. Seconded by Tim Pry - Motion passes unanimously.
 - a) The following has been added to the Constitution under Membership
 - : **Members in good standing shall be entitled to vote on issues brought before the Organization by the Board of Directors for ratification. Such issues shall be decided by simple majority affirmations.**
 - : **The Board of Directors may terminate a member school who fails to**

pay dues or any other obligation within four months after such debt has become due. Any membership so terminated may be reinstated by the Board of Directors one all dues and other obligations are fully satisfied.

- b) The following has been added to the Constitution under Board of Directors
- **Primary governance of the organization will rest with the Board of Directors, whose members shall have the right to vote on all issues before them. From time to time, for the purpose of unity and clarity, matters passed by the Board of Directors may, at the Board's discretion, be brought before the general membership for ratification. In such circumstances, a special organizational business meeting will be either called by voice or written instrument, with a minimum notice of five business days.**
 - : **The majority of the Board of Directors cannot be related by blood, marriage or business dealing.**

B. TOR 2019 Parade informational meetings

1. Informational meetings are already scheduled for Big Spring, Springford, and Daniel Boone high schools. More informational meeting remain to be announced,

XI. New Business

- A. West VA Update - We have severed ties with bands from West Virginia. Those bands are encouraged to participate in Cavalcade of Bands but shows will no longer be held in those regions.
- B. Marching Band Task Force Proposal - The board would like to form a task force to examine all aspects of the outdoor season. Topics of discussion to include but not limited to
 1. Championship Rotation
 2. A and Open - all season
 3. Ticket Prices
 4. Stadium Size for Independence
 5. Dates of general membership meetings - would it be better to move the December meeting to January? The May meeting to June?

XII. Positions Positions for nomination to membership :

- A. Section 7 - Election of Executive Director and Coordinators. The Executive Director, Judging Coordinator, Education Coordinator, and Jazz Administrator shall be elected in odd years. (2017)

Executive Director: Paul Smith
Judge Coordinator: John Keane
Education Coordinator: Ron Abate
Jazz Administrator: Ed Stimson

The board makes the above recommendations. Membership approved unanimously.

XIII. Spring Board Elections

- President, Secretary, Indoor Liaison, Jazz Liaison

XIV. Announcements

XV. Adjournment

***2017-18 Marching Band Comm. to follow adjournment**

CAVALCADE OF BANDS

Education through musical involvement.

Spring General Membership Meeting

~ Agenda ~

Sunday May 6, 2018
7:30 p.m.
Sun Valley High School

- I. Welcome and Attendance: Scott Litzenburg President (Unionville High School), Adam Nobile Vice President (Big Spring), Keith Gromis Treasurer (Eastern York) Anton Romano Secretary (Kennett High School), Tim Pry Marching Band Liaison (Sun Valley High School), Justin McAdams Phoenixville High School, Glenn Cowen Jazz Band Director Liaison (Upper Moreland High School), John Keane Judging Coordinator, Paul Smith Executive Director, Ken Brown Marching Band Administrator, Ed Otto Downingtown West High School, Matt Ceresini Great Valley, Ed Stimson Communication Coordinator/Jazz Band Administrator, Adam Burdett Pittston Area High School, Jim Fulkroad Administrative Coordinator, Bobby Molloy Social Media Coordinator, Ted Cheney-Miadzinian Indoor Director Liaison

- II. President Report – Scott Litzenberg, Unionville HS
 - Winter Update & Report - Scott reported that the winter was a good example of how the organization was run. We are losing some very important members of cavalcade this year due to retirement. Scott reported that Dick Scott passed away recently and commended Dick on his years of service to Cavalcade.
 - Scott reported that he will not be seeking another term for president. Scott will be resigning as the co-director of the rose parade. Anton Romano will be installed as the co-director of the Tournament of Roses band.

- III. Vice President Report – Adam Nobile, Big Spring HS
 - Hall of Fame
 1. Form is on the Cavalcade website
 2. Outdoor nominations due by:
 - a) Outdoor - October 1
 - b) Indoor - February 1
 - c) Will be converted to an online formAdam reported that Danny Snader was nominated for the Hall of Fame.
 - WCU Scholarships - We award up to 3 scholarships annually.
 1. Applications are now open and will be accepted until May 25th.
 2. Reviews need to be by an impartial panel.WCU scholarship will open on 5/8/18. It is now an online form.
We will still need an impartial panel to adjudicate applicants.

Paul questioned if there are is a way to get more people nominated into the hall of fame.

Cavalcade of Bands would like MORE nominations for the Hall of Fame from all aspects of the organization.

There was discussion to merge the Indoor hall of Fame into an Indoor/Jazz combined Hall of Fame. There was no consensus on this discussion but it will be explored going forward.

IV. Secretary Report – Anton Romano, Kennett HS

- Minutes of the December General Membership Meeting for approval

V. Treasurer Report – Keith Gromis, Eastern York HS

- Yearly Budget report

Keith reported that we are splitting the Verizon bill out from the Competition Suite line item to better report expenses for communications versus Competition Suite. These two expenses need their own individual line items.

We are removing the Miscellaneous line item.

Line item 22 was changed from Miscellaneous to legal.

Most of the Miscellaneous from - line 22 was spent on Bryan Tuk for legal counsel.

Current Checking balance is at 5,824.59. Savings balance is at \$1,500.00.

Combined total of checking and savings is 7,368.84.

Keith reported that we have been extremely aggressive in paying down credit cards and we are moving towards a debit card model. The goal is to eventually have only one credit card which will only be for emergency use. Currently we will still have a credit account but we want to continue to pay down any debt. We are hoping to have all credit cards paid off by July of 2018.

Paul reported the “ED” card balance is \$0.00 but there is an ongoing gotomeeting charge that is in limbo and he is actively trying to resolve. Jim’s Credit Card balance is down to \$2000.00.

- 2018-19 Budget Proposal

Keith reported that the future budget is written on a 3-4 year model. However, he does not have enough data to project that far into the future.

Keith reported that we have cut the honorariums for the board members.

We will be bringing in an accounting firm to help with our financials in the future.

We have added Utilities as line item 48 to distinguish competition suite from Verizon connectivity.

Keith aligned projected income to be in line with what we took in during the 2017-2018 fiscal year.

On the suggestion of 501c3 firm we have been working with we will begin to project a 7% cushion from year to year.

VI. Administrative Report – Paul Smith

- New Indoor Schedule and Championships

Paul reported we made a conscious decision for indoor to go earlier in the season. With the exception of losing money at champs it was very successful. There were more units at regular season shows than in past years.

- Tresona Music and SPiN Updates

We settled on a partnership with tresona and spin. Soon there will be a link to upload shows for compliance. CoB will be very aggressive about copyrights and ensuring bands are complying. Spin network will allow us to upload any show from any band in the history of Cavalcade. Work to start our own Spin channel is expected to begin over the summer.

- Trademark Application Update Cavalcade of Bands trademark has become official
- 501c3 Application Update - as of 5/7/18 the last document for 501c3 has been submitted.
- New Documents - Employee Verification and Student Contact/Communication Documents - We have had 2 documents created for us. The first is an employee verification form and the other is a student communication form. There was member discussion on how many and which clearances we will insist on anyone associated with cavalcade having.
- Sponsors and Opportunities - Nothing to report
- Coordinator Reports -

John - see report. We transitioned into a half point judging systems. Judges now have the ability to show growth throughout the season. The team is still working on tolerances as it relates to open and A class.

Indoor - short season was a benefit. Scheduling around regional dates helped from a judging perspective. Tablets worked very well for indoor. Tablets were all 3g capable and worked well. John reported that all of the first generation recorders have been replaced. The fall outdoor show season is about two-thirds scheduled. John believes we might be lite on field visual judges.

Paul reported that Ron Abate is bringing our judging staff up to current standards. The process used for new judging and protests has been well received.

Bobby Molloy - Our next social media goal is to set up a snapchat account. The biggest reason for wanting a snapchat account is the ability to quickly and efficiently upload short videos. Bobby is hoping to establish a fan favorite award at shows or championships where the audience would be able to vote through a 5 digit text.

Jim - see report.

Ed - communications - see report

Ken - See report

Ed - Jazz - See report

Paul - See report - Paul will be sending all administrators reports to membership.

Paul complimented the jazz circuit for being one if not the best on the east coast.

Hershey stadium and J. Birney Crum are confirmed for the fall.

Paul wants to create a task force to look at ways to improve Cavalcade of Bands in ways that would have long reaching effects. The task force would need to determine what changes would need to be voted on as rules changes, what would need to be constitutional changes, and what are merely policy changes.

Currently there are 115 members in the ToR band from 19 different CoB schools.

- VII. Marching Band Update - Tim Pry
 - Rules congress being held immediately after this meeting
- VIII. Indoor Update - Tina Vafiadis
 - Annual Indoor Meeting: TBD
 - 2019 Championship Date: Most likely March 23, depending on WGI schedule
Tina will be stepping down as indoor coordinator
- IX. Jazz Update - Glenn Cowen
 - Annual Jazz Meeting: Mon. May 21, 7pm @ Upper Moreland HS
 - 2019 Championships: Fri./Sat. April 12, 13 - Locations TBA
- X. Old Business
 - 2018-19 Marching Championships Dates - as per rotation (subject to adjustment as per pending bylaws, if needed)
 - Saturday, November 10 Championships
 - Yankee A and Open / Patriot A and Open – Hershey Stadium
 - Liberty A and Open – J Birney Crum Stadium
 - Sunday, November 11 Championships
 - Independence A and Open – Hershey Stadium
 - American A and Open – J Birney Crum Stadium
- XI. New Business
 - Paul stated that Cavalcade of Bands is completely committed to clearances from anyone working with students.
 - Paul reported that Vineland will be hosting a Cavalcade NJ championships with the possibility of limiting the show to only New Jersey Bands.
 - Glenn asked about sharing recaps near instantly through social media
 - Glenn questioned why we have 108 bands in the circuit but only 40 participate in Jazz championships. Glenn would like to explore some other venues and opportunities for jazz related studies.

XII. Positions for nomination to membership :

- The President, Secretary, Indoor Band Director Liaison, and Jazz Band Director Liaison will be elected in **even years**. The Vice President, Treasurer, and Marching Band Director Liaison will be elected in **odd years**. (May)
- The Executive Director, Judging Coordinator, Director of Education and Jazz Administrator shall be elected in odd years. (December)
- The Indoor Administrator will be elected in odd years, but at the May general membership meeting, instead of the December general membership meeting.
- The Administrative Coordinator, Communications Coordinator and Marching Band Administrator shall be elected in even years.

- President: Adam Nobile, Big Spring
- Secretary: Anton Romano, Kennett
- Indoor Band Director Liaison: Ted Cheney-M, Chichester
- Jazz Band Director Liaison: Glenn Cowen, Upper Moreland
- Vice President (finish 1 year of term) Justin McAdams, Phoenixville

Motion to elect named representatives

Motion Carries

XIII. Announcements

- Rose Parade Applications Still Being Accepted
- Marching Band Show Sign Ups
- Music Copyright Form Available Soon

XIV. Adjournment

****2018 Marching Band Rules Congress to follow adjournment***