

## NAOPA ORCHESTRA PARENTS MEETING MINUTES

SEPTEMBER 16,2009

Welcome and Introductions - Cathy Poole, president of NAOPA, introduced herself and current board members. Returning board members are Gail Richardson as Vice President, Mary Smith as Secretary, and the position of Treasurer has not been filled. Treasurer is only a one year commitment according to by-laws. Anyone interested please contact Cathy Poole.

Orchestra parent meetings are once a month, usually on Thursday, start at 6:45 and last about 45 minutes. Check NA calendar for dates and times or orchestra parents website for this and any other information related to orchestra. Web address is naorchestra.org

Treasurer's Report – brief report only given by Cathy Poole since we are still in need of a treasurer. Approximately \$7000.00 carried over from last year. Still have outstanding charges related to concert cd's and a couple of other matters which will leave us approximately \$5000.00.

### Committee Reports-

Banquet- Will be in May. No other information at this time

Publicity –Nothing

By-laws – Nothing

Chaperone Coordinator – Twelve events this fall consisting of strolling events and December concert. There will be a survey on the website so you may indicate the dates you are available to chaperone. If you are willing to be used on an on call basis give your name and number to Karen Napoli who is the coordinator. Chaperones duties consist of riding the bus with the kids, checking kids in to make sure who is there, helping with instruments, keeping kids in line at events and making sure we return with everyone we left with. Chaperone duties during a concert will be, to check kids in and to stay with kids who are not performing. You will see your child perform. An email will be sent with a link and if you click on the link you will be able to check off the events that you are able to chaperone. The events are all on the website. Go to the high school section. Each student is placed in a group. If they are unable to make the assigned performance it is their responsibility to trade with someone from another group.

Trip Chaperone Coordinator – Donna Carretta is getting papers together for the trip. More information will be available at future meetings.

Uniforms – Linda Cardamone is the coordinator. Uniform try on dates are Sept 29<sup>th</sup>, 6P.M.- 8P.M. for boys and Oct.1, 6P.M.- 8P.M. for girls. Boys need to buy a tuxedo shirt from Jack's Tuxedo in Wexford for \$17.00 and say you are a member of NA orchestra to receive the discount. If boy needs to change size of tux they need to bring old one in dry cleaned. Explain to girls prior to fitting that the dresses run

small so they may not wear their normal size. If you can't make assigned date call Linda for alternate arrangements. At fitting some will receive tux or dresses that night and others will need to be ordered and will come in November. Returning members who need a different size should come in early to get one that is already here. Freshmen will be given further instructions once they do the fitting.

Fundraising – There will be four individual fundraisers for the trip.

1. Holiday Greens sale – Begins week of Sept 21. Delivered week of Nov. 30. Profit to students is between \$4-5.00. Can be shipped directly to out of town as gifts. Materials are available for students from Mrs. Lavelle.
2. Pie Sale – Pies will be \$9.00 each. Sale starts Oct. 19<sup>th</sup>. Students profit will be \$2.50-\$3.00 each.
3. Joe Corbi – frozen pizza and cookie dough. Same time as pie sale
4. Orchestra program ads – most profitable way to make large amount of money toward trip cost. Gail Richardson is the coordinator. An example of ad profit would be; a quarter page ad costs \$60.00 and 50% of that goes to the student. Ad sale will be in November but paperwork will be available at the beginning of October. Mrs. Lavelle will post on website when an ad has been sold to a business. If a student does fundraising and doesn't go on the trip this year their money will carry over for 1 year.

We still need a coordinator for Joe Corbi products. Also need a solo festival coordinator and a banquet coordinator.

General Fundraisers – These benefit the entire orchestra. They will consist of T-shirt sale, 50/50 raffles at concerts, flower sales at concerts and solo festival.

Orchestra Director's Report – This year's trip is to Myrtle Beach. It will take place from April 6<sup>th</sup>-April 10<sup>th</sup>. We will leave Tuesday and drive thru the night. All details are not finalized. Itinerary as it is now is available from Mrs. Lavelle. Cost of trip will be around \$650.00 per student. Student is not required to participate but trip is open to all students grade 9-12. Orchestra is accompanied by 12 chaperones, 3 directors, and 2 nurses. There is a hired security guard on at night. A payment installment plan will be set up when details are finalized. At this time cost for chaperone's will be determined. Final itinerary will also be posted on website.

PMEA – professional group for music educators in the state. We are in District 1 which encompasses Allegheny County and three other counties. PMEA sponsored Honor's Orchestra will take place in November. Auditions were this week at Fox Chapel High School. This orchestra will have 92 students and at the auditions 25 North Allegheny students were picked to participate.

Also, this year's All State Conference is in Pittsburgh. North Allegheny's Chamber Orchestra submitted a tape along with about 140 other orchestras for a chance to perform at the All State Festival and they were one of three orchestras picked.

**NAOPA Minutes**

**October 15, 2009**

**Welcome and Introductions – Cathy Poole, President opened meeting**

**Review of Minutes – Minutes on web-site**

**Committee Reports**

**Banquet – none**

**Publicity – none**

**Bylaws – none**

**Chaperone Coordinator – Contact Karen Napoli or go on website & sign up for event. Karen is specifically looking for chaperones the night of the December concert.**

**Trip Chaperone Coordinator – Donna Caretta and she will have more information to share as we get closer to the trip.**

**Fundraising –**

**Greens sale is done and we had great response**

**Program ad sale – Gale Richardson spoke and said the forms will be ready by the end of next week. Profit runs about 50% of the ad sale price. There are boxes on the order forms that show the sizes. As soon as an order comes in a list will be posted on the website telling who the ad was sold to and which size.**

**½ page - \$100.00**

**Full - \$185.00**

**Inside cover - \$275.00**

**¼ page, business card - \$60.00**

**Fundraising money carries over for 1 year. Will send an e-mail stating that the forms are out.**

**Monday, Oct 19 will be the distribution for Joe Corbi and pie sale forms. The pick -up date for both will be the same.**

**Uniforms – Fittings were done in the two scheduled days. The process to order uniforms will be started shortly**

**Orchestra Director's report – The first trip payments were due today. We have had a great response for chaperones.**

**The NA Symphony will start Wed., Oct. 28 5-7 P.M. at NASH. The auditions are not finished. There will be two concerts, one in February and one at the end of the year. There will also be a one day Adjudication at Hershey Park.**

**Old Business**

**Issues related to Not For Profit status and Fundraising. There are a few more things to do.**

**The Band changed their fundraising policy because you cannot attribute profits from fundraising to students or it is considered taxable income. The band handles this by giving a quota of things to sell to each student and if the quota isn't met the parents then write a check for a charitable donation.**

**The orchestra hasn't changed anything yet. We will hold off on finishing the Not For Profit status this year and develop a fundraising plan and have it in place before we finish Not For Profit status.**

**We need to put a committee in place to address this matter. A vote was taken and a unanimous decision to delay Not For Profit status until fundraising plan is in place occurred.**

## NAOPA Minutes - February 18,2010

Welcome by Cathy Poole, President

Review of minutes – The minutes from last meeting will be posted on the website

Treasurer's Report – typed copies of financial report were available at the meeting and can also be seen on the web. Synopsis of the month is there is a balance of approximately \$87,000.00 and \$ 75,000.00 is for the trip leaving a balance of around \$12,000.00.

Banquet – none

Publicity – none

By-laws – none

Chaperone Coordinator – There are two strolling events in March and the concert in April which need chaperones. The first strolling event is Sunday, March 21<sup>st</sup> involving Group A and going to Vincentian Nursing Home. The second one is Saturday, March 27<sup>th</sup> involving Group B and going to The Priory. The concert is Thursday, April 29<sup>th</sup>. Each of these events require 5-6 chaperones. If you are interested contact Karen Napoli.

Trip Chaperone Coordinator – please get your clearances to Donna Caretta as soon as possible. The mandatory trip meeting is scheduled for March 18<sup>th</sup> and the chaperone meeting will be right before at Nash.

Fundraising – none

Uniforms – none

Orchestra Director's report – getting details worked out for the trip. A lot of students are not in rehearsals for the musical.

New Business – We were able to go from four buses to three for the trip. This will result in every student paying \$60.00 less. We would like to just return \$60.00 cash in an envelope to students as they board the buses rather than writing a refund check to each one. We will explain to the parents at the trip meeting and if they would rather have a refund they can.

Elections for next year will be in April. We will need A president, vice-president, & a secretary.

Someone gave a \$100.00 donation – Mrs. Lavelle is going to let the kids buy snacks for the trip and leave them in the nurses room where everyone can get one if they want one.

Old Business – Still need to schedule a meeting with our attorney to talk about fundraising for next year.

