



# AOPA MEETING MINUTES

## CALL TO ORDER

Athens Orchestras Parent Association (AOPA)

Grimes home

2017 July 11

Next meeting: 2017 Aug 18, 6pm Sharon Stover home (6925 Emerald Shores)

## ATTENDEES

Ryan Quinn

Peggy Chinoski

Tracy Grimes

Sharon Stover

Anne Stibich

Rochelle Pennant

Mitesh Shah

Shallabh Gupta

## REPORTS

### FINANCES

#### 2017-2018 Budget-

- **Mitesh, Shallabh, Peggy, and Ryan** will choose a date and time to meet at the bank to remove Ryan's name and add Peggy and Shallabh to the account
- Mitesh asked for budget suggestions
- Last year's fixed expenses will remain the same amount
- One-time expenses will be eliminated
- Picnic expense will be ½ last year (\$600)
- Scholarships will be \$2000
- Trailer accessories and upkeep will be \$750
- Trip expenses will be \$2000
- Director's Fund will be \$500

### FUNDRAISING

#### Card & APP - Aug 15 - Sep 15

- There were questions as to the APP functioning
- **Rochelle** will coordinate APP and card to be sold simultaneously
- **Rochelle** will assemble a flyer with the card & APP participants and activation code
- **Rochelle** will contact Nancy Vogt to help stuff envelopes for distribution at CAMP

#### TABB Car Wash

- Decided against pursuing
- **Peggy** will send a note of invitation decline to Becky Thomas

#### Achitz Pie

- **ALL** to discuss at next meeting

#### TABB Instrument sale

- **ALL** to discuss at next meeting

#### TABB Craft Show

- **ALL**: discussion pushed ahead

### EQUIPMENT

## Trailer

- Ryan began designing the interior
- Ryan made a PVC cello case for \$45
- Ryan added a solar powered interior light that is activated when the door is opened
- Looking at UTRACK to strap instruments
- Ryan got a tax exempt # for Home Depot
- Ryan intends to buy a road-side assistance kit, including tire chucks and spare
- Ryan wants tire covers
- **Ryan/Peggy** will check insurance to see if road-side assistance is included
- **MOTION Proposed and Approved: to reimburse Ryan for cello rack and other trailer interior additions for the amount of \$300**

## Uniforms

- Proposed to turn in uniforms after the Spring Concert with a \$15 dry cleaning fee for tuxes
- **ALL:** discussion pushed ahead
- Ryan proposed requiring casual performance shirts to be purchased by students for extra-curricular events
- Shirt designs/types were discussed, but no decision was made
- **Ryan** will discuss with band and music instructors for a possible combined purchase

## EVENTS

### Utica Unicorns Game - Sep 8, 2017

- Evening game
- Ryan is still discussing details with the establishment
- **Ryan** will send out an email to all with information
- Ryan would like students to wear the newly proposed casual uniform (see above under Uniforms)

### Camp - Aug 28-30, 2017

- Ryan began work on Harry Potter themed t-shirts
- Ryan will ask Copneconic about 2018 dates: Aug 17-19, Aug 24-26, Sep 7-9

### Moxie Strings - Jan 26, 2017

- **ALL:** discussion pushed ahead

### 2017-2018 Trip

- Ryan is pursuing Chicago as possible destination

## COMMUNICATION

### Registration - Aug 22-25

- Ryan will create a signup through Charms for registration volunteers (both students and parents)
- Need to decide what will be distributed

## MISC

### Tri-M Music Honors Society

<https://nafme.org/programs/tri-m-music-honor-society/>

- Ryan proposed starting a band/orch chapter

### Bylaws

- **Ryan** will email drafts for revision and eventual approval
- **All** will read and respond to emails

# INTERIM CORRESPONDENCE

JULY 13, 2017

Hey Everyone,

Thanks for a great meeting the other night. Here are the additions to our bylaws that would cover towing the trailer/reimbursement and scholarships. The items in RED are currently in our bylaws, the text in BLACK is what we should add. If you have a suggestion, please copy and paste the whole section into your reply, type what you would want to change and HIGHLIGHT it, so we can see it immediately (example at the bottom). Thank you!

RQ

d. TRIPS. This committee will work under the guidance of the orchestra director to distribute and collect paperwork, organize chaperones, and provide support as requested in the planning of trips.

Traveling with the Orchestra

On occasion when taking trips, the orchestra will require the support of a volunteer to tow the equipment trailer to our destination. The volunteer towing the trailer is eligible to be reimbursed for gasoline while towing the trailer as well as overnight hotel expenses directly related to towing the trailer to the destination.

Overnight travel:

The overnight hotel expense budget is \$125 and can be spent on hotel room + taxes only while in transit to and from our destination. Room services, valet, and other additional costs are the responsibility of the volunteer. One month prior to departure, the executive board of AOPA will vote to determine how many nights it will require to travel to the destination.

Reimbursement:

To be reimbursed, the volunteer must produce all receipts for gasoline and hotel stays within 3 business days of returning from the trip. All receipts must be printed with a clear total and the date (not hand written notes or IOU's). After the 3 day grace period, the board may vote on reimbursing a lesser amount.

Thank You Gift:

Each volunteer will receive a thank you card signed by the board and/or students. The board may also vote on an additional small monetary gift to the volunteer, based on strenuous circumstances of the trip and other external factors. This monetary gift is not to exceed \$100 and will be in the form of a gift card, not cash or check.

e. TOWING THE TRAILER

To tow the trailer, the driver must have a vehicle with the proper tow package and capacity to handle the GVW (gross vehicle weight, printed on trailer) of the trailer and tongue weight. The driver must also use the chocks and padlocks with the trailer at all times. The driver must also use the hitch provided by AOPA. If the hitch does not fit the vehicle, the driver must provide the proper hitch and ball.

The driver must inform their car insurance agency they will be hauling the trailer to and from the destination. The driver will be aware of the pertinent information inside the trailer, such as the registration and title.

In the event of a flat tire or emergency that would incur extra expenses, the director and/or AOPA President must be notified before any arrangements are made to move the trailer.

When not attached to the vehicle, the trailer tongue must be locked with the lock provided to prevent theft. When not attached to the vehicle, the trailer wheels must be covered and chocked.

Driver Responsibilities:

The responsibilities of the driver who is towing the trailer include, but are not limited to:

Obedying all laws at all times, making a conscious effort to keep the trailer safe, checking tires, hitch, brake lights, and other elements of the trailer during the trip to prevent incident.

AOPA Responsibilities Related to Trailer and Driver:

AOPA will clearly communicate all of the aforementioned information to the driver of the trailer at least 4 weeks before the trip.

f. SCHOLARSHIPS. Each April 15, scholarships will be made available to students of the program with a maximum application of \$500 per student and a due deadline of May 1. Applications will be made available on the website and as paper copies. To be considered for a scholarship the following criteria must be met: each student completing an application will need to explain in detail the amount applied for, the use for the scholarship, and the student's community service directly related to the Athens orchestra(s). Each student will also be encouraged to discuss their parents' contributions to AOPA. The student's parents must also be members of the Athens Orchestra Parent Association.

THE TOTAL MONETARY AMOUNT ALLOTTED FOR SCHOLARSHIPS IS \$2,000.

THERE WILL BE TWO TYPES OF SCHOLARSHIPS.

SENIOR SCHOLARSHIPS: Each graduating senior is permitted to submit a scholarship application with a maximum of \$500 to put towards continuing their music education post-graduation. This may be divided however the executive board sees fit, based on student need and quantity of applicants.

UNDERCLASSMAN SCHOLARSHIPS

Each underclassman (grades 9-11) is permitted to submit a scholarship application with a maximum of \$500 to put towards continuing their music education during the summer. This may be divided however the executive board sees fit, based on student need and quantity of applicants.

AWARDING SCHOLARSHIP

The AOPA Executive board will present the scholarships at the AOPA meeting in May. After considerations and input are taken from all members (both executive board and general members) of AOPA present at the meeting, the executive board consisting of no less than President, Vice President, Treasurer, Secretary, and Director will make a decision to award scholarships appropriately, equitably, and fairly. If any of the previous members are not present at the meeting, the final decision will be tabled for a later date until all appropriate members can be present. THE TOTAL MONETARY AMOUNT ALLOTTED FOR SCHOLARSHIPS, BOTH SENIOR AND UNDERCLASSMAN IS \$2,000.

Once final decisions have been made, students having applied and been denied a scholarship will be given a 48-hour grace period beginning the following day after the AOPA meeting. During this grace period, they may revise and resubmit their application. If applications are not submitted within two school days (48 hours) after the decisions have been made, they will not be reconsidered. Any applications that have

been submitted again within the grace period will be decided on by the President, Vice President, Treasurer, Secretary, and Director of the Athens Orchestra Parent Association either via email or at the next AOPA meeting.

Criterion for Awarding Scholarships

I ran out of steam here, I figured we can all contribute.

Ryan J. Quinn