



# WEEKLY NEWSLETTER

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Volume 14

## WELCOME TO COLUMBUS EAST CHOIRS IMPORTANT INFORMATION IN THIS NEWSLETTER

### Rehearsal Schedule

#### Center Stage - Tuesdays ONLY 6-8 & Serenade - Thursday ONLY 6-8

- Field Trip Opportunity - The East Drama Department will be attending the Indiana Repertory Theatre's (IRT) production of "Little Shop of Horrors" on **Tuesday, April 30, 2024**. Cost is \$15.00. Students will return to the school by 2:00 pm. If your student is interested in attending the field trip, please send \$15 cash or check made out to CEHS in with your student by April 19. Please give this to Shelley Walker. The first 40 students to sign up will get to attend the field trip.
- The Columbus East Choirs are doing a Detergent/Trash Bag fundraiser starting March 18, 2024.
- Rummage Sale set-up April 19th. Rummage Sale April 20th. Please use the following link to sign up to help. This will go towards your volunteer hours. <https://signup.com/go/voQoMCO>

### EVENTS

March 18th - Laundry Detergent/Trash bag fundraiser

**Date changed - April 20th** - Rummage Sale

April 27th - FlapJack Fundraiser at Applebee's

April 30th @ 6:30 - Parent meeting for 2024-25 school year

May 10th - End of school year concert

May 15th - Senior night and awards for all

May 30th - Freddy's Dine To Donate

June 7th - Blood Drive

July - Fireworks Fundraiser - more information to come

July 23rd - Jagers Dine To Donate



Good Evening!

Here's hoping everyone had an amazing Spring Break! As Spring Break marks the last of the third and beginning of the fourth quarter, it is time for us to start looking forward to the 24-25 school year. With that understanding, the board is currently looking for applicants to fill next school year's executive committee positions. Below you will find the list of executive committee positions. Please let me know via email (Jenni.j.allman@gmail.com) which position you would like to put in for. **I would like all submissions no later than April 5th. In the April 14th newsletter we will have a list of everyone who has put in for a position. Voting will be held at the mandatory Parent/Student meeting on April 30th at 6:30pm.** Individuals that have been voted-in, will begin to serve on the board effective May 21st, 2024. If you have any questions regarding this process, please do not hesitate to contact me.

If you have position specific questions, I have listed the current person and their contact information with each position, please feel free to contact them.

Lastly, there are some other positions that are non-Executive Committee positions (Costumes, Competition, Social Media/Marketing, Special Events, Concert/Competition Volunteers, and Stage Crew/Props). If you would like to serve on any of these committees please let me know that as well and we will get you connected to the new President.

Jenni Allman

Executive Committee Offices and Responsibilities. EC shall consist of the following Officers: President, Vice-President, Secretary, Treasurer, Fundraising Chair, and Sponsorship Chair.

- **President – Jenni Allman – (812) 603-6001/[jenni.j.allman@gmail.com](mailto:jenni.j.allman@gmail.com)**
  - The President shall conduct all Meetings (annual and monthly) of the Organization in accordance with Robert's Rules of Order. The President is responsible for providing a detailed agenda that ensures business is conducted in a professional and concise manner during the Meetings. Agenda items are to facilitate the necessary decisions from the EC in order for the Members to carry out the actions that meet the objectives and purpose of the Organization and fulfill the annual Business Plan. The President is also responsible for selecting and appointing Chairpersons for each Special Committees (with the exception of Fundraising and Sponsorship committees), overseeing the Special Committee activities, serving as a liaison between the Executive and Special Committees for reporting purposes, and will serve as an ex-officio Member of all Committees of the Organization. This position is a secondary signer on all bank accounts and may serve as back up to the Treasurer when he/she is unavailable to perform financial transactions for the Organization. This position will serve as primary liaison between the EC and general Membership. The President will only vote in the case of a tie.
- **Vice President – Lesley Ulrich – (812) 343-6123 (text)**
  - This position assists the President and will preside over Meetings if the President is unable to attend. This position is responsible for ensuring meetings achieve the required outcomes to facilitate Member actions, that meetings are conducted in accordance with Roberts' Rules of Order; and creates and maintains all policies and procedures for orderly management of the Organization. This position serves as primary liaison between the Choral Director and the Organization. This position will receive financial statements and is responsible for the monthly and annual independent reconciliation of financial accounts.

- **Secretary – Christina Brownell – (812) 498-9285 (text or call)**

- The Secretary shall keep the official Minutes of each Meeting (monthly and annual; in person or via electronic means – email, video conference, phone) and accurately record the motions and results of each vote. Minutes from each meeting must be published for all Members no later than seven (7) calendar days after the meeting is held. Minutes will be published by posting them to the Parent section of the CECP website. This position is responsible for ensuring all Membership communications including, but not limited to, notification of Monthly and Annual meetings, seeking of Officer nominations, and any other material business of the Organization are duly given and in accordance with these bylaws. Maintain the official Membership roster of member names and email addresses.

- **Treasurer – Shelley Walker - (812) 376-4395 (school number)/[walkerr@bcsc.k12.in.us](mailto:walkerr@bcsc.k12.in.us)**

- The Treasurer is the authorized custodian of the Organization's funds in accordance with the Organization's Policies. This position will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the Organization's tax-exempt purpose, bylaws and budget. The financial records belong to the Organization and must be available to any Member at any time upon request. The Treasurer is responsible for completion of the following items:

1. Work with the Choral Program Director to prepare an annual budget for review and approval by the Membership. Presentation to EC for review at February Meeting, to Membership at Annual (April) Meeting.
2. Ensure that numbered receipts are provided for cash received by the Organization.
3. Ensure that all funds are timely deposited in the Organizations authorized bank accounts.
4. Ensure that payments and disbursements are authorized by approved budget or an amendment to the budget.
5. Present a written financial report (including income and expenditures and comparing budgeted amounts to the actual year-to-date amounts) at each monthly Meeting of the Membership and at any other time as requested by the EC.
6. See that an annual financial review or audit, as appropriate based on budget size is conducted and presented to the EC and general Membership.
7. Coordinate completion of required tax filings and paperwork.

- **Fundraising Chair – Jessica Anderson – (812) 371 -1302 (text)**

- This position is responsible for establishing a Fundraising committee and presenting a Fundraising calendar of activities to the EC for approval at the June Meeting. The Fundraising activities should provide the ability to reasonably pay all booster fees (if choral student actively participates) by the scheduled due dates for payments. For Example, if the first fair share payment of the choral seasons is \$200 due September 1st, then fundraising activities should be scheduled to provide the ability to raise \$200 prior to September 1st.

- **Sponsorship Chair – Ian Thomas – (812) 552-8507 (call)**

- This position is responsible for establishing a Sponsorship committee that will be charged with obtaining approximately 25% funding of the annual budget through Corporate Sponsorships and Grants. An action plan for sponsorship and grants should be submitted for approval to the EC no later than the June Meeting. This position is also responsible for ensuring all corporate sponsorship commitments are fulfilled, such as advertising in programs, trailer magnets, etc.



## Boosters

Boosters is not always about business. We like to have fun and be the choir kids biggest fans. Over the years we have become friends. With that being said we will be losing a lot of our current booster members. If you have any questions about being a part of boosters please reach out to one of us. I am sure we can find you something to do, even it is something small. We currently have monthly meetings that you are more than welcome to attend. Those meetings are held the first Thursday of every month at 6:15 at Columbus East.

## REMINDERS

- Monthly bake sale - March. 25 - 28th
- Monthly booster meeting, first Thursday of every month at 6:15 at East High School
- Raise Right - on going fundraiser - download the app and start fundraising
- Like our Facebook Page and Instagram
- Check out our website for information



## Senior Spotlight Lara Allman



The parents of Lara Allman are Steven and Jennifer Allman. Lara is a senior at Columbus East High School and a member of Center Stage. After high school Lara plans to attend Ball State and get a degree in business so she can own her own small business one day. Lara's favorite part about show choir is the community. A few of her favorite musicians are Fleetwood Mac, Mac Miller, SZA, and Men I Trust. While attending at Columbus East she has participated theatre and NAHS. Lara enjoys art and music. In her spare time she enjoys shopping and playing video games. We hope Lara has an awesome senior year! We will miss her next year.



## Donations Needed!!!

Clean out the Garage! Clean out your closet! Clear all that clutter! The items you would take to Goodwill or San Souci can be donated to the Columbus East Choir program. Drop off your donations at Columbus East High School on **Friday, April 19th from 5:00 to 8:00 p.m. (Rain or Shine)** You will want to meet our students at the "T" door in the front bus lot and they will carry in your donations! Donations can be made prior to April 19th by reaching out to Shelley Walker at [walkerr@bcsc.k12.in.us](mailto:walkerr@bcsc.k12.in.us) or calling 812-376-4395 to arrange a drop off time.

## ITEMS THAT WILL NOT BE ACCEPTED

Televisions, Computers, Monitors, Mattresses, Box springs  
Refrigerators, Freezers, Car seats, Air conditioners, carpet, paint, Tires



**Saturday April 20th @ 8:00 a.m. to 2:00 p.m.**

Thank you for supporting the Columbus East  
Choir Program!