

**Courtland Band Parents' Association  
General Meeting Minutes  
March 19, 2024**

**Opening Remarks** (Jackie Ignacio):

Welcomed members to the meeting. Jackie Ignacio stated that today's meeting's focus was to discuss composition/nominations for the new board, end of year activities, and briefly discuss proposed budget for the upcoming academic year.

**Reports:**

Director Updates (Eugene Mills):

- All County Band March 21<sup>st</sup> and 22<sup>nd</sup>. Students will need to be picked up at Spotsylvania HS after the 6:30 pm concert on the 22<sup>nd</sup>.
- All Virginia Band April 20th
- April 26<sup>th</sup> Bingo Night Fundraiser [see more details below].
- Spring Trip to Busch Gardens, Williamsburg May 3<sup>rd</sup>.
  - Band and orchestra are combined.
  - We need someone to pull the trailer with band and orchestra equipment.
- Spring Concert May 9<sup>th</sup> at 7 pm.
- End of the year band banquet May 13<sup>th</sup>.
  - Senior gifts (24) – Blankets. These will be covered by the CBPA.
- May 18th Graduation
- May 20th and May 21st Mini Camp 5-7 pm
  - Mandatory Parent Meeting May 21st at 7 pm 1 parent for each marcher needs to be present.
- Stay informed!
  - Courtland Band Parents Association Facebook closed group.
  - [www.courtlandband.com](http://www.courtlandband.com)
  - Band App will be our primary source for communication.

Financial Report (Deanna Kau):

- Handed out a copy of the Treasurer report and reviewed.
- Paid for All District Band fees.
- Waiting for All State Audition fee reimbursement from students.
- Drill writer paid 1,500.
- Most cost out were for drum line.
- New cable for speakers purchased.
- Instructors still need to be paid for the winter drum line.
- Some dues need to be collected to cover instructor costs.
- A planned fundraiser is still pending, although there may not be enough time to complete one.
- Tumbler fundraiser has raised \$374 thus far.

- Income more than expenses.
- \$5000 of funds has been ear marked for the spring trip.

#### Fundraising Report (Jackie Ignacio)

- Bingo night April 26<sup>th</sup>.
  - Each band member will be asked to sell at least five admissions tickets.
  - Kristen Frezza and Deanna Habel have been helping with prizes, which include gift cards, sports memorabilia, and art pieces.
- Jackie is the Raise Right point person. As she steps down from the VP position, this responsibility will also need to be transferred to another CBPA person.
- Music in the Parks assigned dates have changed. Mr. Mills will be confirming dates soon.

#### PIT Report:

No report

#### **New Business:**

Mr. Mills presented his proposed budget. He stated that there will be some shifts as winter drum line made some significant acquisitions this year that are unneeded next year. A budget planning meeting will be scheduled for April. A proposed budget was made available for participants.

#### **Open Discussion:**

Discussed the importance of filling board positions in order for the band program to be able to run smoothly and for the CBPA to remain a non-profit organization to continue to support the RBMB. Jackie Ignacio spoke about her time as the 1<sup>st</sup> VP and Fundraising. Briefly reviewed all the positions that are up for a vote this spring (all but President).

- Need 14-16 CBPA active members to be present to vote for board positions.
- Philip Duggins agreed to serve on the board in some capacity.
- Zandra Smith agreed to be hospitality chair.
- Melissa Keylor agreed to serve as the Raise Right point person.
- Already confirmed chairs are Mitzie Weymouth for uniforms and Erin Duggins for chaperone.

After discussion, the following individuals were set forth for nominations for the upcoming board elections:

Treasurer: Philip Duggins  
 1st VP: Krista Mcgettigan  
 2<sup>nd</sup> VP (Pit): Matt McFadden and Rich Salyers  
 Secretary: Larissa Ruuskanen  
 Parliamentarian: Melissa Keylor

Briefly spoke about how communication this year had been, as the Band App in particular had been used more. Members expressed that this had been helpful with travel and letting parents

know when buses were getting back from events, as well as being able to reach out individually and communicate with the director or other band parents.

Verné Rochford brought up a wish that there were more opportunities for parents to get to know each other/bonding outside of volunteering. She added that this might help with getting more parents involved and volunteer in general for various events and for the board. Spoke about having a parent reception prior to the mandatory meeting during the mini band camp, as well as a possible tailgating event early in the season to facilitate this type of relational building. Erin Duggins, Melissa Keylor, Verné Rochford, and Larissa Ruuskanen will work on the parent reception for the May '24 parent reception.

Next Meeting 4/16/2024 at 7:30 PM

**Participants:**

Eugene Mills  
Chris Frezza [online]  
Jackie Ignacio  
Deanna Kau  
Larissa Ruuskanen  
Melissa Keylor  
Erin Duggins Deanna Kau  
Deanna Habel  
Missy Broyles  
Mitzie Weymouth  
Shennll Finkley  
Verné Rochford

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Executive Board

Director: Eugene Mills  
President: Chris Frezza  
1st VP: Jackie Ignacio  
2ndVP: Bill Sides  
Treasurer: Deanna Kau  
Rep/Parliamentarian: Gordon Duncan  
Secretary: Larissa Ruuskanen  
Freshman liaison:

Chairpersons

Chaperone Chair: Don and Shannon Frantz  
Freshman Chair:  
RAISERITE(SCRIP):  
Marching Band Uniforms: Missy Broyles  
Hospitality: Erin Duggins  
Drum Line Rep:

Guard Rep: Shannon Frantz

<b>Parent and/or Student Action Items</b>	<b>Due</b>
Vendors for Bingo Night	Now
Payment for Busch Garden Trip	Now
Check <a href="http://www.courtlandband.com">www.courtlandband.com</a> calendar for important dates	As needed
Sign up to volunteer to chaperone, pit, hospitality <a href="http://www.courtlandband.com">www.courtlandband.com</a> under CBPA tab	As needed
Donations of water and snacks	On-going
Become a band sponsor yourself or invite businesses to do so	On-going
Get the RaiseRite app to have your everyday spending earn (\$) points for your band kid. Ask Jackie Ignacio for RaiseRite code	On-going
Volunteers for committee/help with bingo and vendor fair, please contact <a href="mailto:cbpafundraise@gmail.com">cbpafundraise@gmail.com</a> or PM on the Band App	Now