

THSIMB General Meeting

May 30, 2013

Minutes- Draft

The meeting was called to order at 7:00 by Mike Stottlemeyer. Fourteen people were in attendance for the meeting, nine of which did not currently sit on the board. This constituted quorum for the meeting. In attendance were: John Boyd, Casey Day-Kells, Liz Doyle, Laura Hofmann, Jeanett Jones, John Karos, Kathi Luebkekmann, Rick Luebkekmann, Mary Beth MacNeill, Randy MacNeill, Ellen Pinnekamp, Gregg Sanders, Nancy Sanders, and Mike Stottlemeyer.

### **Approval of the Minutes:**

Minutes from the April 18, 2013 THSIMB Organizational Meeting were presented by Casey Day-Kells. These had previously been distributed via email to the membership. Prior to the meeting, Randy MacNeill had requested a correction to the person volunteering to serve as the parliamentarian for the meeting. The correction was made to list Randy MacNeill as the parliamentarian for the April 18, 2013 meeting. Further, he requested a correction to the vote made on the acceptance of the bylaws. It was noted that there was one 'nay' vote for the vote. This did not change the outcome of the vote and the correction was made to the minutes. Nancy Sanders made a motion to approve the minutes as amended. Kathi Leubkekmann seconded the motion. There was no further discussion. All were in agreement. The minutes were approved as amended.

### **Old Business:**

There was no old business.

### **New Business:**

Randy MacNeill raised a concern regarding the presented agenda. As some of the agenda items included voting on financial policies and budgets, the concern was raised that the remaining board vacancies should be filled first as those on the board will be held responsible for supporting the budget and financial policies once elected. Randy shared information he gained from conversation with individuals at the States Attorney's office regarding the filling of the positions. He made a motion to rearrange the agenda to first nominate and approve a teller committee for the election of the remaining board members; second, vote in the board members; and third, take a brief recess to bring the two board members up to speed on the issues being placed up for vote. John Boyd seconded the motion. Discussion was held to clarify the meaning of teller committee. The vote was unanimous in the affirmative and the motion carried. The agenda was modified.

Randy MacNeill made a motion for John Karos to chair the temporary teller committee. Mary Beth MacNeill seconded the motion. All were in agreement and the motion carried. Mike Stottlemeyer volunteered to serve on the committee as, due to his role as the president, he is unable to vote. All were in agreement. Additionally, Rick Luebkekmann volunteered to serve as he was not on the slate for any of the positions. Again, all were in agreement. The teller committee was created and consisted of John Karos, chair, Mike Stottlemeyer, and Rick Luebkekmann.

The first position up for vote was the position of Revenue Coordinator. Casey Day-Kells provided the role of the Revenue Coordinator as outlined in the bylaws. Kathi Luebkekmann had been nominated for the position prior to the meeting. The floor was opened for additional nominations. No additional nominations were forthcoming. Randy MacNeill made a motion to accept Kathi Luebkekmann as the Revenue Coordinator as she

was running unopposed. Mary Beth MacNeill seconded the motion. There was no discussion. The vote was unanimous in the affirmative and the motion carried. Kathi Luebke joined the THSIMB Board as the Revenue Coordinator.

The next position up for vote was the position of the Parliamentarian. Casey Day-Kells provided the role of the Parliamentarian as outlined in the bylaws. Randy MacNeill and Gregg Sanders had both been nominated for the position prior to the meeting. The floor was opened for additional nominations. Mike Stottlemeyer nominated John Boyd, but John declined the nomination. No additional nominations were forthcoming. The members in attendance voted by ballot. The teller committee counted and certified the vote. Gregg Sanders was elected as the Parliamentarian and joined the THSIMB Board.

The meeting was temporarily adjourned at 7:22 pm to allow the newly elected members of the Board to be brought up to speed on the remaining items on the agenda. The meeting was reconvened at 7:35.

A draft of the THS IMB Financial Policy was presented by the Board. Randy MacNeill made a motion to accept the Financial Policy as presented. John Boyd seconded the motion. In discussion, it was shared that this policy was created by looking at various models, and the policy may need to be revised as THSIMB begins to see its needs and procedures more as they move throughout the year. The Financial Policy is not part of the bylaws, but a separate policy. It was shared that by structuring the policies this way, the organization has more flexibility in bringing a needed change to the membership for vote. The motion was presented for vote and was unanimous in the affirmative. The motion carried and the Financial Policy was adopted.

A draft of the THSIMB Audit Policy was presented by the Board. Randy MacNeill made a motion to accept the Audit Policy as presented. Jeanett Jones seconded the motion. In discussion, Mike Stottlemeyer shared that all of the policies and documentation is being reviewed by an attorney with Maryland Nonprofits to ensure that everything that is being done is the best and aligned with Maryland and Federal law. The motion was presented for vote and was unanimous in the affirmative. The motion carried and the Audit Policy was adopted.

The Board presented an information comparison of information on three banks being considered for use by THSIMB, including BB&T, M&T, and Sandy Springs banks. The Board makes the recommendation to select Sandy Springs based on both the rates and the service that was provided to them when visiting to ask questions. Questions were raised regarding the acceptance of credit cards and whether it would be worth it, financially. After brief discussion, Randy MacNeill made the motion to table to use of credit cards until a later date. Gregg Sanders seconded the motion. There was no further discussion. The motion passed unanimously. Mary Beth MacNeill made a motion to accept Sandy Spring bank, the Board's recommendation, as the bank for THSIMB. Nancy Sanders seconded the motion. During discussion she pointed out that the manager of the bank is a THS parent. Further, it was discussed that the service at Sandy Spring seems better and many concurred. Liz Doyle shared that Sandy Spring is very convenient for deposits and banking needs. The motion was presented for vote and was unanimous in the affirmative. The motion carried and Sandy Springs will be the bank for THSIMB at this time.

The Board presented the draft budget for 2013-2014 to the membership. Randy MacNeill made a motion to open the floor for discussion. John Boyd seconded the motions. Questions were asked of Mr. Karos for clarification. This year THS Marching Titans will participate in two circuits, TOB and US Bands. With US Bands, the band pays per show, with one show free. The band will participate in the free show and then the Maryland/Delaware state championships. This will allow the band to get feedback from different judges and different criteria. The fee in the budget is an estimate. This adds two shows to the schedule this year for marching band. Additionally, the marching band schedule will start a week later due to Yom Kippur. It is

planned that THS will participate in two indoor programs, indoor guard and indoor percussion, in collaboration with Brunswick High. This will allow the costs to remain about the same with the sharing of staff and equipment. Mr. Karos also shared that the school increased his Materials of Instruction (MOI) funding significantly which will allow him to place at least \$1,500 towards the wish list items. The wish list items are necessary due to the increasing numbers of percussion students, particularly mallet percussion. John Boyd made a motion to accept the budget as written. Ellen Pinnekamp seconded the motion. There was no further discussion. The motion was presented for vote and was unanimous in the affirmative. The budget was adopted.

Randy MacNeill made a motion to continue the meeting until 8:30, as the time was 8 pm, the concluding time for the meeting. John Boyd seconded the motion. The motion was presented for vote and was unanimous in the affirmative. The meeting was extended.

John Boyd made a motion to table the Membership Chair and Audit Chair positions at this time. The motion was seconded by Nancy Sanders. There was no discussion. The motion was presented for vote and was unanimous in the affirmative.

For Fundraising Chair, Mary Beth MacNeill nominated Jeanett Jones who accepted the nomination. There were no other nominations either prior to the meeting or from the floor. Liz Doyle made a motion to accept Jeanett Jones as the Fundraising Chair. Mary Beth MacNeill seconded the motion. There was no discussion. The motion was presented for vote and was unanimous in the affirmative. The THSIMB Fundraising Chair will be Jeanett Jones.

For Pit Crew Chair, Mr. Karos explained that there will be a staff member assigned overseeing all of the Pit Crew. A Chair will still be needed to gather volunteers and coordinate the materials. Mary Beth MacNeill nominated Randy MacNeill for the Pit Crew Chair. Randy MacNeill accepted the nomination. There were no other nominations. Nancy Sanders made a motion to accept Randy as the Pit Crew Chair. Mary Beth MacNeill seconded the motion. There was no discussion. The motion was presented for vote and was unanimous in the affirmative. Randy MacNeill will serve as the Pit Crew Chair.

For the Chaperone committee, there were two nominees, Aidaliza Pantoja and Dave Pause. Mary Beth made a motion to allow the two to co-chair the committee to allow for more availability for every competition, especially with an expanded competition schedule. Kathi Luebkeermann seconded the motion. There was no discussion. The motion was presented for vote and was unanimous in the affirmative. Aidaliza Pantoja and Dave Pause will serve as Co-Chairs of the Chaperone committee.

Mary Beth MacNeill made a motion that to table to nominations for Uniform Committee, Special Events Committee, and Publicity Committee as there were no nominations. Nancy Sanders seconded the motion. It was discussed that outreach should occur to the newer families. For the June 20<sup>th</sup> meeting we will invite new members to come through fliers (Casey will make and distribute at the June 8 Band Camp). The motion was presented for vote and was unanimous in the affirmative. These positions will be tabled.

Randy MacNeill made a motion to take the Membership Committee Chair position off the table and bring it back up for discussion. Mary Beth MacNeill seconded the motion. During discussion Sue Boyd was nominated to serve as chair. Through cell phone communication, John Boyd confirmed that Sue would accept the nomination. There were no other nominations either before the meeting or from the floor. Mary Beth MacNeill made a motion to accept Sue Boyd as the Membership Chair. Randy MacNeill seconded the motion. There was no further discussion. The motion was presented for vote and was unanimous in the affirmative. Sue Boyd will serve as the membership chairperson.

**Reports:**

Laura Hofmann provided an update on fundraisers. \$156 was made in the raffle, \$90 in the Concert Band raffle, \$383 at the Car Wash (and a limo company donated 4 hour use of a limo for a future raffle), and approximately \$1,300 - \$1,500 from the Linganore Wine Cellars event (23 volunteers- 172 hours). Jeanett Jones shared that there are still spots open for the AT&T golf tournament. She is working on getting Fed Ex to come to THS to train us. More information will be forthcoming. Mr. Karos shared an update on the spirit wear. Terri Wenner has been helping with that. The sales will be done wholly online and will be linked into our website. Families can order and have the items shipped directly to their homes.

Randy MacNeill made a motion to adjourn the meeting. The motion was seconded by Kathi Luebkekmann. There was no further discussion. The motion was presented for vote and was unanimous in the affirmative. The meeting was adjourned at 8:43 pm.

Respectfully Submitted,

Casey Day-Kells  
Secretary, THSIMB