

RMPA Board of Directors Meeting

12 of December 2022
Google Meet Meeting

CALL TO ORDER/WELCOME

Called to order by: Lynn Collins
At: 7:02pm

Board Members Present

President – Lauren Maxwell
Vice President – Scott Wilson
Treasurer – Lori Nonies
Secretary – Lynn Collins
Director of Education – ~~Pete Lucero~~
Contest Liaison – Lisa Crider
Director of Ensemble Relations – Joe Hills

Membership in Attendance

Member At-Large

APPROVAL OF AGENDA

Motion: Lynn Collins
Second: Lisa Crider

APPROVAL OF MEETING MINUTES - [minutes](#)

Motion: Lauren Maxwell
Second: Scott Wilson

BUSINESS

Treasurer Update

- Lori Nonies is our new treasurer
 - Approved November 18th, 2022 by RMPA Board members.
 - Lori is the point of contact to Erin, our CPA. All financial communications through Lori.
- Role update and workflow update
 - YTD has a lot of uncategorized, I need help with this (25 transactions)
 - Line by line to complete missing descriptions on bank transactions to be up-to-date for the 2022 YTD.
 - Fiscal year 2021 is completed and the balance sheet is solid
 - Profit and loss is reliable, but may be some miscategorized items. Good enough to do a tax return so moving forward with the current sheets.

- CorPay for electronic bill paying?
 - Erin sent Lori information for how to use CorPay for paying vendors, judges, etc.
 - Can be used for reimbursements as well.
 - Lori does have to approve all transactions.
 - Will make a final decision when we know the cost to use CorPay
- [Management Reports](#)
 - Need to make sure we are seeing season to season vs the entire fiscal year. Lauren will walk Lori through in more detail at a separate time.
- Cash Handling Procedures
 - Lori will be responsible for taking all cash to the bank
 - Erin recommended closing our current account and open a new account vs attempting to get Kliff off the account
 - Need to take Lindy off all accounts she is associated with and she needs to hand over ownership for these accounts as well.
 - Starting balance in cash box needs to be \$200. One merch cash box, One ticket sales (except State needs to have two cash boxes for ticket sales).
 - Reconcile at the end of every event.
 - Checking into after business hours deposits.
 - Lori and Lisa will hold onto the cashboxes with \$200 in each after each event to bring to the next event.
 - Receipt/reimbursement process: Snap a picture, drop into google folder (RMPA Board of Directors > receipt > 2022/2023 season) with name, date, category.

Registration and Pre-Season Logistics

- Current registration numbers: Currently 26 groups registered
 - Requested late registration can register by January 20th, but absolutely no later. If there is no registration/fees paid by then, school will not be able to participate in the season. With no proactive communication and a late registration (after Dec. 16th), will be set to perform first in their class at State prelims and not be a part of the randomization process.
- Connection responsibility
 - Joe, Lisa, and Lauren will finish reaching out to schools that have not registered. Document will be in Season 2022/2023 Planning Drive
- Season vs. Show registration
- Modification to finals?
 - Will address in January
- Show day judge transportation sign up
 - Show 1 - Vista Ridge: Lisa
 - Show 2 - Centaurus: Lauren
 - WGI Regionals - Fossil Ridge: Joe
 - Show 3 - Longmont: Pete

- Show 4 - Lakewood: Lori
- Prelims - Mountain Range: Lynn
- Finals - Judges transported directly back to hotel before retreat: Need to figure out (Ward did last year)

Season Needs

- Staff - Joe Bartko IN
- T&P - Kayla Thornton
- Tabulator - Waiting to hear back from Ginger
- Merch - Lisa/Terry
- Preliminary Show schedules
- Trailer storage?
 - Lisa looking into garage rental at her place
 - Trailer clean out
- RISE and Hospitality
 - RISE interested in sponsoring the hospitality space at State Finals, but need to make sure RISE is aware they are not allowed more staff members than any other ensembles in this space.
- Show Contracts
 - Lisa will send out before next meeting.

30th Anniversary

- Survey Responses
 - Joe to send out immediately.
- Additional ideas to celebrate the 30th Anniversary
 - New design for medals to reflect 30th anniversary logo
 - Program for State - need to find someone to design
 - Sell ad space in program
 - Need by mid March at the very latest
 - QR Code to purchase ad space

Sponsorships

- Status update
 - Raising Cane - Scott to follow up
- [Sponsorship Letter](#)
 - Denver Percussion, Boomer Music, DrumsWest, Rupps Drums
 - Ascend, Rise, PAS, Frolic, Kroger, Airlines?

Show Schedule 2023

- 4 regular season shows
 - Feb 18th - Show #1
 - **Feb 25th - NO SHOW**
 - Mar 4th Show #2

- Mar 11 - WGI Regional
- Mar 18th Show #3
- **Mar 25th All State Band NO SHOW**
- Apr 1st Show #4
- Apr 9th - Prelims Easter
- Apr 15th Finals
- Apr 20th - 22nd WGI

Action Items for Next Month

- CorPay
- Program sales on website
- Cash Handling procedures written down
- Host Contracts sent out
- 30th Anniversary Survey sent out

Motion To Close

Motion: Joe Hills

Second: Lori Nonies

Approved at: 8:46pm

Next Meeting Monday January 9th, 2023 at 7:00pm via video conference