

MINUTES

HAMA Board Meeting Minutes

January 7, 2015

In attendance

Heidi Corliss, Mandy Olver, Samantha Levesque, Cara Cord, Donna Casavant, Mindy Morse- Patterson and Art Meether

Treasurer's Report

A brief description of report

Candle Fundraiser raised \$1962.00, a profit of \$981.00

Legal Issues regarding Fundraising

We are not classified as a non-profit (we are set up as an organization), we when receive money for fundraising it come to HAMA not Hampden Academy

Donations to HAMA, should NOT be claimed on the donating persons individual taxes because we are not a non-profit

Heidi will speak with Ann (the bookkeeper for HA) to see if it would be necessary for us to print a small disclaimer on the bottom of our Friends of HAMA forms to state that we are not a non-profit, not to claim on taxes, etc..

Fundraising

Wreath Coupon Fundraiser-If you have not done so already, please get money for this sale turned in to Mr. Michaud or Mrs. Corliss as soon as possible. Please return unsold coupons (even if there is no money with them). Mandy has posted this same reminder on the HAMA facebook page.

Restaurant Fundraiser- Samantha will call a couple of restaurants (Angler's, Dysarts, and Uno's were a couple mentioned) to see if dining with them they would in turn donate part of the money earned during that certain date and time frame to HAMA. We would like to plan this sometime around Valentine's Day. Details to follow

Hannaford- Mandy will call Hannaford to see if we could have a turn at the donation bucket. We give them a sign stating all money goes to HAMA and we get all proceeds that are collected during that time frame. Date and time frame is determined by Hannaford. Details to follow

Pop Concert on June 8th to sell bottled water, drinks and baked goods. More information as the date gets closer

Director's Needs

Pat needs a couple of chaperones for the Berklee Trip on January 31- February 1st

An optional trip to Boston in late May early June is being discussed. This would be a Friday/Saturday trip, possibly seeing a game one day and a show or the Boston Pops the next day. Heidi and Pat need to work out some of the details and check the calendar. The students, especially the seniors, have expressed great interest in this trip.

We all agreed to make a donation in memory of Ruey Yehle's father that has passed away at the age of 93.

Angelo's Pizza

We all agreed that we should not "stick" a local company and that Angelo's needs to be paid. However, we wanted a policy in place from here on out. We all agreed that if there is something that needs to be paid and it is over \$100.00 it has to be approved by a majority vote from the board. If the expense is not approved by the board it will be the person that authorized the expense full responsibility to pay for that expense personally.

All voted in favor of paying \$400.00 to Angelo's, \$365.00 for the pizza and \$35.00 for the tip.

All voted in favor in changing the bi-laws, stating that if an expense is over \$100.00 it has to be approved with a majority vote from the board. If the expense is not approved by the board it will be the person that authorized the expense full responsibility to pay for that expense personally.

Donna Casavant is working on rewriting the bi-laws, once they are rewritten they will be given to the board for changes and or approval.

Next Meeting

Our next meeting is scheduled for **Wednesday, February 4th at 7:00 pm**

Hampden Academy Music Association

CONSTITUTION

ARTICLE 1 - Name

The name of the organization shall be the Hampden Academy Music Association, otherwise referred to as H.A.M.A.

ARTICLE 2 - Purpose

Sec. 1 - To foster, support, and advance the cause of school music at Hampden Academy (H.A.)

Sec. 2 - To lend moral, physical, and financial support to the H.A. music program.

Sec. 3 - To encourage music within the school system, RSU # 22 and surrounding communities by widening the exposure of students and individuals to music - related opportunities and events.

Sec. 4 - To cooperate with the H.A. Music Department, faculty and administrators to promote the cause of music.

ARTICLE 3 - Membership

Sec. 1 - Membership shall not be limited, but open to include the parents/guardians of students involved in any phase or level of the music program, other interested individuals from the community, and all H.A. music students

ARTICLE 4 - Officers

Sec. 1 - The officers of this association shall be: President or Co-Presidents, Secretary, and Treasurer

BY-LAWS

ARTICLE 1 - Duties of the Officers

Sec. 1 - The President or Co-President shall preside at all meetings of the Executive Board and the annual meeting of the entire organization, shall appoint committee chairpersons, and shall be an ex-officio member of all the committees.

Sec. 2 - The Secretary shall keep records and minutes of all Executive Board meetings, to be submitted at monthly meetings and attend to all association correspondence.

Sec. 3 - The Treasurer shall keep an accurate record of all receipts and disbursements, and shall prepare a financial reports to be submitted at monthly and annual meetings.

ARTICLE 2 - Duties of the Executive Board

Sec. 1 - The Executive Board shall be comprised of the officers, H.A. music teachers and additional adult and student representatives of the four towns of RSU 22: Hampden, Newburgh, Winterport and Frankfort.

Sec. 2 - The Executive Board shall have the general supervision of all activities of H.A.M.A. and shall have the authority to raise and spend funds of the organization at such times and such methods as they deem necessary, by majority vote and within the fund-raising guidelines established by the RSU 22 Board of Directors.

ARTICLE 3 - Meetings

Sec. 1 - The annual meeting of the H.A.M.A. shall be held in the fall of each school year.

Sec. 2 - Monthly meetings of the H.A.M.A. Executive Board shall be held on a regular basis during the school year.

Sec. 3 - The President may call any special meetings of the Executive Board.

Sec. 4 - A quorum shall consist of 60% of the Executive Board for a vote at any/all meetings.

ARTICLE 4 - Election of Officers

Sec. 1 - Prior to the annual meeting, a Nominating Committee of three shall propose a slate of officers for the coming year. The Nominating Committee shall consist of the Choral Director, Band Director and an acting member of the Executive Board. At the annual meeting, additional nominations from the floor will be heard, after the Nominating Committee has given its proposal.

Sec. 2 - Executive Officers, adult and student Board members will be nominated and elected at the annual meeting, for a term of one year, Executive Officers by a majority vote.

Sec. 3 - Persons may serve more than one, consecutive or not, in any office.

Sec. 4. Persons may be removed from office by a majority vote of the Executive Board, due to proven breach of the H.A.M.A. Constitution and By-Laws.

ARTICLE 5 - Amendments

Sec. 1 - Amendments to the Constitution and/or By-Laws must be presented in writing prior to the vote of the Executive Board; presented in writing to the H.A. Principal for consideration and presented and posted prior to the vote of the membership at the annual meeting.