



**NORTHERN HIGHLANDS**  
**Music and Performing Arts Association**  
Northern Highlands Regional High School  
298 Hillside Ave. Allendale, NJ 07401 (201) 327-8700

Minutes of meeting held on Monday, March 11, 2019  
Submitted by Jennifer Pataki

**Attendees:** Jennifer Pataki, Lisa Monard, Gale Gunhus, Cheryl Post, Jean Onufrak, Gwen Keeble, Regina Guarnaccia, Kristi Rutter, Karen Gordon, Laura Impomeni, Denise Roth, Jen Boschetti, Tom Paster

**Welcome and Introductions:**

- Gale welcomed everyone to the meeting at 7:30 PM.

**Marching Band:**

- We discussed Kyle's request for \$400 for professional musicians to play at the Jazz Band concert on 5/1. He is trying to boost band participation and come up with a "recruiting" plan that will better connect us with the local middle schools.
- The administration is willing to fund part of the cost for new band jackets, if we fund the other part.
- The new uniform design is now in the "prototype" phase. Kyle can send it out for bids once he approves the prototype. We have been told that the prototype should be done in 2 weeks, and then it will take approximately 6 months to produce the jackets after approval.
- We discussed how to vote on contributing toward the uniforms while also protecting our finances in the event that the uniform costs ended up being higher than anticipated. We also discussed our need (for our financial records) to get a copy of an actual invoice before writing a check.
- We voted to approve a donation of half the cost of the band jackets (not to exceed to \$10,000) paid directly to the uniform company upon receipt of an invoice. All approved.
- We voted to approve the donation of \$400 for professional musicians at the Jazz Band concert. All approved.
- Kristi Rutter will be taking over as Band Liaison for next year.

**A Capella:** Tom Paster

- The A Capella semi finals will be held at Highlands on 3/23. All three of our groups made it to the semi finals! Deanine is sending out a SignUp Genius for bake sale contributions for the event.
- Tom discussed his request for \$3500 for clinician fees for the A Capella Festival in May.
- We voted to approve this request. All approved – with the stipulation that we need to discuss that this cannot be expected to be a regular, yearly donation.
- We discussed the need for parent volunteers to organize food for the A Capella Festival (lunch, dinner, and bake sale for 400-500 people). Because it is a fundraiser, getting food donated definitely helps. We have traditionally used Moe's and Mason Jar in the past. Laura Impomeni agreed to co-chair.
- Gale said she would speak to Tom about the possibility of offering a staggered lunch schedule so that we are better able to efficiently provide food and also raise money.

**Theater:** Laura Rokoszak (via email)

- Laura reported that, now that Drowsy Chaperone is over, they are working on finalizing post-ticket finances, paying bills, discussing things they want to do differently next year, and planning ahead. There are no show ideas for next year yet, but they are already encouraging kids to recommend titles for consideration.
- For the spring/summer they are considering offering tech training for interested students. Laura and Joe (and maybe a guest artist or two) would offer some workshops on sound and lighting design, scenic design, etc.
- They are also considering offering community service hours over the summer. They will focus on the stage, backstage, properties, etc. Their hope is to reorganize the non-costume storage areas.

**Treasurer's Report:** Lisa Monard

- As of 3/11/19, there is \$31,754.08 + \$1,500 in the gambling account for a total of \$33,254.08.
- We discussed the need to improve the efficiency of our request/approval process going forward, and the need to tighten our control over the process.
- We discussed the idea of looking into how to better work with HASA on expenses that may benefit the whole school.
- We discussed the idea of tracking our fundraiser proceeds by group and using/donating funds accordingly.
- We discussed the benefit of designating a volunteer liaison to each group who can help us support the teachers and improve overall communications.

**Secretary's Report:** Jennifer Pataki

- Minutes of the February 11<sup>th</sup> meeting were presented.
- Motion to approve by Jean Onufrak, seconded by Cheryl Post.
  - All Approved

Jean Onufrak made the motion to adjourn the meeting at 9:15 PM and Jennifer Pataki seconded  
– All Approved.