



MARCHING 100
ALUMNI BAND ASSOCIATION - DMV AREA CHAPTER
7005 FIELDSTONE COURT
BRANDYWINE, MARYLAND 20613



IN REPLY REFER TO

PRES/EC MTG
10 Mar 19

From: Marching 100 Alumni Band Association (ABA) DMV Area Chapter
President

To: Marching 100 ABA DMV Area Chapter Staff

Subj: **MARCHING 100 ABA DMV AREA CHAPTER AGENDA FOR EXECUTIVE COUNCIL
MEETING ON MARCH 16, 2019**

Our **March 16, 2019**, our M100 ABA DMV Area Chapter Executive Council (EC) Meeting will take place at 7:00 PM. If you cannot attend, in person, you can call in using our DMV Area Chapter Dial-In Number:

➤ **712-770-4140; Access Code - 882754**

In preparation for our meeting, the following 'draft' agenda is provided. Feel free to add/revise this draft agenda; our secretary will confirm the 'final' agenda NLT **March 15, 2019**.

Agenda

1. **Call to Order Meeting called to order by President Jeramy Green at 7:04pm. EC members on call include President, Jeramy Green; Secretary, Andrea Turk; and Treasurer, Lyonel Myrthil**
2. **Welcome & Introductions**
 - a) Adoption of Minutes from 19 Feb 2019 EC Meeting
3. **Treasurer Report Until we are able to receive a comprehensive financial report from nationals, we will hold all revenue from fundraisers and donations. We'd like a clear understanding of our current balance, what values make up the current balance, and have an accurate starting point to begin our accounting records from. If we receive payments for annual dues from DMV Area members via CashApp, PayPal, GoFundMe or in person via check, money order or cash; we will create a log sheet with the identifying information for each person. Then send one lump sum payment (unless personal checks or money orders are used) to the national office with the list. We will retain a copy for our internal records and tracking.**
4. **Old Business**
 - a) ASBC HBCU Festival
 - i. **Financial Reconciliation Andrea will receive all receipts from Lyonel or Larry and submit them to the national officers for review and reimbursement/contribution.**
 - b) **Quick Books, from Nationals? Per the winter meeting call, Shalonda (national treasurer) will be sending the ledger to Lyonel and they will have a meeting outside of the national call. Judy will be included in their meeting.**
 - c) **National By-laws? Andrea received a copy from Tiffany Schultz and has shared them with DMV Area officers. Andrea will include the National and DMV Area by-laws in correspondence with DMV Area members via email, and ask that they review and provide feedback no later than May 1, 2019.**
 - d) **DMV Area Chapter 'Master' Roster Update**

- i. Communication (E-mail & Facebook)/Retention/Recruitment) **Emails have gone out to the DMV Area members via the email addresses on record with the outgoing DMV Area team and the contact information from the national officers. Over 60 emails were returned, however after the initial correspondence went out, less than 15 were returned.**
- e) DMV Area Chapter Calendar Distribution for March 2019 **DMV Area calendars will be sent each time there is an update. In addition, Larry is including the calendar and newsletter on the Facebook page**
- f) DMV Area Chapter T-shirt Campaign
 - i. Costs **Shirts will be \$20 each. However if members would like to have their shirts mailed to them, they will need to provide an accurate mailing address and include an additional \$5 when they submit payment for their T-Shirt. Shirts will be mailed the week following our annual meeting in June. After which, all shirts will be mailed on a bi-weekly basis after the order has been placed and paid for.**
 - ii. Advertisement
 - iii. Delivery
- g) DMV Area Chapter 'Proposed' By-laws revision/update Distribution **DMV Area EC team members have started the review/edit process and would like to send out the by-laws to DMV Area members for their review and input. Andrea will include the National and DMV Area by-laws in correspondence with DMV Area members via email, and ask that they review and provide feedback no later than May 1, 2019.**

5. New Business

- a) M100 ABA National Board Conference Meeting highlights from 27 Feb 19
 - i. Budget - Recruitment **No additional funds will be added in the national's line item for recruitment.**
- b) M100 ABA National Website DMV Area Chapter Website Update **Andrea will reach out to Tiffany Schultz and ask for admin permissions to make updates to the DMV Area part of the website**
 - i. DMV Area Chapter Logo
 - ii. 2019 Voting Outcome Letter (Nov 18)
 - iii. DMV Area Chapter Welcome Letter
 - iv. Chapter Contact Information (e-mail, phone, Facebook, address)
 - v. ASBC News Article
 - vi. 2019 DMV Area Calendar
 - vii. DMV Area Chapter Quarterly Newsletter(s) **President Green would like for the 1st Quarterly Newsletter for the DMV Area to go out no later than March 31. All subsequent newsletters will follow this pattern and be distributed by or before the last day of the quarter (March, June, September and December)**

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- c) M100 ABA Membership Drive (01 Mar 19 - 30 Jun 19)
 - i. Advertisement (E-mail & Facebook)
 - ii. Payment options for dues & fundraisers
 - a) PayPal - [paypal.me/DMVAreaM100ABA](https://www.paypal.me/DMVAreaM100ABA)
 - b) CashApp - [\\$DMVAreaM100ABA](https://www.cashapp.com/$DMVAreaM100ABA)
 - c) M100 ABA National Website - www.marching100alumni.com
- d) DMV Area Chapter 1st Quarter Newsletter Distribution **President Green would like for the quarterly newsletter to go out prior to March 31**

- e) DMV Area Chapter Banner - back of chapter t-shirt? **Andrea will reach out to the President of the Tallahassee chapter, Cicely Mason, to find out if they already have a design that we can use as an example. If we use the same company we might be able to avoid paying a set up fee.**
- f) Highlights from M100 ABA Webinar @ 10:00 AM on 16 Mar 19
- g) DMV Chapter Annual Meeting at U of Maryland
 - i. Address/Map Distribution
 - ii. Audio/Video Support
 - iii. Food

6. Announcements - For the Good of the Chapter

7. Adjournment

J. GREEN

Copy to:
2019 M100 ABA DMV Chapter Staff/File(s)