

CALB Meeting Minutes

Date: November 9, 2010

Attendees:

- Darren Mayer
- Billy Seal
- Mark McMillan
- Elvis Gates
- Carolyn Anderson
- Heather LaVergne
- Maureen Sheets
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Old Business:

- Minutes from October were passed by motion.
- To secretary of state must submit 1090 with Financial Statement is voluntary according MS – CALB is a 501c3 – non profit organization.
 - Received certificate of Exemptions. Attached.
- Appointments
 - Ball Floor Chairperson - David Dilorenzo
 - Ball Table Decorations Chairperson – Not needed if members decorated.
 - Theme and Court Costume Chairperson – Not needed by Ball Director
 - Regal Consultant – Cindy Cox
 - Ball Ticket Chairperson – Elvis Gates
 - Master of Ceremonies - Bill Seal
 - Favors Chairperson – Not needed covered by VP.
 - Parade Chairman – Ron Gross
 - Parade Captain (honorary position) - Still needed.
 - Floats Chairman – Mike Gundlach
- Sold float for \$3500
 - Around 40 man hours of work needed for new float.
- Haunted House
 - Was great success
 - Over 800 went through.
- Doubloons
 - Samples have been ordered from each material
- Liquor License needs to be researched.
 - **Action:** Researched by Billy & Elvis

New Business

- Parade
 - Parade entry fee
 - **Motion: Motion by Billy to keep at \$75 until January 31 then \$100 after. Second by Elvis. Motion passed.**
 - **Motion: Motion by Heather to buy glow sticks & necklace from team for \$50 for CALB area at parade. Second by Billy – Motion passed.**
 - Board to buy beads at gross then resell to members.
 - **Action:** Elvis to get quotes from doubloons' vendor.
 - Platform - Flatbed Trailer?
 - **Action:** Carolyn to ask Marlin Ladner any platform available.
 - Rope off the area for CALB members only.

- Road North of City hall-?
 - Across from city hall - ?
- Ball
 - Need tables for School.
 - Can we borrow from Senior citizen Center.
 - **Action: Carolyn** to check
 - Maybe buy tables and donate to school.
 - **Action: Darren** to follow up with school for cost.
 - **Action: Maureen** to get cost of rental
- Costume review, and Court ball table assignment February 3 tentatively at the school.
- By-laws and Standing rules dates were discussed.
 - Standing rules will be voted on next month.
 - Section 3-3-A change from September to October
 - Section 4-7-D change from August to October
 - Section 4-11-A change from August to October
 - Section 4-11-D Remove
 - Section 7-2-F Change from September to November
 - By-law change will be added to April general meeting agenda.
 - Remove Article VIII Section 3-2 & Section 3-4, since they are covered in the by-laws.
 - Highlighted by-laws and standing rules are attached.
- Charities
 - Reminder letters will be sent out to charities that received a donation last year in January.
 - Reminder email to members with email address. Letter to members without emails .
 - Will be brought up at Team meeting.
- Costume design
 - Will be handed out in December.
- Team
 - Meeting Sunday at Carolyn house at 10:00 am.

Next meeting December 14, at 6:30 at State Farm Office.

STATE OF MISSISSIPPI

SECRETARY OF STATE'S OFFICE

DELBERT HOSEMANN

SECRETARY OF STATE

JACKSON, MISSISSIPPI

CERTIFICATE OF EXEMPTION

I, Delbert Hosemann, Secretary of State of Mississippi, in accordance with the provisions of the laws of Mississippi, do hereby certify that

Carnival Association of Long Beach

File Number 100016789

has filed a Notice of Exemption from registration as a charitable organization under the Mississippi Charitable Solicitations Act.

THE SECRETARY OF STATE DOES NOT APPROVE OR ENDORSE THIS ORGANIZATION OR ANY OTHER CHARITABLE ORGANIZATION.



Given under my hand and seal of office
October 28, 2010

Delbert Hosemann

Secretary Of State

Carnival Association of Long Beach - STANDING RULES

Section 1 - Administrative:

- 1 The fiscal year of operation of the organization shall be May 1 through April 30• Requests for reimbursement and/or payment of all expenses incurred during any Fiscal Year must be submitted to the Treasurer, accompanied by authenticating vouchers; no later than March 31 of the fiscal year in which they were incurred, and paid no later than April 15th of that year.
- 2 Any anticipated overage of 15% of the approved budget figure for any expense must be approved by the Board prior to expenditure.
- 3 All advertising and publicity for the Association must include the words: "Carnival Association of Long Beach, Inc."
- 4 Contributions to the Carnival Association of Long Beach Endowment Fund shall be paid annually from the CALB general fund as follows:
 - A \$250.00 for Past Royalty or Past President, upon their death.
 - B \$100.00 for each Life Member, upon their death.
 - C \$50 for each Active Member, upon their death. (Active Member means the deceased Member was listed on the Membership Roster at the time of their death).
 - D If the deceased Member holds any combination of the above requirements, the maximum donation will be \$250.00. Donations are to be paid after May 1st of each year.
- 5 The CALB Treasurer shall be covered by Fidelity Bond in the amount of \$100,000.
- 6 The word "gambling" and pictures of any type of device associated with gambling may not be used in any advertising or publicity. Raffle and admission tickets shall not use the word "Donation", All events requiring printed tickets MUST use one of the following: "Purchase price"; "admission" or "fee". All events using a gratuity collection shall state the following: "Thank you for your monetary gift" or ""Thank you for your support".

Section 2 - Membership:

- 1 Annual membership dues shall be as follows:
 - A Membership shall be \$20.00 per person.
 - B Honorary and Life Members: no dues.
- 2 Honorary members include, but are not limited to, the Pastor of St. Thomas Parish and the Principal of St. Vincent DePaul School.
- 3 Only members of CALB shall have the authority to solicit contributions and donations.

Section 3 - Ads

- 1 Only members of CALB shall have the authority to solicit contributions and donations.
- 2 The President, with the approval of both Team Captains, shall appoint an Association Ad Chairman no later than the August Board Meeting, who shall be a member not affiliated in any other way to a team. The Ad Chairman will work closely with the two Team Ad Chairmen in performing all duties relative to this chairmanship and to insure that all ad copies are turned in to the printer by 12:00 noon on the Monday preceding Countdown.
- 3 Ad Chairman:
 - A Shall be appointed no later than the **October meeting** and shall be responsible for obtaining an appropriate program cover design theme no later than the September Board Meeting.
 - B Shall be responsible to proof final copy and to ensure that adequate copies of the Program Book are printed

- 6 King's Proclamation.
- 7 Call-out and courtesy gifts as required.
- 8 Any other items for presentation as required.
- C Shall be responsible for adequate and proper seating arrangements, tablecloths, sound and lighting, spotlights, bar arrangements and other related requirements for a successful Ball and Tableau.
- D Shall provide refreshments for Court Members back stage prior to the Tableau, for an amount as set by the Board.
- E Shall perform all other duties relative to this chairmanship and shall assist all other chairmen in matters relative to the Ball and Tableau.
- F Shall schedule and conduct one practice prior to the ball.
- G Callout favors shall be provided by the Association and shall be the responsibility of the Ball Chairman. (If escorts are used, one half the number of shall be designated for escorts).

6 Decorations Chairman:

- A Shall be responsible for any decorations and enhancements of the stage area that may be required in keeping with the chosen theme, and for coordinating the dates and times needed to prepare and decorate.
- B Shall give emphasis to the table decorations of the King, Queen, Grand Duke, Grand Duchess, President and Ball Captain; shall be responsible for protection of, return and storage of any and all reusable materials.
- C Shall report to the Ball Chairman and or Assistant.

7 Theme and Court Costume Chairman:

- A Shall provide costume designs, in keeping with the chosen theme, at a meeting no later than the Sunday before Countdown and to assign costumes to the respective court members (Dukes, Maids) and to assure that the Executive Board and all Dukes and Maids are present at this meeting.
- B Shall provide assistance to each Court Member regarding fabric, color, etc., related to their costume and assure that the costumes are completed according to their design and intent at the second rehearsal.
- C Shall inspect costumes on specified date for costume review.
- D Shall design Ball Captains costume and present to the Board at the **October meeting**.

8 Regal Consultant:

- A Shall be a former King, Queen, Grand Duke, Grand Duchess as appointed by the Ball Chairman.
- B Shall ensure the following items for the Royal Candidates are available and report same to the Ball Chairman:
 - 1 Orchid for Queens Scepter.
 - 2 Rose bouquet for Grand Duchess.
 - 3 Royal Scepter.
 - 4 King and Grand Duke Costumes.
- C Regal Consultant shall assure that the above items are complete and in good state or repair when given to the Candidates, and they are returned to the organization no later than five (5) days after the final use of the season. (The Krewe of Wrecks parade.)
- D Shall coordinate the cleaning, storage, repair and safekeeping of all regal articles belonging to the organization until they are turned over to his/her successor.

9 Ball Ticket Chairman:

- A Shall coordinate the sale of Ball Tickets, price to be set annually by the Board. Time, date and place of sale as set by the Board. CALB members shall have first choice of Ball Tickets.
- B Shall be responsible for assuring that no more than one ticket is sold for each seat at each table and shall provide all ticket information to organization members and the public.
- C Shall order a sufficient quantity of printed ball tickets bearing appropriate graphics to include the following:
 - 1 "Doors to ballroom shall be locked from 8:00 PM until conclusion of Tableau".
 - 2 "Formal Attired *required and strictly enforced*".

- 3 "No one under the age of 21 admitted",
 4 "Tickets Non-refundable".
- D Shall be responsible for collecting and depositing all receipts from sale of Ball Tickets and shall keep an accurate accounting of same.
- E Shall provide complimentary Ball Tickets as follows:
- 1 President -Two (2)
 - 2 Royal Candidates and Spouse (if not a court member)
 - 3 Dukes/Maids (1 each)
 - 4 Outgoing Royalty (1 each)
 - 5 Invited Guests of the Organization, not to exceed 25 (at the discretion of the Board)
 - 6 Master of Ceremony (2)
 - 7 Ball Captain (2)
 - 8 Shall provide adequate number of door attendants.
 - 9 Shall provide a printed report of ticket sales to the Board at the first stated meeting following the Ball
- 10 Master of Ceremonies:
- A Shall work closely with the Ball Chairman and Theme Chairman to assure that he is supplied with all proper information pertaining to the Tableau.
 - B Shall perform all duties as Master of Ceremonies such as introductions, Tableau narration, etc., in accordance with the Script and assist the Ball Chairman in coordinating the Tableau.
 - C Shall assist at rehearsals.
 - D May enlist the aid of an assistant who shall become familiar with all duties pertaining to this position and who shall perform in his place should he be unable to attend.
- 11 Favors Chairman:
- A Shall be responsible for submitting an artist's sketch in keeping with the chosen theme, to the Board for Approval at the **October meeting.**
 - B Shall order the required amount of favors as determined by the Board in time to receive them by January 1.
 - C Shall be responsible for the safekeeping, sale and distribution of all favors, including complimentary favors and shall keep an accurate accounting of same.
 - D **Shall collect and deposit all monies from favor sales and shall report on favor sales at the Annual Meeting in March. - Remove**
 - E Shall reserve specified number of favors to be presented to patrons at the Annual Ball and shall assure that their favors are presented in the proper manor, and shall reserve the proper number of favors as determined by the Board. He shall also be responsible for assuring that these favors are distributed as specified.
 - F The Association shall furnish, free of charge, favors for parade use and publicity purposes to the following minimum:
 - 1 King, Queen, Grand Duke and Grand Duchess -250 each
 - 2 Dukes and Maids --100 each
 - 3 Parade Grand Marshall -150 each
 - 4 Parade Captain -150 each
 - 5 President -150 each
 - 6 St. Vincent De Paul Catholic School Kindergarten Students (Krewe of Wrecks) ~1 each.
 - 7 Ball Captain -150 each
 - G The Association shall provide the current year's favors to CALB Royalty or their designated representatives attending the reciprocating Carnival Balls to be presented to their Royalty. The Association shall provide favors each year to be presented to the CALB Royalty by the President at the Annual CALB Coronation Ball. The Favors Chairman shall hold a maximum of twelve (12) favors for this purpose.
- 12 Anyone under the age of 21 at the Ball shall be restricted to the immediate family members of the New Royalty **only**. Immediately following the Tableau, anyone under 2 I must leave the Ballroom.
- 13 The five (5) to seven (7) tables across the front of the Ballroom (facing the stage) shall be reserved for (1 table

- 1 Grand Marshall (plaque)
 - 2 1st Place Theme Float (trophy)
 - 3 Presidents Trophy -to be presented to the President's choice of best overall Parade entry.
- F Invitations shall be sent no later than **November**, and provide Parade Chairman with entry information and entry fees (as set annually by the Board of Directors) in a timely manner.
- G Shall maintain a complete file and master mailing list of all units participating, etc., for use of Parade Chairman and his successors, and shall assist Chairman and Parade Captain upon request.
- 3 Parade Captain:
- A Shall ride on Parade in costume of his choosing and shall provide his own vehicle for Parade. CALB shall provide identifying sign.
 - B Shall assist the Parade Chairman in presenting awards after Parade.
 - C Shall select three (3) impartial Judges and inform them of selection.
 - D Shall assist in Royal Toasts at Reviewing Stand, and shall provide wineglasses for Toast.
 - E Shall assure that written invitations are provided for those designated to be on the Reviewing Stand, namely:
 - 1 CALB Board Members
 - 2 Parade Grand Marshall and two (2) Team Captains
 - 3 New Grand Duke and Duchess
- 4 Floats Chairman:
- A Shall be responsible for decorating a King's Float, a Court Float and/or a President's Float, or Children's Float for entry in the Annual Parade and other Parades.
 - B Shall be responsible for obtaining proper vehicles to pull association sponsored floats in any parade in which they may be entered, and shall ensure that all floats are suitably cleaned and protectively covered and placed on jack stands as soon as possible after final season use.
 - C Shall select a committee as he deems necessary to assist him in decorating all floats, and shall be responsible for seeing that the Carnival Den and all floats are cleaned after seasonal use and that all float supplies and equipment are properly stored and accounted for.
 - D Shall be responsible for entering CALB Floats in other Parades as directed by the Board of Directors.
- 5 No CALB Float shall be eligible for an award in the Association sponsored Annual Parade. All trophies and plaques shall be presented immediately following the Parade.
- 6 The Association shall purchase and maintain appropriate liability insurance for the units owned by the Association in the Parade. The Floats Chairman shall secure all waivers.

Section 2: The Executive Board shall consist of:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Parliamentarian
- F. Historian
- G. Immediate Past President
- H. Ball Coordinator
- I. Membership Director

1. It shall be the duty and of the Executive Board to meet privately and consider all matters of a controversial nature, which may arise pertaining to the organization and its policy, and to make recommendation to the General Membership regarding solution of the same.
2. The Executive Board shall meet upon call of the President or any other two members of the;: Executive Board, within twenty-four (24) hours of the call to session.

Section 3: The Duties and Responsibilities of the Board of Directors are:

A. To act in a timely and responsible manner on all matters to come before the Board, including, but no limited to, the following:

1. To approve the annual budget as submitted by the Vice-President no later than the July Board Meeting.
2. To approve the Ball Theme as submitted by the Ball Chairperson at no later than the July meeting.
3. To set the price of Ball Tickets annually, as well as the time and date of sale.
4. To approve the Medallion and Program Cover at the August meeting.
5. To approve events for the Carnival Season as submitted by the Events Chairperson no later than the August Meeting.
6. To review and consider all monetary requests and present it's recommendations for final disbursement to the General membership at the March General Membership
 - a. Recipients' qualifications shall be certified by the Secretary prior to recommendation.

Remove - In standing rules

ARTICLE IX -COMMITTEES AND COMMITTEE CHAIRPERSONS

Section 1: All Standing Committee Chairpersons shall be a term of one year or until their successors are appointed, and may succeed indefinitely.

Section 2: All Special Committee Chairpersons shall be a term of one year or until their successors are appointed, and may succeed indefinitely.

Section 3: When necessary and at his discretion, the President shall appoint such other Special and Ad Hoc Committee Chairperson as many be deemed necessary for the proper conduct of the objects and purposes of the organization.

Section 4: Unless otherwise specifically directed by the President, all Committee Chairpersons may call meetings of their respective committees as needed to coordinate all aspects of their duties, and each Chairperson shall submit in writing his proposed monetary requirements to the Vice-President for inclusion in the budget.

Section 5: All vouchers and invoices for payment for committee's expenses must bear the signature of the Committee Chairperson.

Section 6: Standing Committee Chair person shall be:

- A. Publicist
- B. By-Laws Chairman (Automatic: Parliamentarian)
- C. Nominating Committee (Automatic: Parliamentarian)
- D. Audit Committee (Automatic: Immediate Past President)