

2009 Central Pennsylvania July 4th, Inc. (CPJ4)

Executive Committee

- Responsible for success/failure of 4th Fest Event.
- Responsible for ethics, integrity, vision and reputation of organization.
- Draft policies for Board vote.
- Meet with and provide guidance to Committee Chairs.
- Provide financial oversight.
- Conduct Board meetings and with agendas and minutes.
- Approve and execute contracts.
- Monitor timelines; make corrections in organization as needed.
- Develop contingency plan(s).
- Clarify roles (authority, duties and expectations)
- Collect money day of Event.
- Show appreciation and gratitude to all those who volunteer.

Committee Chairman

- Serve as a member of the Board of Directors.
- Determine committee structure and enlist key individuals to accept accountability for completing organizational tasks.
- Possess good organizational and people skills; coach, teach and address conflict.
- Possess excellent problem solving and communication skills.
- Demonstrate a high level of commitment and energy; team builder.
- Possess computer skills to prepare written reports and maintain databases.
- Have strong ability to recruit volunteers and show appreciation for their efforts.
- Delegate authority and follow-up on timelines and task commitments.
- Provide role clarity and to reassign tasks when the volunteer skill set does not match the task at hand.
- Build good teams and team participation skills to ensure cross-communication and work between committees.
- Prepare and send electronic reports sent to Board members in advance of Board meetings.
- Show appreciation and gratitude to all whom volunteer.

President
Paul Silvis

Executive Director
Bernie Keisling

Vice President
Pat Knobloch



Vice President Community Affairs
Bill Welch

Treasurer
Teresa Sparacino

Secretary
Lyn Gotwalt

Executive Committee

Fundraising Chair
Joe Mattivi

Assistant Treasurer
Holly Johnson

Solicitor—Auditor
—Bob Martin
—Boyer & Ritter

Full Board 7-20 Members
All serve as chairs or assist chairs with committees

Advisory Board
Honorary Directors
non-voting

Fundraising
Committee Chair: Joe Mattivi
Assistant Chair: Pat Knobloch
Assistant Chair: Jeremy Raichle

- Large donors
- Small donors
- Donor contract administration
- Donor database maintenance
- V.I.P. packages
 - catering
 - parking
- B.J.C. ticket sales
- Presidential reception
- Donor appreciation (plaques/letters)

Marketing/Communications
Committee Chair: Skip Webster
Assistant Chair: Carrie Sprout
Assistant Chair: Bradley Pike

- Guest relations
- Donor media recognition
- Newspaper contract (CDT)
- Television contract (WJAC)
- Photography and videography
- Graphics (printed support for all events)
- Create signage for all committees
- Web site
- Event information booth
- Shirt design, ordering, and coordination
- Merchandising program

Pyrotechnics
Committee Chair: Gary Mayhew
Assistant Chair: Ken Fohringer
Assistant Chair: Matt Lindenberg

- Provide permit input
- Ensures compliance with all regulations
- Obtains pyrotechnic liability insurance
- Develops timetables for all groups
- Show Production Coordinator**
 - Music selection
- Field Coordinator**
 - Field construction
- Supply Coordinator**
 - Material logistics
- Safety Coordinator**
 - Field security
- Post Show Coordinator**
 - Inventory & disposition

Celebrations
Committee Chair: Nancy Silvis
Assistant Chair: Pam Decker
Assistant Chair: Rita Graef

- 4K Race
- Musical entertainment
- Children's activities and crafts
- Founders Mall
- Volunteer picnics
- Food vendors
- Pepsi products
- Free food booth
- Coordinate procurement of all tents and canopies

Operation/Support Services
Committee Chair: Mark Theiss
Assistant Chair: Jeff Nucciarone

- Police services
- Trash
- Sanitary facilities
- Parking
- Medical
- Fire
- Cleanup
- V.I.P. viewing
 - take tickets
 - seating
 - admission
- Permit input
- PSU liaison
- Obtains general liability insurance
- Coordinate volunteer meals

Board of Directors

Pam Decker (pam.decker@restek.com)
Ken Fohringer (kfohringer@psu.edu)
Lyn Gotwalt (gotwalt@fmb-corp.com)
Holly Johnson (hajohnson@mtb.com)
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Paul Silvis (paul@silvis.org)
Teresa Sparacino (tksparacino@gmail.com)
Mark Theiss (mjt118@psu.edu)
Skip Webster (skip@marlinadvertising.com)
Bill Welch (billwelch100@yahoo.com)

- Board members are expected to attend every meeting.
- Every Board member is expected to serve on a committee.
- *A good leader always replaces themselves!* Any Chair or Board member that steps down should have their replacement identified to ensure continuity in the organization.

Advisory Board

Jeff Brown (jlb56@psu.edu)
Eileen Christman (eac@transcend.com)
Bill Confer
Ernie Dabiero (edabiero@statecollegepa.us)
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Rosetta Webster (rosewebster@comcast.net)
Bob Williams (rswpsu@aol.com)

- Serve at request of Board
- Provide information
- Provide guidance
- Connect organization with key community individuals
- Are passionate about families and celebrating our nation's birthday
- Ask questions
- Review timelines
- Solve problems
- Advise Board
- No meeting attendance requirements
- Show appreciation and gratitude to all whom volunteer.