

PAPA Membership Meeting

August 20, 2018



Welcome

Contributing
Kinship Smiles
Zach Fun! Comraderie
Students Teens
Fulfillment Music
Difference
Community
Excellence
Participation Support
Love Help
Value Inspiring Important
Excellence Strength
Rewarding

Today's Agenda

- ▶ Annual Goals
- ▶ Budget
- ▶ Capital Campaigns/Sponsorships
- ▶ Rummage Sale
- ▶ Back to School Night
- ▶ Communication Changes
- ▶ Looking Ahead & Special Needs
- ▶ Director's Updates

- ▶ Team Lead Updates

Annual Goals

To be approved by membership

Long-Term Objectives

- ▶ Inspire and grow the strong body of PAPA members and volunteers
- ▶ Nurture the strengthening partnership between music and ACTS/Theater parents
- ▶ Every program/activity is self-funded
- ▶ Establish an on-going carry-over budget to enable programs to grow

Principles

- ▶ Centrally share and store knowledge, guidelines, and tools
- ▶ Act as a team, welcome new people
- ▶ Track actions, hold each other accountable, offer support
- ▶ Think and act “performing arts”, not just band

2018-2019 Goals:

- ▶ Launch a PAPA Corporate Sponsor Campaign
- ▶ Double Theater for the Future income
- ▶ Earn \$12,000 for Rummage Sale, \$18,000 for Crab Feed, \$12,000 for Mattress Fundraiser
- ▶ Establish processes and documentation for Communications (calendar, social medial, emails, etc)
- ▶ Document Treasury processes

Annual Budget

Principle: each activity funds itself; unrestricted funds go towards supporting a growing program (staff, travel, equipment, special needs)

Program	Income	Expenses	Net Income
Theater Arts	\$96,829	\$83,025	\$13,804
Instrumental Music	\$122,534	\$116,750	\$5784
Marching Band	\$146,753	\$148,850	(\$2,097)
Winter Percussion	\$95,014	\$90,963	\$4,051
Winter Guard	\$42,423	\$26,500	\$15,923

▶ Fundraisers (NET income) = \$79,900*

- ▶ Escrip = \$1,500
- ▶ Rummage Sale = \$12,000
- ▶ Mattress Sale = \$10,500
- ▶ See's Candy = \$1,500
- ▶ Crab Feed = \$18,000
- ▶ Graduation = \$1,300
- ▶ Corporate Sponsor = \$10,000
- ▶ FY18 carryover = \$25,000

* \$47,500 of unrestricted funds will get allocated, leaving \$32,400 in reserve

- Theater: \$12,500 for equipment, staff increase, Thespian scholarship
- Marching Band: \$7,000 for RCC Trip and new equipment (supports all marching arts)
- Instrumental Music: \$6,500 for WE Trip and new equipment
- Winter Percussion: \$4,000 to support second SoCal trip
- PAPA Operations: \$17,500 (maintenance, scholarships, BHF, PayPal processing)

Capital Campaigns/Sponsorships

Extending our fundraising

▶ Theater for the Future Campaign

- ▶ Benefits the PAC
- ▶ Spread the Word
- ▶ Guidelines on how to distribute funds in development

< \$250	\$250 - <\$450	\$450 - <\$750	\$750 +
Recognition for a year in the theater lobby	All that PLUS ... Recognition on a permanent theater lobby wall display	All that PLUS ... Prominent recognition on a permanent theater lobby wall display	All that PLUS ... A permanent plaque on the arm of a theater seat Permanent theater lobby wall display

▶ Corporate Sponsorships

- ▶ Cash sponsors willing to support performing arts at \$1,000+
- ▶ Corporations that can donate materials (equipment, storage, instruments, electronics)
- ▶ More details to come on how to recruit (letter templates, tiers, etc)

Rummage Sale

- ▶ Important Dates:
 - ▶ September 14th, 4pm to 8pm (donations)
 - ▶ September 14th, 5pm to 11pm (sorters)
 - ▶ September 15th, 7am to 1pm (shoppers)
- ▶ Volunteer
 - ▶ We need 100's of volunteers!!!!!!
- ▶ Spread the Word
 - ▶ Join advertising team
 - ▶ Tell friends
 - ▶ Share on Next Door



Questions: contact Susie Woodford @papa_rummagesale@leighpapa.org



Back to School Night - August 30th

- ▶ Changes:
 - ▶ One-hour parent meeting
 - ▶ Food trucks
 - ▶ Booths
 - ▶ Warm and welcoming atmosphere

- ▶ Where PAPA can help
 - ▶ In the classes (donation, upcoming events, who PAPA is)
 - ▶ At the booth
 - ▶ Facilitate student performances

Questions: contact Aine O'Donovan @president@leighhsc.org



Communication Changes

Event/Activity Leads Responsible for Communications

- ▶ Newsletter
 - ▶ Communication Calendar is posted to Google Docs (we'll share link)
 - ▶ Provide Papa_communications@leighpapa.org draft copy and images 3 to 5 days before newsletter date
 - ▶ Use shared document (we'll share link)
- ▶ Social Media
 - ▶ Posts for PAPA accounts should be sent to NancyAnn Williamson
 - ▶ Posts for Marching Arts accounts should be sent to Adrian Liu
- ▶ Kara's Weekly Bulletin
 - ▶ Send papa_communications2@leighpapa.org copy (nicely formatted) by Tuesday 6pm each week



Communication Changes (cont')

Event/Activity Leads Responsible for Calendar

- ▶ Process for calendar ADD/CHANGE requests
 - ▶ Each liaison will enter their calendar request into a google sheet
 - ▶ https://docs.google.com/spreadsheets/d/1kCGuLEVPPpYd780hNEogb8fHHmDFJ4xYWPOM-pZwayF8/edit?usp=sharing_eil&ts=5b6b72e3
 - ▶ Rita Jaworski will update the PAPA Calendar
 - ▶ PAPA Communications (Sonya Neal) will update the Ensemble Schedule on Website
 - ▶ Progress can be tracked on spreadsheet at anytime

NOTE: Once the entry has been made on the spreadsheet and email will be automatically sent to papa_communications@leighpapa.org

Special Needs

- ▶ Head of Operations
- ▶ Shadows for Crab Feed Lead, Crab Feed Auction, Crab Feed Kitchen

Looking Ahead

- ▶ September 7th to 15th: Summer Musical, Heathers
- ▶ September 15th: Rummage Sale
- ▶ October 6th: Fiesta Del Mar (first MB competition)
- ▶ October 13th: Cupertino Competition for MB
- ▶ October 18th to 21st: Riverside Competition for MB
- ▶ October 24th & 25th: Concerts
 - October 24 - Fall Concert I - Choir, Jazz I, Jazz II
 - October 25 - Fall Concert II - Concert Band, Symphonic Band, Wind Ensemble
- ▶ October 24th to 30th: Haunted House
- ▶ October 27th: Mattress Fundraiser

Director's Update

- ▶ Alex Christensen
 - ▶ Instrumental Music
 - ▶ Marching Arts
 - ▶ Choir
- ▶ Scott DiLorenzo
 - ▶ Drama
 - ▶ Musical Theater
 - ▶ Tech Theater

Team Lead Updates

- ▶ Operations - TBA
- ▶ Treasury - Gil Garcia
- ▶ Fundraising - Lisa McIntyre
- ▶ Communications - Sonya Neal
- ▶ HSC - Sean Simonson
- ▶ Volunteers - Sowmya Ramakrishna
- ▶ Escript/Amazon - Francine Chou
- ▶ See's Candy - Sonya Neal
- ▶ Rummage Sale - Susie Woodford
- ▶ Crab Feed - TBA
- ▶ Choir Liaison - Amy Sells
- ▶ Music Liaison - Rita Jaworski
- ▶ Marching Band - Diane Hoffstetter
- ▶ Winter Percussion - Todd Mendenhall
- ▶ Winter Guard - Kristi Annecone
- ▶ MB Food Crew - Darlene Weber
- ▶ MB Uniforms - Kristin Ellis

Stay Connected

Keep up-to-date with what's happening with Leigh Performing Arts
~ *Band, Theatre, Choir, Marching Arts, Performances and Fundraising* ~

Bookmark the Leigh PAPA website

leighpapa.org

Fill out the New or Returning Student info form

leighpapa.org/student-info/

Join the Facebook group

www.facebook.com/lhspapa/

Follow us on Twitter

<https://twitter.com/LeighPAPA1>

Volunteer at Performing Arts events and Fundraisers

<http://leighpapa.ivolunteer.com/>

Next Meeting

- ▶ Monday, September 10, 7pm to 8pm