

# **DRAFT**

## ***Leigh High School***

### ***Performing Arts Parents Association***

Minutes of Regular Membership Monthly Meeting

Meeting Date: Monday August 20, 2018

Called to Order: 7:03 pm

Attendees: 17

Conducted By: Stacey Taylor, President

Minutes: Kristine Grim, Secretary

#### **Welcome to new Board Members**

#### **May Meeting Recap – Stacey Taylor**

Receive May mtg. approval from Stacey (done through online voting.)

Jake Shaughnessy shared Gold Sports Booster cards for sale. Covers family entrance to sport events, provides Discounts, skip the gate line.

Band night September 28th.

#### **Annual Goals (See slide)**

A brief explanation of each goal from Stacey.

1. Corporate Sponsorships and Grant Applications
  - a. Ask PAPA parents to research a company or their own company regarding this option.
2. Theater of the Arts (Theater for the Future) Campaign has \$6300 from last year and hoping to double that this year through outreach and communication to the community.
  - a. Distributed by a recommendation to the PAPA Board and a vote to spend the money.

#### **Fundraisers**

Rummage Sale conservative budgeting less than last year

Crab Feed less than last year in case we don't get the \$2,000 from Safeway this year.

Mattress Fundraiser = \$12,000 goal (\$10,000 item in budget)

Establish better processes for documentation and communication.

Communication Processes

Treasury Processes (Joe)

Optimizing Operations Processes: Registration and Forms.

Lisa McIntyre motioned, Gil Garcia 2<sup>nd</sup>. Unanimous approval.

#### **BUDGET (Slides from Stacey)**

- Things will move and flux, but we want to be comfortable with our commitments.

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- Theater arts may have modifications, Scott Di Lorenzo is the new Theater teacher who is just getting to know his budget.
- We are being conservative with our budgeting, as we are every year, because we want to avoid over-committing.
  - Just under \$70,000 from fundraisers plus the carryover from last year.
  - Of 69,900, we want to distribute \$47,500 and leave \$22,400 in reserve in case a program goes in the red or we have a shortfall in fundraising.
  - See distribution in slide
- A little worried about Marching Band, Stacey and Diane will monitor closely. Smaller group, being conservative on income.
- Wind Ensemble trip is \$1900.00 per student estimate ask. Trip is associated with a class so there cannot be a required payment.
- Proposed line item in Fundraiser \$10,000 for corporate sponsorship, but not allocate it. This will help us monitor it.
- Winter Percussion budget change: Income = \$95,000, expenses \$90,000, net of \$4,000.
  - Winter Guard budget change: Income 42,000, expenses 26,500, left with \$15,500. Looking forward to traveling to Dayton in 2021. Conservative with fundraising \$4500 this year.

Harvard Sung motion to approve the budget on the 2 page sheet with the addition of corporate sponsorship line item, not the power point. Susie Woodford 2<sup>nd</sup>. Unanimous approval

### **CAPITAL CAMPAIGNS/SPONSORSHIPS**

- Present them together.
- Talk about them as an umbrella to maintain the wonderful PAC we have.
- All the performing arts groups use it. There was a \$6 million original investment. It is 7 years old.
- Theater for the Future discussion around re-invigorating the campaign.
  - We can promote it through PAPA.
  - The campaign is about more than upgrading, but also maintaining the theater.
  - ACTS is working on documentation and governance of the distribution process, especially for tax purposes..
- Corporate Sponsorships
  - Cash sponsors like Allstate relationship which is interested in supporting the Arts.
  - In-kind (material) donations can be continuously recognized. Companies that can provide instruments, audio-visual, etc.

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- Need to create materials around this campaign for people to use when initiating contacts. (Sherry shared her ideas from Crab Feed auction. )

### RUMMAGE SALE – Susie Woodford

- Handed out information ½ sheet. Can send the Google doc if requested.
- Ask for support and bodies.
  - iVolunteer is LIVE.
  - Needs: tables, people, bodies, a variety of opportunities, think about your extended village. CSF volunteers. Private school friends.
  - Large donations contact Susie.
  - Drama does a pick & pull on Friday night.
- List of things we don't take to attach to communication.
- Google doc for the Rummage Sale
- Check with Bryan Speed about a takeover ad for the website and for Leadership and CSF students for volunteers.
- Aug. 29<sup>th</sup>, 7-8 pm Rummage Sale planning, brainstorming meeting.
- *See Rummage Sale slide.*
- Need help posting signs. Each group taking ONE intersection for posting and removing is most successful. Past parent Doug Vincent (sp.?) is printing signs for us.

### Back 2 School – Aug. 30<sup>th</sup>

- Kara changing it up (*see slide*)
- Parent welcome during the “tutorial” part of the schedule.
- Participate in creating warm, inviting, collaborative environment at the beginning of the evening. All boosters and school site groups will have a table in the quad.
- Request for students to participate with choir singing, band playing, drama students performing. These are some of the suggested ideas.
- Booster Booth: Who are we, what do we do, how can you help, etc. Also music class presentations for the class donation.
- Student participation (Mr. C recommending, not requiring.)
- Seems like a cacophony of noise but will it showcase each group?
- Create iVolunteer signup.

### Communications Changes (*see slide*)

To streamline Newsletter:

- Established a communication draft calendar, link will be shared with all activity leads, this will be a living document for the year.
- Activity leads be aware when the email is going out and provide the info you want disseminated PRIOR to that date to the communications chair.
- Sonya Neal = communications chair email [communications@leighPAPA.org](mailto:communications@leighPAPA.org)
- To get started, send a reminder to board, asking for info, deadlines, etc. with a link to the shared document.
- There is also a shared document to drop your copy on and Sonya will format.

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## Social Media

- PAPA account social media administrator is NancyAnn Williamson.
- ACTS page is administered by Diana, working closely with NancyAnn.
- Email [socialmedia@leighPAPA.org](mailto:socialmedia@leighPAPA.org) to get things posted.
- Marching Arts social media is being managed by Adrian Liu. Only the accounts that are our public face, not the members only pages.
- Cannot share photos and videos with family members from FB private Marching Band page. Yes. Must post to outward facing page to be able to share.
- Media release forms signed through annual registration in Aeries each year.

Kara's Weekly Bulletin is managed by Jenny Anderson. Send information to [PAPAcommunications@leighPAPA.org](mailto:PAPAcommunications@leighPAPA.org).

Stacey, this was unclear in my recording. Please correct email.

## Calendar *(Slide?)*

Rita Jaworski helping with operational processes update.  
Changes to the online calendar.

## Current Needs *(slide)*

Head of Operations

At least shadows for the Crab Feed Lead, if not a Lead.

## Looking Ahead *(slide)*

Haunted House performs matinee on Halloween.

## Scott Di Lorenzo (Drama/Musical Theater teacher) Introduction

Over a decade of theater teaching experience in L.A. and in No. California.

1 year teaching drama and English in S. Korea. He has been performing locally.

## Team Lead *(slide)*

**Riverside** (Diane)

We have hotel and bus reservations.

Need room lists by mid-September.

## See's candy discussion:

Conflicts with Spirit Sees sale. Is this a problem? Doesn't seem to be much overlap in audience. Easter is less of a draw than Christmas. Better promotion is the key to larger sales. No, don't change the timing.

Ordering on line? No, would have to be a Google Form.

Drama can try to sell during the Fall Play run.

## Fingerprinting Requirements

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Level 1 required for travel and chaperone with students.  
Takes about a month for the process. The new online system seems to be faster.  
Lasts 4 years, outdated TB test would trigger an update.

Show shirts have arrived. Pick them up outside of the band room.  
Meeting adjourned @ 8:10