

DRAFT
Leigh High School
Performing Arts Parents Association

Minutes of Membership Monthly Meeting

Meeting Date: Monday, March 18, 2019

Called to Order: 7:02 pm

Attendees: approx. 16

Conducted By: Stacey Taylor, President

Minutes: Kristine Grim, Secretary

Discussion Topics

- ▶ Board Nominations
- ▶ First Aid Kit Fundraiser
- ▶ Graduation Fundraiser
- ▶ PAPA Scholarship
- ▶ And Then There were None Recap
- ▶ Wind Ensemble NYC Trip Recap



AGENDA

- Board Nominations
- First Aid Fundraiser
- Graduation Fundraiser Lead
- Scholarship Update
- Recap from Groups

February Meeting Recap

- ▶ Recapped approach to support Michael Brooks Scholarship
- ▶ Reviewed PAPA Scholarship approach
- ▶ Decided to do First Aid Kit Fundraiser
- ▶ Brainstormed ways to better engaged volunteers

*Minutes, Budget, and Goals can be reviewed on the PAPA website

February Recap

- Michael Brooks scholarship partnership already begun.
 - Stacey and Joe sent a partnership letter, it is in the signing stage.
 - \$2000 raised already.
- Discussed PAPA Scholarship
- Decided First Aid Fundraiser is a GO for April
- Spring 2020 will be See's again
- Brainstorm ideas for more engagement

2019-2020 Board Selection

Executive Board & At Large	
Position	Nominee
President	Stacey Taylor
VP Operations	
VP Communications	Sonya Neal
VP Fundraising	
Treasurer	Gil Garcia
Asst Treasurer	Nathalie Goricanec
Asst Treasurer	
Secretary	
Music Liaison	
Theater Liaison	
Choir Liaison	
At Large 1, 2, 3, 4	Susie Woodford, Diane Hoffstetter

Nomination Committee

- Two Board members
1. Diane Hoffstetter
 2. Kristine Grim
 3. Sonya Neal (if needed)

Two Non-Board members

- 1.
- 2.

Board Selection

Selection committee is still all board members, would be best to get a non-board member, Freshman or Sophomore parent.

NEED:

- Operations (Brian Hughes / Mike Gamill)
- Fundraising Coordinator AND Crab Feed Lead
- Choir Liaison
- Theater Liaison
- Asst. Treasurer
- 2 At-Large

Committee Team Leads:

- Social Media (Stacey checking w/Adrian)
- iVolunteer
- First Aid
- Uniforms (Nancy Smith)
- Theater purchases (Orendain)

2019-2020 Board Selection

Dedicated Members and Team Leads

HSC Liaison - Sean Simonson	Crab Feed Event Lead -
Social Media -	Auction Lead -
Volunteer Coordinator -	
First Aid Coordinator -	Rummage Sale Lead - Susie Woodford
	Mattress Fundraiser -
MB Uniform Lead -	Graduation Fundraiser -
MB Food Team Lead -	See's Candy (Spring) - Sonya Neal
Marching Band Coordinator - Diane Hoffstetter	<u>Escrip/Amazon Program Manager -</u>
Winter Guard Coordinator - Kristi Annecone	
Winter Percussion Coordinator -	Auditor -
	Theater Purchases -

* We will need separate parents to manage food for the winter activities who have students in those programs

May Meeting Voting Timeline

DISCUSSION:

Reach out to Sandra for future roles

- Discussion of voting rights/board membership – Todd Mendenhall MB and WP not voting roles but have a large stake in the outcome. WP responsible for \$100,000 of the budget should have a vote.
 - Being At-Large takes up a spot on the board.
 - Past history the Board had “secret” meetings, but now there is more transparency. It was like “closed session” every time.
 - Might be worth a look at what structure we want / review voting members.
 - Original review was at request of Dr. Bravo to provide that transparency.
 - Open to re-evaluating voting positions
 - Story of Prospect Booster too insular
- At-Large provides voting and capacity to “pick up the slack.”
- Bigger board/bigger quorum to make decisions, 55% required.

- Operations: Brian Hughes (Props) Mike Gamill (Family Decision)
 - Might work with a Team Coordinator and 2-3 team leads.
- Outreach Brainstorming
 - Keep pizza casual and fun.
 - Nametags & PAPA gear
 - Union, Dartmouth, Ida Price 8th grade parents invited as well.
 - Dartmouth Comedy Night canceled.
 - Band student tour is more successful than a parent table for recruitment.

TREASURER discussion

- Possibility of Treasurer position for hire since it is getting so big.
 - Full time position, could pay someone a stipend.
 - Joe has some ideas about organizing the responsibilities.
- Discussion of checks and e-checks
 - In-bound checks are most time consuming.
 - E-Commerce portals added and other “new” treasurer issues.
 - CheddarUp idea from Sonya for e-check tracking 45 cents per check.
 - (PAPA has a Zell Account)
 - CheddarUp links each item to a bucket (acct.)
- Jot Form discussion
 - Gil addressed the donation matching fiasco with a JotForm and the “Thank you” page works as their receipt.
 - Links are obfuscated to the user. Can we brand the URL or logos on the JotForm page.
 - JotForm prefers using Square instead of PayPal because PP cuts off the information in the reports and requires consumer registration.
 - Square takes \$\$ amt. but all the rest of the collected info can be sent to a spreadsheet to share with coordinators.
 - Square is 2.7-2.9% PP is 2.2%.
 - Gil will demo to Stacey with the goal of starting Fall 2019. Great Graphic interface.
- Joe makes a good point about new processes:
 - Document them and
 - Be sure to share with a shadow before graduating out!
 - Treasurer seems to be mushrooming in responsibility.

- Alex’s requests overarching “Marching Arts” Financial Lead
 - “Marching Arts” budget holding all 3 MB, WP, WG?
 - Current treasurer organization is one asst. for Theater, one asst. for Marching Arts.
 - “Marching Arts” purchaser must be one of four board members with a PAPA card OR the Team Leader must carry it on personal card for reimbursement.

First Aid Kit Fundraiser

Plan is to do this once every few years

- ▶ Dates
- ▶ Participants
- ▶ Goals

First Aid Fundraiser

- Theater participating?? No response yet.
- Lara asking about broaching it with Theater
 - Scott wants more participation from Theater parents.
 - Alex will speak with Technical and Performing Arts.
- 200 order forms for Marching Arts students participating.
 - Not Jazz or Choir??
 - Just for instrumental classes – Marching Arts only.
 - Goal of selling 5 each.
- Initial intention was for all PAPA fundraiser.
- Decision between Marching Arts vs. all PAPA.
- Gil already working on payment info and website contacts.



- Approval for April 15 will still catch Safety month.
- Goal is \$8,000 on District form.

Graduation Fundraiser

Review of Needs

What it is

- Sell candy, snacks, and water before, during, and after graduation
- Raises between \$800 and \$1000
- What was done in the past has been documented
- Graduating senior parents will share best practices

What we need

- A team lead
- Using last year's documentation create:
 - Communication plan
 - Logistics plan
 - Solicit volunteers

Graduation Fundraiser

- Need a lead for Graduation Fundraiser
 - Very easy fundraiser, hoping to use it as a
 - 1:00 set up, starts at 3:00 to 6:00.
 - Very well-documented.
- Suggested getting a Theater parent to Lead.

PAPA 2019 Senior Scholarships

What	Up to 4 \$500 Scholarships Theater, Choir, 2X Music/Marching Arts
How	Graduating Senior from Leigh High School Must have participated in the program category for a minimum of 3 years, including senior year
Schedule	Feb 1-15: Create communication/website updates Feb 15: Do Outreach April 1: Deadline April 20: Selection May 23: Awards Night
Outreach	<ul style="list-style-type: none">• Email to seniors and senior parents• Mrs. Butler communications to Seniors• PAPA, Marching Band, and ACTS Facebook posts• Teachers pitch it in class
Leader	Todd Mendenhall
Reviewers	TBD

Scholarship update

- Bari just sent out a blast
- April 1st deadline for PAPA scholarship.

Parent Organization Meeting @ District Office 5/14 @ 4:00pm.

- Every booster/parent organization must have at least one representative.
- Generally painful and demonstrative in nature.
- Probably talking about the 14% upcharge on staff fees.

Event Recaps

▶ Theater

- ▶ And Then There was None

▶ Music

- ▶ Wind Ensemble Trip to NYC Wind Symphony Festival

▶ Fundraising

- ▶ Crab Feed

Upcoming Events

▶ Theater

- ▶ Big Fish

▶ Music

- ▶ Mar 25 Festival Concert I (Choir, Jazz I, Jazz II)
- ▶ Mar 26 Festival Concert II (Concert Band, Symphonic Band, Wind Ensemble)

▶ Marching Arts

- ▶ Mar 23 - WP Friends and Family, WG @ Fremont
- ▶ Mar 28 - WG Friends and Family
- ▶ Mar 30 - WP @ Stockton, WG @ Independence

Concert Changes!

- Now having ONE concert WE, both Jazz bands, Concert & Symphonic band Thurs. 4/4/19.
- District Choir Festival is 4/2/19
- And then there was none \$4000 gross, but expenses were low.

- Make sure WP knows there is rehearsal on the 25th.

HSC Updates

- ▶ Leigh Longhorn Stampede
 - ▶ Runners registered to date: 46 total registered runners (1 under 4, 12 youth, 15 adult, 18 family)
- ▶ Spread the word! We need 400 racers to break event
 - ▶ Facebook: <https://www.facebook.com/LeighStampede/>
 - ▶ Twitter: <https://twitter.com/LeighStampede>
 - ▶ Instagram: <https://www.instagram.com/leighstampede/>
- ▶ Upcoming Events
 - ▶ Junior Timeline to Prepare for Senior Year Wed., March 20th
 - ▶ Should I or Can I Improve my SAT scores? Wed., April 17th
 - ▶ College Essay Support Wed., May 22nd
 - ▶ SAT prep classes with Future Path Prep - April
 - ▶ CUHSD Career Expo - moved to April 16th (from March 21st) 6-8pm (Branham)
 - ▶ Career Spotlight series to be kicked off (Psychologist, then nurses)
 - ▶ Admin/Counselor looking for tutors for AP/EOS program for next year - please enquire now if interested

SHARE THE STAMPEDE INFORMATION!!

Team Lead Updates

- ▶ Operations - Stacey Taylor
- ▶ Communications - Sonya Neal
- ▶ Choir/Music Liaison - Amy Sells/Rita Jaworski
- ▶ Theater Arts - Lara Blom
- ▶ Marching Band - Diane Hoffstetter
- ▶ Winter Percussion - Todd Mendenhall
- ▶ Winter Guard - Kristi Annecone
- ▶ Food Crew - Darlene Weber
- ▶ Uniforms - Kristin Ellis
- ▶ Volunteers - Sowmya Ramakrishna

Next Meeting: Monday, April, 15.
Adjourned @ 8:05