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Leigh High School

Performing Arts Parents Association

Minutes of Regular Membership Monthly Meeting

Meeting Date: Monday February 11, 2019

Called to Order: 7:04 pm

Attendees: 13

Conducted By: Stacey Taylor, President

Minutes: Kristine Grim, Secretary

Previous minutes: Home and School Club (Sean) moved, Joe seconded approval of minutes.

DEC/JAN MEETING RECAP

December and January Meeting Recap

▶ **December**

- ▶ Approved continuing to cover Pay Pal Fees
- ▶ Reviewed classroom donations
- ▶ Recapped income from See's; discussed Spring
- ▶ Recapped Marching Band
- ▶ Prepped for Concerts and BHF

▶ **January**

- ▶ Approved hosting the Michael Brooks Scholarship
- ▶ Recapped income from Cheesecake and Soups
- ▶ Decided to stop SNAP fundraisers and do letter campaigns instead
- ▶ Reviewed Corporate Campaigning to date

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

Discussion Topics

- ▶ Crab Feed Recap
- ▶ Spring Fundraiser See's Candy versus First Aid Kits
- ▶ Graduation Fundraiser
- ▶ Board Nominations (Volunteering in General)
- ▶ PAPA Scholarship
- ▶ Michael Brook's Scholarship Update
- ▶ Music Event Recap: Blossom Hill Festival Recap
- ▶ Theater Event Recap: Thespian Festival

FUNDRAISING

Crab Feed

Crab Feed

Cleared \$?

Highlights

- ▶ Students well trained and prepared
- ▶ Set-up smooth and ahead of schedule
- ▶ Largest donation of items ever
- ▶ Kitchen well run
- ▶ Chef T support class saved a lot of time
- ▶ The perfect number of guests
- ▶ New bread and dessert a delight

Lowlights

- More last minute guests than usual
- Issues with digital ticket sales and capture
- Students and adults disappeared at clean-up
- Ran out of crab and decaf coffee

Seems we cleared approximately \$15,000 on auction last year.

- \$11,400 on bidding last year and just over \$11,000 this year.

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- Expenses were higher this year, tables, a little here and there.
 - Ticket sales were lower (230-240) should be considered a sellout.
 - Feedback was that 2019 was the “right” amount 270 is too crowded.
 - 245 ticket sales this year, it does make an income difference.
- BBQ chicken w/Danny was a great success.
- Tickets were still being sold up to the event: Remember to turn off the ticket site the night before.
- Ran out of Crab for those few BIG eaters.
- Decaf coffee was a big success, might be because of the wet weather.

Leigh Stampede: Home and School Club organizing, but all groups will be asked to participate and support.

Spring Fundraiser
See's, First Aid or Both

See's Candy	First Aid Kit
<ul style="list-style-type: none">▶ Cons of Keeping in Fall<ul style="list-style-type: none">▶ Only made \$900 in Fall▶ Conflicts with Cheer▶ Overlaps with Mattress Sale, Greenery, and Cheesecake▶ Pros of Moving to Spring<ul style="list-style-type: none">▶ Less going on in Spring▶ Easter is late in 2018 (4/21) giving lots of time to plan and sell▶ Doesn't conflict with other group	<ul style="list-style-type: none">▶ Right Response Fundraising▶ Use free materials to sell the kits▶ Run fundraiser for 2 to 3 weeks▶ They provide marketing materials and tips to make it easy▶ Can do online orders▶ Make a high % on each kit

Sees Candy in the Spring (Sonya)

- Fewer items than the Fall, 4 large eggs, smaller boxes of nuts & chews, assorted lollipops, chocolates, etc., so a smaller selection of options.
- All Easter themed, no plain packaging for Mother's Day or Grad options.
- For eggs and box sets it is 50% profit, (couldn't hear end of sentence.)

First Aid Kits (Rita)

- 30% on line return, many more choices, use a code for our group.

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- 50% if we pass it out
- \$15-\$240 cost for a variety of options.
- They recommended 2 weeks and be done.
- Focus on local sales and delivery for 50% w/square store too.
- Push online orders only for out of town for 30%
- Square store: possible, best for local sales with delivery.
- Get SKU's and images to Gil, add a button to the webpage.
- Shipping would require using online sales.
- Lara suggests demos for the family sales, physical product is easier to sell.
- Discussion:
 - Both have online options.
 - Diane like First Aid because it's different.
 - April is Disaster Preparedness month, good tie-in.
 - Historically, when we sell food we don't do as well as when we sell items.
 - Online orders include shipping which is why the profit is 30%.
- Lisa moved, Todd seconded to do 1st Aid fundraiser in April for Disaster preparedness.
- Stacey needs to check on if she submitted it to the District at the beginning of the year.

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 (Review of Needs)

- Last year led by Darlene
- Pop Up to sell candy snacks & water before, during and after graduation
 - Quad area sells nachos, Icees, etc. during Diploma pickup.
 - Wagons sell candy, popcorn, water, soda in the bleachers.
- Relatively successful, it raises \$800-1000
- Car cartoon FB post for BBQ WP fundraiser leader from Stacey
 - Cute idea for a FB post to grab interest.
 - We just need a driver, the car will fill up.
 - Board ask for a leader that is NOT a board member
 - Someone with PAPA interest
- Activities should look like a lot of people are participating rather than the same few people.
- Last minute inventory after Spring musical, theater donates left-over candy and popcorn from concessions.

SCHOLARSHIPS

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

Senior Scholarships (Todd Mendenhall) (slide)

- April 1st is deadline for submissions.
- We've moved it up a month ahead of past schedule.
- Up to 4 \$500 scholarships (2 for MB, 1 for Theater, 1 for Choir)
- Website is up and running.
- Communication and Announcements
 - Bari Sholoman sends communication to students
 - FB and Email announcement to parents about the opportunity.
 - Todd send write up to Nathalie for student communication.
 - Teachers should mention it in classes: Jonathon Yani, Alex Christensen, Scott DiLorenzo, Barbara West need a reminder.
- Use iVolunteer to request readers, Todd needs access to other areas than Winter Percussion.
- Stacey suggests opening Board members up to all iVolunteer areas.
 - Diane warns that TWO people editing it at the same time can cancel one set of edits. Save often, check before you think you're finished.

Michael Brook's Scholarship

Have an agreement

- ▶ KC Broberg has agreed in principle to PAPA proposed framework
- ▶ Joe Mayer working on letter of understanding
- ▶ Michael Brooks' Scholarship granted to use our tax ID for fundraising

Michael Brooks Scholarship

- Joe and Stacey completed an agreement based on Jan. meeting discussion proposing a general framework, with a general understanding of a written agreement to come.
- Casey responded positively. Joe working on the letter for Stacey and Casey review.
- They will be using our Tax ID for their fundraising.
- Can we get a preview or synopsis of their ask and information so PAPA can incorporate into our scholarship announcements. Our general population might benefit from this opportunity.

2019-20 BOARD SELECTION REMINDER

2019 - 2020 Board Selection



We have a volunteering problem

- Ideas for how to generate volunteers for next year
 - How can we leverage the Spring Musical and Marching Band Meeting
 - Would a talking head video help?

Needs for March

- If you are staying or vacating your role
- Nomination Committee
 - 4 members (At least one from executive and 2 from general)

- We have a volunteering problem
 - This is happening across the school with all organizations.
 - can be cyclical with class personality
- Stacey looking forward to incoming freshman class
- How do we generate more volunteers
 - Leverage the Spring Musical and Marching Band meeting
 - Advertising space in upcoming Event Programs
 - Talking head video? QR code
 - Show the video in lobby of Spring concerts.
 - Talk with Directors for lists of currently volunteering parents
 - Tables at the feeder school spring events are less successful.
- Parent Social with incoming freshman class
 - Gil can get a Bar and Grill for cheap
 - Mountain Mikes?
 - Utilize Middle School newsletters in April and May.

Next 4-6 weeks, can we rethink about how we talk about the roles in PAPA?
Stacey will send out some thoughts about that and this discussion.

(see text at end of minutes.)

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You MUST tell Stacey if you are leaving your role.

March Madness

- ▶ Preparation for:
 - ▶ Spring Concerts
 - ▶ Thespian Festival
 - ▶ Music with a Mission Benefits Concert
 - ▶ Winter Percussion Friends & Family

TEACHER REPORTS

District Music Festival (Mr. Christensen report)

- Changes in DMF to provide a better experience for all the students.
- Jazz Changes
 - Honor Jazz Ensemble (Leigh hosting)
 - Volunteer ensemble of suggested students from each school
 - Added top Jazz ensembles from each school
 - Tues. 3/26 top Jazz groups performing at Del Mar in the new District Jazz Festival
- Orch/Choir w/guest conductor performing in April
 - Orchestra will rehearse together prior to the concert.
 - Choir will rehearse together the day of the performance.
 - Choir performing “Street Requiem” with a guest conductor.
- Wind Ensemble
 - No more mass band which was not a stellar component of DMF.
 - Mr. Christensen proposed an area concert.

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- Top ensembles from each school to perform @ Heritage Theater
- Performance is 5/1
 - CONFLICT w/ Big Fish Pickup rehearsal on Wed.
 - Wanted to make it after Spring performances, but before AP testing.
 - Dr. Vickerman from SJSU will be @ Leigh
 - Troy Davis from WVC will be at various groups.
- Clinicians working in the schools during the class periods and guest conducting
- Better mentoring in smaller groups
- Easier for parent groups to organize and volunteer at smaller night concerts.
- Mentors will guest conduct at the concert.
- This structure reaches fewer kids, but the intention is more educational than performance focused.
- This structure reallocated funds to instruction and mentors from facility rental fees downtown.

Drama/Theater (Scott Di Lorenzo)

- District TheaterFest went really well.
 - Kara came and represented, parents enjoyed.
- Big Fish is going well, illness is rearing its head effecting rehearsals.
- And Then There Was None - student directed going along.
- International Thespian Society ThesCon
 - 43 students to SoCal end of March
 - ThesCon Showcase Preview night 3/22, 7pm, donations only
 - Funds to offset royalties/licensing fees
 - Hotels, Buses booked
 - Pieces are in process

UPCOMING EVENTS

Upcoming Events

- ▶ Theater
 - ▶ And Then There was None
- ▶ Music
 - ▶ Feb 26, Jazz DMF (7pm @ Del Mar)
 - ▶ Feb 28, WE Carnegie Showcase
 - ▶ Mar 11-14, WE perform at Carnegie Hall
 - ▶ Mar 25 Festival Concert I (Choir, Jazz I, Jazz II)
 - ▶ Mar 26 Festival Concert II (Concert Band, Symphonic Band, Wind Ensemble)
- ▶ Marching Arts
 - ▶ Mar 2 - WG @ Oak Grove
 - ▶ Mar 2 - WP @ Merced HS
 - ▶ Mar 9 - WP @ James Logan
 - ▶ Mar 16 - WG @ James Logan
 - ▶ Mar 23 - WP Friends and Family, WG @ Fremont
 - ▶ Mar 30 - WP @ Stockton, WG @ Independence

TEAM LEAD REPORTS

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

Blossom Hill

- Event went great, Darlene's documentation is dialed in.
- Middle School parents at Tshirt table helped

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- Donations offset about 80% of costs
 - \$1100 brought in from “Pass the Hat.”
 - We don’t budget for Blossom Hill so donations really helped.

Home & School Club

- Longhorn Stampede moved to 6/2/19.
 - Will be asking all booster groups for support
- Mock ACT and SAT will be held on campus, Friday 2/15.

Winter Percussion

- Scary time that seems unprepared, TRUST the PROCESS.
- Hope they “throw down” the whole show on 3/2 at the preview.
 - Suggest to Daniel that they provide the whole show on 3/2 to avoid complaints.
 - 3rd movement, prop work, and color reveal still to come.
- During last practice, “it would really help if you would learn your music...:”
- Bake sell only had one door, but did ok w/that restriction. Was hoping to exceed proposal.

Gil will lead March meeting, 3/11? Move March meeting?
Email poll to move meeting, so many people out in NY.

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/>

Meeting adjourned @ 8:13.

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EMAIL FROM STACEY RE: VOLUNTEERING AND BOARD SELECTION

Hi everyone,

I've extended this email to the entire Board plus those who have taken unofficial leadership roles supporting PAPA. At the February meeting we discussed the downturn in volunteerism, which is not unique to PAPA. It is happening with all organizations at Leigh --- just the natural cycle.

We discussed the need to put a concerted effort into recruiting this Spring so that we can start next year with a full board, hopefully with several parents of current Freshman and Sophomores in positions. This will ensure we have continuity over the years as other parents graduate out.

Following are ways we would like to encourage volunteerism. Please note where I am requesting actions from this group and/or the Directors.

1. **Parent Social, March 24th 5:30 to 7pm Mountain Mikes**

- We would like current leads to attend this event if possible so they can either encourage people to join their team or be a lead or co-lead next year
- We want to invite 8th grade parents to join and will need help from the Directors to do the outreach
- We want as many people as possible so as soon as we get a flyer created and make a post we will need the Board's help in sharing
- We will need the help of the Directors to send a School Loop to parents letting them know about the event

2. **Parent Info session 30 minutes before Marching Band meeting for any new parents (8th grade parents or new members of Leigh students)**

- Intention here is to lesson the feeling of being overwhelmed when they hear about all the PAPA stuff

3. **Parent info session for new theater students**

- We need to find a forum where we can connect with the theater parents
- Looking for suggestions from the theater parents on this email and the Directors

4. **We discussed making a video of some of the volunteers talking about what they love about volunteering to be viewed from emails, on social media, at the parent info sessions, etc**

- Darlene might know someone who could do a quick splice/edit of several videos taken with mobile phones
- If anyone else knows someone who has this skill let us know ASAP

5. **We discussed the need to make the role descriptions more inviting.** I would like to get your input on the role descriptions for next year before we share them with the membership in March.

- All please review the document at this link and edit away.

https://docs.google.com/document/d/1sMpqJuepPZry1-sBEs_wNXyjUBICBsqq4p0YtyUH7K-8/edit?usp=sharing

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6. We also need to prepare for next year and know what vacancies we have.

- If you are currently in a role for the Board please email me and let me know if you want to stay in your role next year or leave the role.
- If you are returning next year and leaving your role, but are interested in a different role let me know what you are considering.
- If you are not in a role now and would like to be considered for a role next year let me know.

7. Nomination committee:

- By the March meeting we need to have formed a nominee committee.
- In compliance with our Bi-laws two of the members need to be voting members, with one being exec level and the two must be from the membership - meaning they are not one of the people with an official vote.
- I am looking for 4 people from this group to step into this role and form the nominee committee.
 - The responsibility of the nominee committee is to help with recruiting of volunteers for next year's role and to officially inform the membership of the nominations in April and lead the review of the nominees and vote during the may meeting.
 - It is not alot of work. much of the heavy lifting can be done during a meeting among the committee to discuss the open roles and potential members who would be interested in the role.
 - Ideally I'd also like one to be a graduating parent and one be a parent of a sophomore

I recognize this was a lot of information to sort through and I appreciate you taking the time.

Thank you.
Stacey