

DRAFT
Leigh High School
Performing Arts Parents Association

Minutes of Membership Monthly Meeting

Meeting Date: Monday, April 15, 2019

Called to Order: 7:00 pm

Attendees: approx.10, no quorum.

Conducted By: Stacey Taylor, President

Minutes: Kristine Grim, Secretary

No Quorum tonight, no voting.

Discussion Topics

- ▶ Board Nomination Status
- ▶ Booster Renewal
- ▶ Budget Review
- ▶ Upcoming fundraisers
- ▶ PAPA Scholarship Status
- ▶ Marching Band Info Meeting
- ▶ Big Fish Musical

AGENDA

Booster renewal

Budget

Recap

MB preview



February & March Meeting Recap

February

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

March

- ▶ Went through Board selection
- ▶ Discussed budget options
- ▶ Reviewed first aid kit fundraiser

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

MARCH RECAP

Executive Board selection

2019-2020 Board Selection

| Executive Board & At Large | |
|----------------------------|---|
| Position | Nominee |
| President | Stacey Taylor |
| VP Operations | |
| VP Communications | Sonya Neal |
| VP Fundraising | Sandra Long |
| Treasurer | Gil Garcia |
| Asst Treasurer | Nathalie Goricanec |
| Asst Treasurer | |
| Secretary | Kristine Grim |
| Music Liaison | Rita Jaworski |
| Theater Liaison | |
| Choir Liaison | |
| At Large 1, 2, 3, 4 | Susie Woodford, Diane Hoffstetter, Todd Mendenhall, Darlene Weber |

Nomination Committee

Two Board members

1. Diane Hoffstetter
2. Kristine Grim
3. Sonya Neal
4. Darlene Weber

2019-2020 Board Selection

| Dedicated Members and Team Leads | |
|--|--|
| HSC Liaison - Sean Simonson | Crab Feed Event Lead - James Sawaya |
| Social Media - | Auction Lead - |
| Volunteer Coordinator - Kristin Ellis | Rummage Sale Lead - Susie Woodford |
| First Aid Coordinator - Jaime Tanner | Mattress Fundraiser - |
| MB Uniform Lead - | Graduation Fundraiser - Sue Bowman |
| MB Food Team Lead - Darlene Weber | See's Candy (Spring) - Sonya Neal |
| Marching Band Coordinator - Diane Hoffstetter | Escrip/Amazon Program Manager - Kerry Billner |
| Winter Guard Coordinator - Kristi Annecone | Auditor - |
| Winter Percussion Coordinator - Todd Mendenhall | Theater Purchases - |

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

BOARD CONSIDERATIONS

Those in RED are being considered for nominations.

- Inquiries for Operations, Stacey has not received confirmation.
- MUST have 3rd treasurer or we will only have 1 treasurer.
 - Struggling, Nathalie will not volunteer unless we have 3
 - Please send suggestions of people good with numbers, excel, spreadsheets, etc. to Stacey
- Documentation is complete, Gil is leaving us with that.
- Bookkeeper can be an option, but will become expensive.
 - Looking at how we do things, there is automation possible, but sometimes a paper trail is necessary. (Gil)
- Stacey will propose simplifying General Ledger at end of school year.
 - We need to simplify for Quickbooks anyway and there are some we no longer use.
- Carrie re: job description, approx.. 10 hrs./week.
- Theater Liaison status is still unknown, Lara looking for replacement.
- Choir Liaison may need to wait until beginning of school.
 - Encouraging that Barbara West wants to be more engaged next year with the program and with PAPA.
 - Maybe she can help us request a liaison from the B2S night.

- Social Media has not confirmed their return, but they will probably continue.
- Theater purchase has not confirmed, but the Orendains will still be here.
- Audit opening, looking for a parent w/CPA experience.
- Make a one page for the MB meeting to discuss open roles.
- James Sawaya will be Crab Feed Lead, wanted to be At-Large, will be ready sophomore year.
- Sue Bowman doing Graduation Fundraiser 2019-2020.
- Robert Wong for Operations Team, reach out.

DISTRICT BOOSTER APPLICATION PACKET

- DUE DATE May 31st or NO FUNDRAISING until December when they vote again!!
- Standard registration and policy paperwork as well as all Fundraiser Request Forms
- Lisa will request new forms from each event lead through email.
- Benefit show concessions will need a Fundraiser Request form, but not contributions to a charity.
- Proposed budget is cloned from current budget.

Booster Renewal

Forms due May 30th

- ▶ Lisa McIntyre will lead collection of fundraising forms
 - ▶ Need fundraising form for every possible fundraisers by May 15th (so we can get signatures)
 - ▶ Form is same
- ▶ Stacey Taylor and Gil Garcia will prepare a draft FY20 budget
- ▶ Stacey Taylor will complete all other information

Note: if interested attend the annual Booster meeting on May 14th at 4pm at School District Office

DISTRICT BOOSTER MEETING

May 14 @ 4:00 District Office
Stacey, Gil, Kristine will attend.



Treasurer Report

Bank balance = \$168,633 (as of 4/13/2019)

- ▶ Classroom Donations look good for music and theater (light for jazz and choir)
- ▶ Wind Ensemble Trip earned more than needed (\$6,000 surplus)
- ▶ Total Theater program surplus of \$54,000
 - ▶ Thespian Society currently in the black by \$1,000
- ▶ Winter Percussion impacted by WE trip (currently \$6K short)
- ▶ Winter Guard surplus of \$12,000
- ▶ Marching Band going into 2019 season with \$11,145 surplus
- ▶ Rummage Sale NET = \$13,851
- ▶ Mattress Sale NET = \$9,365
- ▶ See Candy NET = \$1,377
- ▶ Crab Feed NET = \$17,611
- ▶ Graduation Fundraiser NET = TBA
- ▶ Paypal Fees to date - \$3,590

Discussion Topics

- Winter Percussion reset
- Managing Marching Arts in FY20

BUDGET REVIEW

- Bank Balance is good
- Profit & Loss is good
- Class donations good except Jazz and Choir, approx. \$7500 for theater.
- Theater surplus \$54,000+ and \$1000 in the black for Thespian Society
 - o May be spent on costumes, rights, props, set wood
 - o Looking for a large carry-over
- Winter Percussion is \$6000 under, may be a little more
 - o Last hotel not in
 - o Penske donation not in
 - o Impacted by company matching vs. WE
- WE \$6000
- WG is doing great, up \$12,000
 - o Want \$20-25,000 for Dayton
- MB \$11,000, Diane thought \$18,000
- PayPal fees 3300, may end up 4,000.
- WP negatively impacted by WE trip.
 - o PAPA gave WE \$4000 in case they didn't fundraise enough and they didn't need it.
 - o Taking it away would still leave a \$2000 surplus for dresses, music, travel, instruments.

- o Almost ½ of the kids are in both events. (15)
 - Todd M. suggests to consider which families donated, have a conversation to ask for a reallocation.
- o Was the big match from one of the 15 students? That is an easy reallocation.
- o Board might consider helping WP by reallocating the \$4000 to cover their impact from WE.
 - Rita J. supports the reallocation.
 - Stacey T. and Kristine G. share the opinion.
- WP, WG, MB all separate baskets, but purchases tend to support all 3.
 - o Salaries, Instruments, Food, Props, shared items could be centralized.
 - o Individual budgets should still be kept
 - o Keep the expenses clean to insure kids are getting the benefit of their donation.
 - o Thinking about having a single Marching Arts Budget while trips, costumes, props are more flux.

PAPA 2019 Senior Scholarships

- ▶ X applicants received
- ▶ Schedule
 - ▶ April 1: Deadline
 - ▶ April 20: Selection
 - ▶ May 23: Awards Night



PAPA SCHOLARSHIP

12 submissions

May 13th meeting report

Announcements around 4/27-28.

Upcoming Fundraisers

Review

First Aid Kit

- Rita Jaworski is team lead
- 4 weeks long
- Share website with friends and family
- Encourage your student to sell 5 kits
- Share social media links when created

Graduation Fundraiser

- Sue Bowman is team lead
- On graduation day
- Need volunteers to help plan
- Need volunteers on day of the event
- Help with donations if requested



UPCOMING FUNDRAISERS

- First Aid Fundraiser = All PAPA, Stacey will make FB post to share
 - Push First Aid through May
- Graduation Fundraiser, Sue Bowman
 - 1 set up near the quad, drinks & popcorn in stands.
 - 3 carts in the bowl
 - Rethink pricing
 - May-June Grad Fundraiser Focus

Marching Band Information Meeting

- ▶ April 30th 7pm, Leigh Cafeteria
- ▶ PAPA To-Dos:
 - ▶ Registration Link
 - ▶ Speaker and Message
 - ▶ Volunteer Sign-Ups
 - ▶ Information Packet
 - ▶ Determine “the ask”

MB INFO MEETING is 4/30 @ 7:00

- Schedule 95% done
- Budget still in works
 - Hoping to bring ask down from \$1250 to \$1100
- Diane looking for a Shadow and ccreating a MB team
- Registration Link has a new form (Rita J.)
 - Sonya pointed out the students signup their parents for things they don't know about.
- Alex has different needs.
- Diane & Rita
- Create 2 registrations forms/links
- Parent Remind & Student Remind
- Updating the Medical Binder: Gil spreadsheet that Rita can create student sheets.

Big Fish

- ▶ Opens April 26th
- ▶ Tickets on sale
- ▶ Note about concessions



THEATER REPORT

Kristine Grim reporting for Lara Blom:

- Heck week begins next week for Big Fish.
 - Meals planned Mon. – Thurs.
 - Preview night is Thursday. Opening night is Friday 4/26 @ 7:00.
 - Tickets available now!
- Concessions can use soda, water, candy in PAPA garage, please use first.
- It's just from 4/5-7. Your left overs can be sold at Grad Fundraiser.

COMMUNICATIONS REPORT

Looking for access to our Web Hosting Site? Please email Chris Anderson and document for future officers.

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/>



H & SC REPORT

SHARE THE STAMPEDE INFORMATION! June 2nd!

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

Leads that were in attendance have reported above.

Next Meeting: Monday, May, 13.

Vote on Budget issues.

Vote in new Board Slate.

Adjourned @ 8:07

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/>

