

# PAPA Membership Meeting

August 19, 2019



# Today's Agenda

- ▶ Annual Goals
- ▶ Budget
- ▶ Capital Campaigns/Sponsorships
- ▶ Back to School Night
- ▶ Rummage Sale
- ▶ Communication Reminders
- ▶ Looking Ahead & Special Needs
- ▶ Director and 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

## 2019-2020 Goals:

- ▶ Grow Theater for the Future from \$8,435 to over \$12,000
- ▶ Earn \$13,000 for Rummage Sale, \$18,000 for Crab Feed, \$12,000 for Mattress Fundraiser
- ▶ Launch a PAPA Corporate Sponsor Campaign
- ▶ End year with a description of all jobs, a guide for all jobs and events, and a transition plan to hand off to new volunteers

# Annual Budget

Principles: unrestricted funds go towards supporting unexpected spikes in costs; PAPA always holds back \$40,000 in reserve to ensure positive cashflow at all times

Program	Income	Expenses	Net Income
Theater Arts	\$152,057	152,143	(\$86)
Instrumental Music	\$39,457	\$23,750	\$15,707
Marching Band	\$141,600	\$137,496	\$4,104
Winter Percussion	\$177,040	175,864	\$1,176
Winter Guard	\$46,492	\$34,350	\$12,142

## \$63,200 unrestricted funds proposed allocation:

- Theater: \$13,500 for staff increase costs and Thespian scholarships
- Marching Band: \$7,000 to help offset travel costs to Clovis CA
- Instrumental Music: \$5,000 to support future instrument purchases
- Winter Percussion: \$10,000 to support travel to Dayton, OH
- Winter Guard: \$7,500 to support travel costs to LA, CA
- PAPA Operations: \$17,500 (maintenance, scholarships, BHF, PayPal processing, scholarship)

## ▶ Fundraisers (NET income) = \$61,250\*

- ▶ Escrip = \$1,000
- ▶ Rummage Sale = \$13,000
- ▶ Mattress Sale = \$12,000
- ▶ See's Candy = \$1,500
- ▶ Crab Feed = \$18,000
- ▶ Stampede = \$2,800
- ▶ Graduation = \$950
- ▶ First Aid Kits = \$1,000
- ▶ PAPA Merchandise = \$1,000
- ▶ Corporate Sponsor = \$10,000

# Capital Campaigns/Sponsorships

## Extending our fundraising

### ▶ Theater for the Future Campaign

- ▶ Benefits the PAC
- ▶ Spread the Word
- ▶ Distribution of funds made by request and approved by Board

< \$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)

# Back to School Night - August 29th

- ▶ Creating a welcome atmosphere
  - ▶ Music ensembles and student greeters through
  - ▶ Booster Booths during “welcome hour” 5-6PM
- ▶ Where PAPA parents can help (sign up on ivolunteer)
  - ▶ Deliver PAPA spiel in the classroom
  - ▶ Set up/Man/Clean up PAPA booth
  - ▶ Facilitate student performances

Questions: contact Stacey Taylor at [papa\\_president@leighpapa.org](mailto:papa_president@leighpapa.org)

# Rummage Sale

## ▶ Important Dates:

- ▶ 9/6: 4pm to 8pm (donate)
- ▶ 9/6: 5pm to 11pm (sort)
- ▶ 9/7: 7am to 1pm (shop/clean)

## ▶ Volunteer

- ▶ We need 100's of volunteers!!!!!!
- ▶ We need tables
- ▶ We need trailer towers
- ▶ Sign up on ivolunteer today

Questions: contact Susie Woodford  
[@papa\\_rummagesale@leighpapa.org](mailto:@papa_rummagesale@leighpapa.org)



## ▶ Spread the Word

- ▶ Join advertising team
- ▶ Tell friends
- ▶ Share on Next Door

## ▶ Join the planning team

- ▶ Meet in Theater room at 7pm on August 21<sup>st</sup> and 28<sup>th</sup>

# Newsletter/Facebook Content

We need support from the event/activity leads in creating content

## ▶ Newsletter

- ▶ [Communication Calendar](#) is posted to Google Docs (active link)
- ▶ Provide [Papa\\_communications@leighpapa.org](mailto:Papa_communications@leighpapa.org) draft copy and images 3 to 5 days before newsletter date
  - ▶ Use [shared document](#) (active link)

## ▶ Social Media

- ▶ Posts for PAPA accounts should be sent to [papa\\_president@leighpapa.org](mailto:papa_president@leighpapa.org) (until we have a person managing this)
- ▶ Posts for Marching Arts accounts should be sent to [adrianliu@gmail.com](mailto:adrianliu@gmail.com)

## ▶ Kara's Weekly Bulletin

- ▶ Send [papa\\_communications2@leighpapa.org](mailto:papa_communications2@leighpapa.org) copy (nicely formatted) by Tuesday 6pm each week



# PAPA Calendar Updates

We need support from the event/activity leads in creating content

- ▶ Process for calendar ADD/CHANGE requests
  - ▶ Each liaison will enter their calendar request into a google sheet ([change color of text](#))
    - ▶ [https://docs.google.com/spreadsheets/d/1kCGuLEVppYd780hNEogb8fHHmDFJ4xYWPOM-pZwayF8/edit?usp=sharing\\_eil&ts=5b6b72e3](https://docs.google.com/spreadsheets/d/1kCGuLEVppYd780hNEogb8fHHmDFJ4xYWPOM-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 an email will be automatically sent to Rita and Sonya.

# Special Needs

- ▶ Rummage Sale shadow
- ▶ Manage PAPA Facebook posts
- ▶ Choir Liaison
- ▶ Manager of our Amazon/eScrip account
- ▶ Shadow auditor

# Looking Ahead

- ▶ August 29<sup>th</sup>: Back to School Night
- ▶ September 6<sup>th</sup> - 14<sup>th</sup>: Summer Musical - Freaky Friday
- ▶ September 7<sup>th</sup>: Rummage Sale
- ▶ September 9<sup>th</sup>: Big PAPA parent meeting
- ▶ October 5<sup>th</sup>: Fiesta Del Mar (for MB)
- ▶ October 19<sup>th</sup>: Dublin Irish Festival (for MB)
- ▶ October 20<sup>th</sup>: Mattress Fundraiser
- ▶ October 25<sup>th</sup> - 31<sup>st</sup>: Haunted House

# Team Lead Updates

- ▶ Operations - Mike Gammill
- ▶ Treasury - Gil Garcia
- ▶ Fundraising - Sandra Long
- ▶ Communications - Sonya Neal
- ▶ HSC - Sean Simonson
- ▶ Volunteers - Kristin Ellis
- ▶ Escript/Amazon - TBD
- ▶ See's Candy - Kerry Billner
- ▶ Rummage Sale - Susie Woodford
- ▶ Crab Feed - James Sawaya
- ▶ Choir Liaison - TBD
- ▶ Music Liaison - Rita Jaworski
- ▶ Theater Liaison - Lara Blom
- ▶ Marching Band - Diane Hoffstetter
- ▶ Winter Percussion - Todd Mendenhall
- ▶ Winter Guard - Kristi Annecone
- ▶ MB Food Crew - Darlene Weber
- ▶ MB Uniforms - Kristin Ellis

# Next Meeting

- ▶ Monday, September 9, 7pm to 8pm in the PAC

This is the special member meeting where we want to have 150+ PAPA members there. We'll earn \$500 from the Mattress Sale.

# 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](http://leighpapa.org)

**Fill out the New or Returning Student info form**

[leighpapa.org/student-info/](http://leighpapa.org/student-info/)

**Join the Facebook group**

[www.facebook.com/lhspapa/](http://www.facebook.com/lhspapa/)

**Follow us on Twitter**

<https://twitter.com/LeighPAPA1>

**Volunteer at Performing Arts events and Fundraisers**

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