

PAPA Membership Meeting

March 09, 2020



Discussion Topics

- ▶ Board Nominations
- ▶ See's Candy Update
- ▶ State of the Budget
 - ▶ Vote for Allocation
 - ▶ Vote for Accounting Correction
- ▶ Future Activities

Upcoming Events

▶ Theater

- ▶ March 24-27 - Auditions for High School Musical (Summer Musical)
- ▶ April 24 - Once Upon a Mattress opens

▶ Music

- ▶ March 11-12 - WE perform in Sonoma (cancelled)
- ▶ March 19 - Music DMF (cancelled)
- ▶ April 2 - Jazz Performance

▶ Marching Arts

- ▶ March 14 - WP at James Logan, WG at Monte Vista (?)
- ▶ March 21 - WG at Fremont (?)
- ▶ March 26 - WG Friends & Family
- ▶ March 28 - WP at Mountain House, WG at Independence
- ▶ April 4 - WP Friends & Family (and BBQ?)
- ▶ April 14-19 WP at WGI Finals (Dayton, OH) (cancelled)
- ▶ April 29 - MB 2020 season information meeting

February Meeting

Discussed need for volunteer guidelines

- Action: Stacey will start a shared document for the Board to add to

Discussed changing volunteer coordinator to be more focused on recruiting parents to participate as volunteers and help them get over the first “scary” moment

Reviewed the timeline for PAPA scholarships and discussed the need to find a shadow since Todd cannot lead the program next year

Reviewed need to have a younger parent participate with Sue Bowman for Graduation Fundraiser since she can't lead the program next year

2020-2021 Board Selection Process

March

- Form Nomination Committee
 - Must be composed of at least 2 non-Exec Board Members and at least 1 Exec Board member
- Confirm Incumbents
- Identify New Volunteers

April

- Publish Nominees

May

- Vote on new Board (only voting roles need to be officially voted in)

2020-2021 Board Selection Process

Nomination Committee Responsibility

- Review open positions and consider PAPA parents who would be well suited for the roles
- Refine role descriptions
- Reach out to PAPA parents to solicit interest in Board roles
- Publish open roles and creates awareness with the PAPA community

Committee needs to be formed ASAP

- 1.
- 2.
- 3.
- 4.

2020-2021 Board Selection Changes

Re-defining Volunteer Coordinator

- Not about volunteer and creating events
- Re-focus on welcoming parents into the community
 - Help new comers learn how to get involved
 - Encourage volunteerism
 - Be a cheerleader for PAPA

Expanding Exec Board

- Three coordinator roles are monopolizing At Large positions and reducing opportunity for a newer parent to join the Board with a smaller role
 - Propose modifying by-laws to make Marching Band, Winter Percussion, and Winter Guard coordinators voting members of the Board

2020-2021 Board Selection Changes

By-Law Change #1 Article VII - The Executive Board

- ADD: Section 1b. The Executive Board is comprised of Elected Officers, Dedicated Board Members, and At-Large Board Members.
 - This provides clarification that the Executive Board is more than the elected members. It is not currently clear that it should be the elected positions, plus at large and what is later defined as Dedicated Members in the By-Laws.

2020-2021 Board Selection Changes

By-Law Change #2 Article IX - Dedicated Board Members and At Large

CHANGE Section 1. Dedicated Board Members:

FROM:

- a. Dedicated Board Members are members of the Executive Board, are optional positions, and may not exceed 3 in number.
- b. Dedicated Board Members shall be elected by the PAPA membership to serve as liaisons with the following Performing Arts program divisions: Music, Choral, Theater Arts.

TO:

- a. Dedicated Board Members are members of the Executive Board, are optional positions determined by the Elected Officers, and represent a specific area.
- b. Dedicated Board Members shall be elected by the PAPA membership to serve as liaisons to specific departments or programs with financial support from this organization.
 - i. The liaisons supporting departments shall consist of, but not be limited to: Music, Choral, Theater Arts.
 - ii. The liaisons supporting other programs shall consist of, but not be limited to: Marching Band, Winter Percussion, and Winter Guard.

2020-2021 Openings

Executive Board & At Large	
President	
VP Operations	Mike Gammill
VP Communications	Sonya Neal
VP Fundraising	
Treasurer	Gil Garcia
Asst Treasurer	Nathalie Goricanec
Asst Treasurer	N/A
Secretary	
Music Liaison	Rita Jaworski
Theater Liaison	Lara Blom
Choir Liaison	
At Large 1, 2, 3, 4	

Program/Event Leads	
Marching Band	
Winter Percussion	
Winter Guard	Kristi Annecone
HSC Liaison	Sean Simonson
Crab Feed	James Sawaya
Crab Feed Auction	
Rummage Sale	
Mattress Sale	
See's Candy	
Graduation Fundraiser	
Escrip Manager	Todd Mendenhall
Auditor	
Volunteer Coordinator	
PAPA Scholarship	

Team Leads and Members	
MB Food Crew	
MB Food Crew Support	
MB Uniforms	
First Aid Supplies	
Theater Purchases	
Communications - Social Media	James Tanner
Communications - Kara Newsletter	
Communications - Web Manager	
Communications - Calendar	Rita Jaworski

See's Candy Spring Sale

Status Update

- ▶ Goal is \$3,000 Profit
- ▶ All programs participating
- ▶ Classroom outreach
- ▶ Sales through March 25th
- ▶ Delivery March 31st

- ▶ Information can be found at

<http://leighpapa.org/sees-candy-fundraiser-2/>

See's® CANDIES



FY20 Budget Update

Bank Balance = \$230,417 (as of March 4, 2020)

Program Balances

- ▶ Theater = +\$51,091
- ▶ Instrumental Music = +\$3,720*
- ▶ Marching Band = +\$6,998**
- ▶ Winter Percussion = +\$89,423
- ▶ Winter Guard = +\$13,646

*Board approved +\$5K has not yet been moved from reserved to instrumental purchases.

** TBD if District busses will be charged to PAPA or Leigh will pay. Some income from PAPA apparel currently in this account, contributing to slight overstating of income.

PAPA General Income = \$63,702

- ▶ Rummage Sale = +\$14,839
- ▶ Mattress Sale = +\$8,023
- ▶ Crab Feed = +\$22,423
- ▶ Other= +\$18,417 (apparel, grants, Stampede carried over)

PAPA Expenses = (\$63,385)

- ▶ Paypal/Square Fees = (\$4,918)

FY20 Budget Update

Outlook

- ▶ Carryovers were not accounted for correctly in 2017-2018 year
 - ▶ Account error fixed by doing a back dated correction
 - ▶ Fix may require an IRS tax amendment
 - ▶ Led to incorrect carryover amounts
 - ▶ Reduce Theater by \$4,500 and increase Marching Band by \$4,500 to align to Operating Budget
 - ▶ PAPA General looks in the red as well, but there is \$65K in cash not assigned to an account so cash flow is not at risk
- ▶ Deep evaluation of the carryover issue reveals that PAPA has more cash in reserve than thought
 - ▶ Plan is to assess bank account balance and remaining outstanding expenses at end of May to get a true cash reserve value
- ▶ TranPak allocation
 - ▶ Looking for approval to allocate corporate donation as follows:
 - ▶ \$2K Marching Band
 - ▶ \$2K Winter Percussion
 - ▶ \$1K Winter Guard

Team Lead Updates

- ▶ Operations - Mike Gammill
- ▶ Treasury - Gil Garcia
- ▶ Fundraising - Sandra Long
- ▶ Communications - Sonya Neal
- ▶ HSC - Sean Simonson
- ▶ Volunteers - Kristin Ellis
- ▶ Escript/Amazon - Todd Mendenhall
- ▶ 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

HSC Updates

▶ TBD

Next Meeting

▶ Monday, April 13

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/>