

# PAPA Board Meeting

## February 8, 2021, 7:00pm

Attendees: Rita Jaworski; JT; Nathalie Goricanec; Mr. C; Stacey Taylor; Lara Blom; Gilbert Garcia; Sandra Long; Todd Mendenhall; Nina Hokeness; Betty Murphy; Alyssa Kay

Agenda items for February:

1. Voting in our new co-coordinators for Winter Percussion (YAY!),
2. Reviewing/approving the Winter Guard budget,
3. Reviewing the timeline and plan for the PAPA Scholarship program (James S),
4. Update on See's Candy and Rummage Sale, and
5. Discuss next steps on the Grants (Stacey T). Also to discuss tomorrow night is a
6. Proposed revision to the PAPA Bylaws for term limits for the PAPA President.

### Discussion Topics for Tonight's Meeting

- ▶ Welcome! *Stacey Taylor will be facilitating tonight's meeting*
- ▶ Meeting Minutes
- ▶ Financial Overview for January 2021
- ▶ PAPA 2020-21 Scholarships
- ▶ Proposed Bylaw Amendment: Term Limit for President **NEW**
- ▶ Fundraising
- ▶ Grant Writing
- ▶ Winter Activity Updates & Team Lead Updates
- ▶ Review Action Items & Deadlines **NEW**
- ▶ 2020/2021 PAPA Membership Meeting Schedule

Meeting minutes could not be approved because they haven't been out to board members for review.

Vote and approval for new Winter Percussion leads.

### 2020-2021 Board & Program/Event/Team Leads

Executive Board & At Large		Program/Event Leads		Team Leads and Members	
President	Sandra Long	HSC Liaison	Sean Simonson	MB Food Crew	Darlene Weber
President, Ex Officio	Stacey Taylor	Crab Feed	James Sawaya	MB Food Crew Support	
VP Operations	Mike Gammill	Crab Feed Auction		MB Uniforms	
VP Communications	Sonya Neal	Rummage Sale	Celia Tonci	First Aid Supplies	James Tanner
VP Fundraising		Mattress Sale	Stacey Taylor	Communications - Social Media	James Tanner
Treasurer	Gil Garcia	See's Candy	Betty Murphy	Communications - Kara Newsletter	Jenny Anderson
Asst Treasurer	Nathalie Goricanec	Graduation Fundraiser		Communications - Web Manager	Amy Gardner
Asst Treasurer 2	N/A	Amazon Smile Manager	Todd Mendenhall	Communications - Calendar	Rita Jaworski
Secretary	Open	Benefit Mobile	Todd Mendenhall		
Music Liaison	Rita Jaworski	Auditor			
Theater Liaison	Lara Blom	PAPA Talent Recruiter	Alyssa Kay		
Choir Liaison		PAPA Scholarship	James Sawaya		
Marching Band	Sonya Neal & Stacey Taylor				
Winter Percussion	Leslie Gammill Nina Hokeness				
Winter Guard	Kristi Annecone				
At Large (up to 4)	Todd Mendenhall Alyssa Kay James Sawaya				

# Financial Overview: as of Feb 8

Currently on the books: \$198K in the bank

## INCOME

Class donations to date:

- ▶ Theater Arts: \$3,897.52
- ▶ Instrumental Music: \$2,007 (but there is \$7,903 surplus to be used for future trip)
- ▶ Choir Donations: \$50.00
- ▶ Jazz Donations: \$50.00
- ▶ Instrument Rental Donations: \$50.00

**Marching Band** - balance of + \$19,691 (no other expenses expected)

**Winter Guard** \$5,594.97 in sales from Greenery Sale - expense not in books yet

- Board to vote on \$3,000 in PAPA support

**Wind Ensemble** > no change

**Winter Percussion** > no change: budget to be ratified

## Marching Arts

### Winter Guard Budget Request

Staff cost is estimated at \$11k-12k  
Virtual show case for WGI, 3 or 4 of them  
New silks for the flags are \$25.00, estimated at \$250-350  
Senior gifts > will engage parent support to help offset the cost

Approximately 16 girls in the program this year.

Based on anticipated expenses, it is a minimum of \$1,000 dollars per student ask.  
Potentially \$600 ask from each family, or \$9,000 if 15 students donate. That would leave Winter Guard approximately \$3k short, not including the wreath sale.

**>> Winter Guard is looking to PAPA to help cover \$3,000 +/- to help them from going in the red again this year.**

Winter Guard is open for fundraising ideas. The wintergreens profit has not yet been tabulated.

Nathalie suggested that the cost and ask is for \$1K per family, but if families need support financially that we accommodate to \$600. It's important to communicate to families what the cost/expense is because next year there will not be PAPA money to support this expense. Would be helpful to have families support via Benefit mobile. 3K transfer from 1x general fund to Winter Guard. This should not be expected again for next year. Alyssa Kay moved, approved, no objections. Motion passed.

Need to ratify the Winter Percussion budget of 3K. Nina: \$300 ask. Nathalie and Todd stated to note that some families already contributed and may choose not to contribute again this year and that amount was carried over again to this year.

Motion to approve the WP budget as presented by Nathalie. Seconded by Todd. None abstained. Passed.

Fundraising: Benefit Mobile: Have you seen the challenge Todd threw out to the PAPA parents a few weeks ago? Todd is offering a chance to win a \$25 amazon gift card: for every merchant donation of \$2 from 1/13/21 to 3/1/21, he will enter your name into the drawing. Signing up for Benefit Mobile is easy and using it for regular day to day purchases is even easier. Benefit Mobile is offering great rebates right now: 2% on Amazon, \$6 on Apple, 3% on Safeway, 2.5% on Target, 5% on Starbucks. Our goal is to raise \$10k this school year for PAPA since our traditional fundraisers have not been able to happen with the SIP. Please sign up for Benefit Mobile today if you have not done so already. It is so easy to use and benefits PAPA.



Benefit Summary	Through 2/7/21
Total Users	23 people have signed up
Active Users	14 users
Total Transactions	352
Total Spent	\$60,388 at 43 retailers
Total Raised through Benefit Mobile	<b>\$2,019.33</b>



Top Donors	
#1	\$509.90
#2	\$413.81
#3	\$412.92
#4	\$268.50
#5	\$142.00

Top Retailers	
Amazon	\$515.75
Safeway	\$514.00
LL Bean	\$189.00
Home Depot	\$98.77
Zappos	\$83.50



\$25 Amazon Gift Card Contest continues thru Feb 28th.  
 One entry for every \$2.00 in merchant donations.  
 Drawing in early March.



Reminder that Amazon Smile donates 0.5% if you used [smile.amazon.com](https://smile.amazon.com) website, or tell the mobile app that you want to use amazon smile in settings!!

PAPA has only received \$163.66 from Amazon Smile since November 2020.

## 2020-2021 PAPA Scholarships

<b>What</b>	Up to TBD Scholarships Theater, Choir, Music/Marching Arts
<b>How</b>	Graduating Senior from Leigh High School Must have participated in the program category for a minimum of 3 years, including senior year
<b>Schedule</b>	Feb 1-15: Create communication/website updates Feb 15: Do Outreach April 21: Submission Deadline April 20: Selection May 21: Awards Night
<b>Outreach</b>	Email to seniors and senior parents Mrs. Butler communications to Seniors PAPA, Marching Band, and ACTS Facebook posts Teachers pitch it in class
<b>Leader</b>	James Sawaya
<b>Reviewers</b>	TBD

Do we still want to require seniors to have participated in a program their senior year to apply for the PAPA Scholarships? The only options for theatre kids were the Radio Programs or Haunted House. Alex suggested that there be a minimum of 3 year participation (Freshman or Senior). This will be the final year to use the Center Stage money. How many will be giving out? Nathalie is researching the actual amount that we have (10 scholarships of \$500 each). What will awards night look like? Last year Todd created a video.

Sandra has an amendment to the bylaws to propose. Stacey spoke to previous situations where there was someone in the position for 9 years and then a massive lack of knowledge has been lost. A benefit of a 2 year term limit is that it keeps people on their toes to be looking to fill the position quickly and not get too comfortable.

Todd asked about the possible need for a VP role. Sandra agreed that it is a good idea as a President-in-training. Perhaps a by-laws committee could be formed to discuss these changes and language.

Todd moved to make a By-laws committee to discuss this change and bring to the board at the March meeting proposed changes. Vote no later than the May meeting. Stacey seconded the motion. No objections. Volunteers for committee: Todd, Sandra, Stacey, Gil,

## Proposed Bylaw Amendment: *Term Limit for PAPA President*

Currently there are no term limits for any elected officer position.

Article VII - The Executive Board, Section 5. Term of Office in the PAPA Bylaws states: *All elected officers shall serve a term of one year. The term of office begins July 1 and runs through June 30 of the following year. This coincides with the fiscal year of the organization. There are no term limits.*

**Proposed:** Revising the current Bylaws to state that there is maximum of two consecutive one-year terms that the President can serve without holding an alternate Board position, and/or having a minimum one-year absence from the Board.

## Proposed Bylaw Amendment: *Term Limit for PAPA President*

### Proposed Revision to the Bylaws

Revising the current Bylaws to state that there is maximum of two consecutive one-year terms that the President can serve without holding an alternate Board position or having a one-year absence from the Board.

### Why is this revision being proposed with a term limit for President?

There is a two year term limit for the President being proposed to allow more volunteers to lead PAPA, bring new ideas to the organization and to allow space for new leadership within PAPA.

## Proposed Bylaw Amendment: *Term Limit for PAPA President*

### Next Steps:

The current Bylaws can be amended or revised at any regular meeting provided that the amendment or revision has been submitted in writing at the previous regular meeting and the PAPA membership has been notified, the amendment has been approved by  $\frac{2}{3}$  of majority vote of the Executive Board and approved by  $\frac{2}{3}$  of majority vote of the members present at the meeting.

See's Candy: Betty leading

Yumraising - brand new platform for us.

Have to title it the same way that you want the check to be written.

Goal is arbitrary - anything you want.

Sonia and Sandra will send out a digital message to all PAPA families including Rummage Sale, etc.

Seasonal Spring menu items.

Sales goal of \$2500

## Fundraising

- Benefit App (Todd)
- Amazon Smile (Todd)
- First Aid Fundraiser (in process) = \$0 for 2020
- See's Candy (Betty) > Spring 2021
- ButterBraids
- Chef's Night: Armadillo Willy's BBQ (James)
- Grants/Capital Campaigns
- Online Auction/Spring Event > Discussion
- Rummage Sale (Spring '21 & Hybrid)
- Greenery/Wreaths (Winter Guard)
- Frontier Soups (Winter Percussion)
- Cheesecakes (Theater Arts)



See's CANDIES



simply satisfying.

## Fundraising: See's Candies/Spring '21

We are gearing up for the Spring 2021 See's Candies PAPA fundraiser. YUM-Raising makes it super easy for virtual fundraising and contactless deliveries. We will need to set up the online shop, share the link with our PAPA families, and See's will ship the orders directly to the supporters with no minimum required. Profit is generally 20%.

Betty Murphy is the event lead.



## Fundraising: See's Candies

Let's set a goal for this fundraiser:

Total Sales: \$ \_\_\_\_\_

Total Sales: # \_\_\_\_\_

Profit: \_\_\_\_\_



Let's do this!



## Fundraising: Rummage Sale

Principal Butler has been contacted to see what is feasible based on these options and restrictions/guidelines for COVID-19. She said that an on-campus rummage sale this school is almost certainly out and a no-go. We can look at holding it at an alternate location but we will most likely run into similar restrictions. We can also work on a contactless drop off date at Leigh to store the donations in the PAPA trailers until such time that the Rummage Sale can be safely held.




Celia Tonci is the event lead.



## Fundraising: Rummage Sale

Principal Butler has reviewed our options and has provided her feedback as shown below.

Options include:

- ▶ Hold a smaller scale rummage sale prior to the end of the school year. 
- ▶ Hold a smaller scale rummage sale off site at a nearby location. 
- ▶ Have a drive-by donation drop-off so PAPA can store items in the trailers on campus until such time that a rummage sale can be safely held. We will need to clearly identify what can be donated, what we can't accept (no electronics?), and specify any limitations (no perishables, no mattresses, etc.) We will need to set up a date for contactless drop off, coordinate volunteers and advertise. 

Grants, Foundations and Corporations - these are mostly for Marching Arts. Need to get a list from Mr. Yani of companies that would donate for Theatre Arts.

## Fundraising Grants, Capital Campaigns & Donation Requests

- Over 100 corporations have been vetted for grants
  - ▶ About 20 are viable for writing grants or sending letters
- Seek input from others to review the highlighted corporations and whittle list down to 2 to 3 for grant writing
  - ▶ Most of these grants will require submission Fall 2021
- ▶ Recommend PAPA send letters to the music companies identified by Mr. C. These would support only Marching Arts.
- ▶ Need a similar list from Mr. Yani



## Fundraising Grants, Capital Campaigns & Donation Requests

Dear Business Owner,

I am reaching out to you on behalf of the Leigh High School Performing Arts Parents Association (LHS PAPA). LHS PAPA is a completely volunteer-run, non-profit group, supporting over 300 performing arts students at Leigh High School through volunteering and grassroots fundraising. Leigh High School provides numerous opportunities for the performing arts: 4 orchestral ensembles; 2 jazz ensembles; concert choir; musical theater including 2 musicals a year; Career Technical Education: technical theater; theater arts including 2 plays per year plus a no cut Haunted House each Fall; Fall Marching Band; Winter Guard; and Winter Percussion. Students also have opportunities to perform and compete at the local, state, and national level. It is through the commitment of the students and the coaching staff along with the generosity of the families and local community that has afforded Leigh students these enriching experiences. Outlined below are some of the most recent accomplishments of Leigh's performing arts students.

With the onset of the pandemic and subsequent shelter-in-place ordinances the future of the Leigh Performing Arts is in jeopardy. We are not able to hold our normal annual events which raise between \$50,000 and \$70,000 per year. In lieu of these fundraisers we are reaching out to organizations, like yours, to ask if you will support us with a monetary donation. Any contribution would benefit the students and all donations are tax-deductible. Any business that supports the Leigh Performing Arts will be mentioned as a LHS PAPA supporter on our website and social media channels.

Payments can be made to LHS PAPA and mailed to the address in our header or by credit card directly via PayPal on our donations page. [insert direct link to PAPA general Paypal]

Your generosity will enable Leigh High School PAPA to more confidently face its future by making sure that it will maintain a high-quality enrichment program for all Leigh High School performing arts students. Thank you sincerely, in advance, for your generous support of the LHS Performing Arts Program. We are proud to have you on our winning team!

If you should have any inquiries, please contact PAPA President Sandra Long by phone at 408.393.6417 or via email at [papa\\_president@leighpapa.org](mailto:papa_president@leighpapa.org).

## Fundraising Grants, Capital Campaigns & Donation Requests

Leigh Performing Arts Accomplishments as Outlined in the Donation Request Letter

Instrumental Music	Theater
<ul style="list-style-type: none"> <li>• Gold Medal earning collegiate-level Wind Ensemble</li> <li>• 2 2020 County Honor Band students</li> <li>• 4 2020 State Honor Ensemble students</li> <li>• 2019 Superior rated Jazz Ensemble</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 NorCal One Act Festival First Place "20th Annual Putnam County Spelling Bee"</li> <li>• 2020 NorCal One Act Festival Best Male Performer</li> <li>• 2020 Northern California Leadership &amp; Tech (Participant)</li> <li>• 2019 Many Superior Ratings at the California Thespian Festival including 1st place for Soenic Design &amp; selected to represent CA at the International Thespian Festival with a 30 minute cutting of "Spring Awakening"</li> <li>• 2018-2020 Three Leigh students elected to serve as California State Officers.</li> </ul>
Marching Arts	
<ul style="list-style-type: none"> <li>• 2018 &amp; 2016 WGI Worlds Finalist (Winter Percussion)</li> <li>• 2019 WBA Regional Finals Percussion Sweeps Winner (Marching Band)</li> <li>• WGI 2020 Regional Finalist (Winter Guard)</li> </ul>	

Who are you going to send your donation request letters to?

# Fundraising

## Stock Donator

"Give Us Your Gains!" Campaign - Donating Stock to Leigh PAPA  
 Did you know that Leigh PAPA is able to accept your tax deductible donations of Stock or Mutual fund shares and has been since 2014? Leigh PAPA has partnered with StockDonator.com to make the process of donating equities simple and easy.

**Why donate stock?**  
 When you donate stock to charity, you generally have the opportunity to take a tax deduction for the full fair market value\*. That means, if you paid \$500.00 for some stock and it is now worth \$750.00, you can deduct the full \$750.00 if you donate that stock to Leigh PAPA via StockDonator.com. In addition, you won't be paying long-term capital gains tax on that stock because you are donating it to a non-profit.

**Why shouldn't I just sell the stock and give the proceeds to Leigh PAPA?**  
 You can certainly do that, but let's take a look at the example above and instead of donating it you sold it. If you sell that \$750.00 worth of stock, you personally realize a gain of \$250.00 of which you need to pay long-term capital gains tax which may be as high as 23% (\$60 in taxes for this example). That means the cost of that \$750.00 donation was actually \$810.00.

**Why StockDonator?**  
 StockDonator is the number 1 online processor of stock donations. In fact, when Leigh PAPA signed up with StockDonator in 2014 it was the only online processor of Stock Donations available to non-profits. StockDonator has been in business for over 9 years, and over 1500 non-profits trust StockDonator.

**How does StockDonator work?**  
 It's simple. Individual donors (like you), log on to [www.stockdonator.com](http://www.stockdonator.com) and request the donation of a specific number of shares of a particular stock from their Brokerage Account. StockDonator generates the necessary forms to transfer the shares to Leigh PAPA. StockDonator receives that shares, sells the shares, and sends the proceeds to Leigh PAPA.

Ready to get started? [Take me to StockDonator.com](http://www.stockdonator.com) \*Please consult your CPA for tax advice regarding your personal tax situation.

Nathalie mentioned that those who work to contact these corporations for Marching Arts should be those from Marching Arts. Theatre Arts volunteers should work with Mr. Yani to get more contacts for Theatre Arts-related corporations.

## Three Months at a Glance



February 2021	March 2021	April 2021
PAPA Board Meeting 2/8/21	PAPA Board Meeting 3/8/21	PAPA Board Meeting 4/12/21
Scholarship volunteer search start	Scholarship volunteers search	Scholarship Applications due 4/1
Fundraiser: See's Candies (PAPA)	Rummage Sale drop off collections	Prepare Booster Applications for May Submittal
	Board Selection: Form Nomination Committee of at least 2 non-Exec Board members and at least 1 Exec Board member. Confirm incumbents. Identify new volunteers.	Board Selection: Publish Board Nominees
		Marching Band Parent Meeting?

## Action Items from the Meeting



Action Item	Assigned to	Date Due	Date Completed
Minutes: 2/8/21 minutes > Lara B to draft > Sandra to send draft to Board for review	Sandra L	2/14/21	
Minutes: Update all draft and approved minutes for upload to website	Sandra L	2/14/21	
Website: Update calendar, programs, 2020/21 Board Members	Ang G		
Scholarships: Form Committee	James S		
Fundraiser: See's Candies > Set up Fundraiser	Betty M		
PAPA Message: President's Message, Scholarship, See's Fundraiser, Grant Writing, Proposed Bylaw Amendment, Minutes, Rummage Sale Update	Sandra/Sonya	2/10/21	
Bylaws Committee: workshop doc for proposed changes at March 2021 meeting	Todd, Stacey, Sandra, Gil	3/5/21	
Fundraiser: Rummage Sale: Set up donation drop off w/ LHS + Advertise	Celia T		
Grant Writing: Next steps, volunteers	Stacey T		

Mr. C will be announcing Wind Ensemble audition info after break.