


# PAPA Membership Meeting

Monday, March 8, 2021, 7:00pm



# Discussion Topics for Tonight's Meeting

- ▶ Welcome!
- ▶ Meeting Minutes
- ▶ Financial Overview for February 2021
- ▶ PAPA 2020-21 Scholarships
- ▶ Proposed Bylaw Amendment: Update from Committee
- ▶ Board Selection > Form Nomination Committee, Confirm Incumbents 
- ▶ Fundraising, including Rummage Sale
- ▶ Grant Writing
- ▶ Winter Activity Updates & Team Lead Updates
- ▶ Next Three Months at a Glance - March/April/May 2021
- ▶ Review Action Items & Deadlines
- ▶ 2020/2021 PAPA Membership Meeting Schedule

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

Executive Board & At Large	
President	Sandra Long
President, Ex Officio	Stacey Taylor
VP Operations	Mike Gammill
VP Communications	Sonya Neal
VP Fundraising	
Treasurer	Gil Garcia
Asst Treasurer	Nathalie Goricanec
Asst Treasurer 2	N/A
Secretary	Open
Music Liaison	Rita Jaworski
Theater Liaison	Lara Blom
Choir Liaison	
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

Program/Event Leads	
HSC Liaison	Sean Simonson
Crab Feed	James Sawaya
Crab Feed Auction	
Rummage Sale	Celia Tonci
Mattress Sale	Stacey Taylor
See's Candy	Betty Murphy
Graduation Fundraiser	
Amazon Smile Manager	Todd Mendenhall
Benefit Mobile	Todd Mendenhall
Auditor	
PAPA Talent Recruiter	Alyssa Kay
PAPA Scholarship	James Sawaya

Team Leads and Members	
MB Food Crew	Darlene Weber
MB Food Crew Support	
MB Uniforms	
First Aid Supplies	James Tanner
Communications - Social Media	James Tanner
Communications - Kara Newsletter	Jenny Anderson
Communications - Web Manager	Amy Gardner
Communications - Calendar	Rita Jaworski

# Meeting Minutes Approval

December 14, 2020 PAPA Membership Meeting Minutes

*Need to publish on [www.leighpapa.org](http://www.leighpapa.org)*

January 11, 2021 PAPA Membership Meeting Minutes

[https://docs.google.com/document/d/1Nm00j7BS\\_Lz33iLFPBJ6okI3wIECVQV\\_hpeS-EZeHlw/edit](https://docs.google.com/document/d/1Nm00j7BS_Lz33iLFPBJ6okI3wIECVQV_hpeS-EZeHlw/edit)

February 8, 2021 PAPA Membership Meeting Minutes

<http://leighpapa.org/wp-content/uploads/2021/02/2021-02-08-PAPA-Meeting-Minutes.pdf>

# Financial Overview: as of 3/8/21

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

## INCOME

Tax letters were emailed out last week.



Class donations to date:

- ▶ Theater Arts: \$3,897.52 (No change)
- ▶ Instrumental Music: \$2,007 (No change)
- ▶ Choir Donations: \$50.00 (No change)
- ▶ Jazz Donations: \$50.00 (No change)
- ▶ Instrument Rental Donations: \$50.00 (No change)

**Marching Band** \$11,500 (no change) in general donations + \$1,950 for seniors

**Winter Guard** \$3,000 (new!) and cleared \$1,577 from the greens fundraiser

**Winter Percussion** \$4,400 (new!) in general donations and \$765 in fees refunded from Spring 2020

# Financial Overview: as of 3/8/21

(continued)

## **INCOME**

E-sales, Amazon Smile and Benefit Mobile = \$1,642.81 (\$111.72)

First Aid Kit Fundraiser: \$105 (increase)

Unrestricted Donations: \$500 (no change)

Note: \$1,560.85 unspecified/categorized (new ones to be allocated + PG&E)

# Financial Overview: as of 3/8/21

(continued)

## EXPENSES

Administrative expenses = \$2,374.61 (increase)

Theater Arts Operating Expenses = \$3,682.59 (increase)

Mr C's Music Purchases = \$622 to date (no change)

Mrs. West's Choir Music Purchase = \$122.48 (new!)

Instrument leases/purchases = \$249.90 (new!)

Marching Band Masterclass & Show Design = \$6,389.71 (increase)

MB Merchandise = \$1,363.52 net LOSS (no change)

MB Senior Event = \$1,337.94 (no change)

Winter Guard = no expenses

Winter Percussion transportation/equipment = \$1,316.61 microphones (new!)

# 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 1: Submission Deadline April 20: Selection TBD: 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
	Notes: We have the budget for 10 scholarships this year, each scholarship is \$500 We voted on \$2,000 from the general budget in fall, and we have just over \$3,000 left from the funds that were received from Center Stage.



# Proposed Bylaws Amendment: *Various Proposed Changes*

Update from the Bylaws Committee from the Recent Workshop

- Todd Mendenhall
- Stacey Taylor
- Gil Garcia
- Sandra Long



# Proposed Bylaws Amendments:

## *Various Proposed Changes*

### 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.



# Board Selection

Form Nomination Committee

Confirm Incumbents

Identify New Volunteers



# Fundraising

- ▶ **Benefit App (Todd)**
- ▶ **Amazon Smile (Todd)**
- ▶ First Aid Fundraiser (in process)
- ▶ **See's Candy (Betty) > Spring 2021**
- ▶ ButterBraids
- ▶ Chef's Night: ViaMia or Mountain Mikes (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)



*simply satisfying*



<b>Benefit Summary</b>	<b>Through 3/8/21</b>
Total Users	23 people have signed up (same)
Active Users	14 users (same)
Total Transactions	
Total Spent	
Total Raised through Benefit Mobile	<b>\$2,300+</b>

<b>Top Donors</b>	
#1	579.90
#2	\$490.16
#3	\$453.22
#4	\$291.00
#5	\$152.00

<b>Top Retailers</b>	
Safeway	\$590.55 (new leader)
Amazon	\$581.49
LL Bean	\$201.00
Home Depot	\$108.71
Wayfair	\$83.79 (New!)



## Drawing Tonight for Todd's Benefit Mobile Contest!

- |    |                    |    |
|----|--------------------|----|
| 1. | Stacey Taylor      | 59 |
| 2. | Todd Mendenhall    | 55 |
| 3. | Sandra Long        | 53 |
| 4. | Jennifer Seward    | 23 |
| 5. | Leslie Gammill     | 7  |
| 6. | Sonya Neal         | 5  |
| 7. | James Sawaya       | 2  |
| 8. | Nathalie Goricanec | 2  |
| 9. | Alyssa Kay         | 2  |

*Who will be our winner tonight?  
Congratulations to Stacey Taylor!*



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 received \$273.74 from Amazon Smile since February 2021.



# Fundraising: See's Candies/Spring '21

The See's Candies fundraiser is in full swing with Betty Murphy as the event lead. As of March 6th, there are a total of 30 orders with \$638 profit.

*Can we double the goal we set in February?*



## GOAL:

Total Sales:	\$2,500
Total Sales:	300 items
Profit:	\$500



# Fundraising: Rummage Sale

Celia Tonci is the event lead.





# Winter Activity & Team Lead Updates

- ▶ Operations - Mike Gammill
- ▶ Treasurers - Gil Garcia & Nathalie Goricanec
- ▶ Fundraising
- ▶ Communications - Sonya Neal
- ▶ HSC - Sean Simonson
- ▶ Choir Liaison
- ▶ Music Liaison - Rita Jaworski
- ▶ Theater Liaison - Lara Blom
- ▶ Talent Recruiter - Alyssa Kay
- ▶ Benefit App & Amazon Smile - Todd Mendenhall
- ▶ Marching Band - Sonya Neal & Stacey Taylor
- ▶ Winter Percussion - Leslie Gammill & Nina Hokeness
- ▶ Winter Guard - Kristi Annecone
- ▶ MB Food Crew - Darlene Weber
- ▶ MB Uniforms - Kristin Ellis
- ▶ Communications/Social Media - James Tanner
- ▶ See's Candy - Betty Murphy
- ▶ Rummage Sale - Celia Tonci
- ▶ Crab Feed - James Sawaya
- ▶ Silent Auction/Spring Event - TBD

# 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



# Marching Arts

## Winter Percussion Update

Winter Percussion Co-Coordinators  
Leslie Gammill and Nina Hokeness!



# Theater Arts

What's happening in theater arts this season?



# Three Months at a Glance



March 2021	April 2021	May 2021
<p>PAPA Board Meeting 3/8/21</p> <p>Scholarship volunteers search</p> <p>Rummage Sale: coordination, email + drop off collections</p> <p>See's Candy Sale through 3/19</p> <p>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.</p>	<p>PAPA Board Meeting 4/12/21</p> <p>Scholarship Applications due 4/1</p> <p>Prepare Booster Applications for May Submittal</p> <p>Board Selection: Publish Board Nominees</p> <p>Marching Band Parent Meeting - Webinar to be held 4/28/21</p> <p>Bylaws Amendment - Vote on proposed changes to Board. If approved, out to PAPA membership for formal review</p> <p>Graduation Fundraiser? Is this possible for water/snacks?</p>	<p>PAPA Board Meeting 5/10/21</p> <p>Booster Applications are Due 5/1</p> <p>Bylaws Amendment - <i>Vote on changes</i></p>

# 2020-2021 PAPA Meeting Calendar

- ▶ April 12th, 7:00pm-8:00pm
- ▶ May 10th, 7:00pm-8:00pm
- ▶ June 14th, 7:00pm-8:00pm



*Be sure that the PAPA Meeting dates are on your calendar!*

# 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	completed
Minutes: Update all draft and approved minutes for upload to website	Sandra L	2/14/21	completed
Website: Update calendar, programs, 2020/21 Board Members	Amy G	3/15/21	pending
Scholarships: Form Committee	James S		pending
Fundraiser: See's Candies > Set up Fundraiser	Betty M		completed
PAPA Message: President's Message, Scholarship, See's Fundraiser, Grant Writing, Minutes, Rummage Sale Update	Sandra/Sonya	2/10/21	completed
Bylaws Committee: Workshop doc for proposed changes at April 2021 meeting	Todd, Stacey, Sandra, Gil	3/5/21	in process
Fundraiser: Rummage Sale: Set up donation drop off w/ LHS + Advertise	Cecilia T		in process
Grant Writing: Check Mr. Yani, Next steps, google form > WP Focus	Stacey T		in process
Fundraiser: Ask Via Mia Pizza if they can do Chef's Night for PAPA	James S		pending
Minutes: 3/8/21 minutes > Lara B to draft > Sandra to send draft to Board for review	Sandra L	3/15/21	
Financial Summary - Plug into chart for easy to read format for April 2021	Sandra L		

# 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/>