

PAPA Membership Meeting

Monday, April 12, 2021, 7:00pm



Discussion Topics for Tonight's Meeting

- ▶ Welcome!
- ▶ Meeting Minutes - 3/8/21
- ▶ Financial Overview - 4/11/21
- ▶ PAPA 2020-21 Scholarships
- ▶ Proposed Bylaw Amendment: Update from Committee
- ▶ Board Selection: Nomination Committee & Update
- ▶ Fundraising Updates
- ▶ Grant Writing Update
- ▶ Winter > Spring Activity Updates & Team Lead Updates
- ▶ Next Three Months at a Glance - April/May/June 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

March 8, 2021 PAPA Membership Meeting Minutes

https://drive.google.com/file/d/19RcDJCmAd1Dg_rlpLnTnlZqby1ifd6QR/view?usp=sharing

Financial Overview: as of 4/11/21

Leigh PAPA
Budget vs. Actuals: PAPA FY 2020-2021 - FY21 P&L
July 2020 - June 2021

	Income	Restricted Programs Expenses	Expenses	Balance	NOTES
Restricted Program Income					
Drama/Musical Theater					
Haunted House	\$ 4,385.75	Haunted House	\$ 3,602.25		extra streaming sales
Spring Musical	\$ -	Spring Musical	\$ (2,922.50)		
		Summer Musical	\$ (2,897.12)		refund of HSM performance licensing fees
Drama PY Carryover	\$ 52,185.64	Thespian Society	\$ 129.00		
Class Donations	\$ 3,897.52	Classroom Supplies/Hardware, Equipment and Operating Expenses	\$ 3,553.59		
Total Drama/Musical Theater Income	\$ 60,468.91	Total Drama/Musical Theater Expenses	\$ 1,665.22	\$ 58,803.69	
Instrumental Music					
Choir Donations	\$ 50.00	Choir	\$ 122.48		
Instrument Rental Donations	\$ 50.00	Choir/Wind Ensemble Trip	\$ (400.00)		
Instrumental Music Class Donations	\$ 2,007.60	Instrument Lease/Purchases	\$ 249.90		
Jazz Band Donations	\$ 50.00	Music purchases	\$ 622.82		
Surplus Carryover	\$ 7,903.58				
Total Instrumental Music Income	\$ 10,061.18	Total Instrumental Music Program Expenses	\$ 595.20	\$ 9,465.98	
Marching Band					
Apparel & Swag Sales-MB	\$ (1,363.52)	Competition Fees/Tickets	\$ 175.00		
General Donations	\$ 11,150.00	Music/Show Design	\$ 6,389.71		
Senior Dinner Donations	\$ 2,045.85	Senior Dinner	\$ 1,337.94		Senior Dinner donation via Benevity
Surplus Carryover	\$ 15,032.05				
Total Marching Band Income	\$ 26,864.38	Total Marching Band Expenses	\$ 7,902.65	\$ 18,961.73	
Winter Guard					
Fundraising Sales	\$ 1,577.44				
General Donations	\$ 6,000.00	Music/Show Design	\$ 1,480.00		New donations and Coach(es) fees
Total Winter Guard Income	\$ 7,577.44	Total Winter Guard Expenses	\$ 1,480.00	\$ 6,097.44	
Winter Percussion					
Fundraising Sales	\$ -	Competition Fees/Tickets	\$ (715.00)		\$50 NCPA fees
General Donations	\$ 3,540.00	Music/Show Design	\$ 6,000.00		Coach(es) fees
Surplus Carryover	\$ 52,138.01	Transportation-Equipment/Students	\$ 1,316.61		Adjusted donations between WG and WP (error)
Total Winter Percussion Income	\$ 55,678.01	Total Winter Percussion Expenses	\$ 7,176.59	\$ 48,501.42	
Total Restricted Program Income	\$ 160,649.92	Total Restricted Programs Expenses	\$ 18,819.66	\$ 141,830.26	
PAPA Unrestricted Income					
E-Scrip	\$ 1,648.79	PAPA Operating Expenses			
Other PAPA Fundraisers	\$ 105.00	Total Administrative Expenses	\$ 2,541.89		expected escrip, jotforms, ...
Unrestricted Corporate/Charitable Grants	\$ 500.00	Community Outreach / BH Festival	\$ 1,601.50		BH Festival shirts - NOT IN BUDGET!!!!
Unspecified Donations	\$ 1,465.00				Most of it is PG&E + Bright Funds matching donations
Total Unrestricted Income	\$ 3,718.79	Total PAPA Operating Expenses	\$ 4,143.39	\$ (424.60)	
Total Income	\$ 164,368.71	Total Expenses	\$ 22,963.05	\$ 141,405.66	

2020-2021 PAPA Scholarships

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

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 (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





Benefit Summary	Through March 2021
Total Users	23 people have signed up (same)
Active Users	7 users
Total Transactions	31 transactions
Total Spent	\$201.04 raised in March
Total Raised through Benefit Mobile	

Top Donors	
#1	
#2	
#3	
#4	
#5	

Top Retailers	
Safeway	
Amazon	
LL Bean	
Home Depot	
Wayfair	

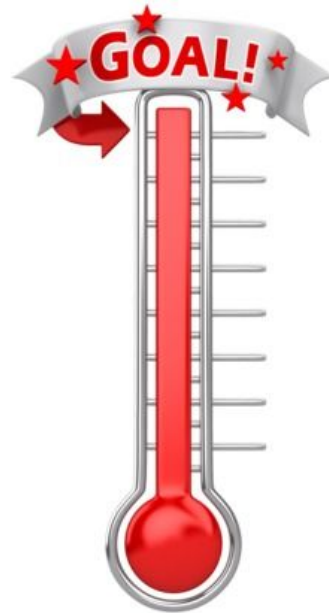
Fundraising: See's Candies/Spring '21

The See's Candies fundraiser has been completed and was a success.

This sale ran 2/9/21-3/19/21. Thank you to Betty Murphy!

GOAL:

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



COMPLETED:

Total Sales:	\$4,556
Total Sales:	300 iten
Profit:	\$1,526
Orders:	81 total orders



Fundraising: Chef's Night Out

Via Mia Pizza Fundraiser, Monday April 19th

Make lunch or dinner a take-out meal on Monday, April 19th and earn 15% of the sale for the Leigh Performing Arts. No need to bring a flyer, just mention it is for **Leigh High School** when you order. Place orders at 408-264-6222 or viamiacamden.com.

James Sawaya is the event lead.



Fundraising: Rummage Sale

Rummage sale is slated for September 2021

Collection days: April 24th and May 1st

Needed: Parents to help collect items from cars to trailer

We will only be taking specific items due to limited space. Due to limited storage space we cannot accept: Furniture, large household items, bikes.

Event Leads:

Cecilia Tonci and Mike Gammill



Fundraising

Grants, Capital Campaigns & Donation Requests

Informal poll results for interest in pursuing the following:

1. Safeway (letter, not a formal grant)
2. Sony (letter, not a formal grant)
3. William and Flora Hewlitt Foundation (big request)
4. Disney (grant) > although most likely tix and not \$\$

Plan: Get Safeway and Sony letters prepared before June 2021

Possibly prepare grant bio for Fall 2021

Committee Lead: Stacey Taylor

Winter > Spring 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

Marching Arts

Winter Percussion Update

Winter Percussion Co-Coordinators:
Leslie Gammill and Nina Hokeness



Marching Band Update

Parent Meeting Webinar on 4/28/21
Marching Band Coordinator: *pending*



Theater Arts

What's happening in theater arts this season?



Three Months at a Glance

April 2021	May 2021	June 2021
<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: Identify committee, 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>	<p>PAPA Board Meeting - Potential transition meeting w/ outgoing and incoming Board members. Date NOT set yet or mtg confirmed</p>

2020-2021 PAPA Meeting Calendar

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



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

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/>

Action Items from the Meeting

Action Item	Assigned to	Date Due	Date Completed
Website: Update calendar, programs, 2020/21 Board Members	Amy G	3/15/21	pending
Scholarships Committee	James S		in process
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		scheduled
Minutes: 3/8/21 minutes > Lara B to draft > Sandra to send draft to Board for review	Sandra L		
Financial Summary - Plug into chart for easy to read format for April 2021	Nathalie		completed
Minutes 4/12/21 > Lara B to draft / Sandra to send draft to BOD for review	Lara/Sandra	4/16/21	
Booster Applications > Sandra to check with program leads for tentative plan	Sandra	4/16/21	