



Inghram Performing Arts Booster Meeting

January 8, 2019 7:00 – 9:00 p.m.

Minutes

- Introductions and Minutes: Minutes approved
- Treasurer's Report (Jason)
 - Budget Activity - we are spending well and generating money well. YTD we have raised \$11,622. Because this statement is only through November, it does not include the Winter Benefit Concert. Initial projected revenue from this event includes \$4,404 in donations, \$1,702 in dinner sales and \$604 in concessions. The donations number does not include any on line donations received during the event so we will likely surpass our Benefit Concert goal. YTD expenses are \$16,008 of our total 2019/20 budget of \$50,595. Half of these expenses is scholarship funding for the California trip. Cash balance is \$12k. This is down from the beginning of the year when we were at \$16k.
- Treasurer Position (All)
 - We have a new incoming Treasurer, Davida Sims, who will handle bookkeeping and presenting to the Board, and other bylaw-heavy duties. Dophie Tan can now be released from her Treasurer role. Davida was unable to attend tonight's meeting but was approved as Treasurer by vote.
 - Discussion about collecting cash at events; IPAB Liaisons may need to collect and count cash at end of events/performances. Judy will prepare a form for use to count and submit money to the Treasurer. Possibly Shane could have a lock box in his office, and cash could then be transferred to the vault in the Main Office. Suggested that Davida as new Treasurer could create the policy for the board/liaisons to use regarding cash.
- Student Showcase (Mark)
 - Software - we contracted with Silent Auction Pro, a cloud-based auction software, for online ticket sales prior to and night of, assign bid numbers, track donors, print materials for the tables, etc. We committed to using the software for one year. Cost is \$500 for one year, plus 2% of proceeds outside of ticket sales; credit card takes 3% of all transactions, AFE takes 6%, so we lose 11% in total. It's the most basic system we could get. Attendees don't have to check out at end of evening if using credit card. We will accept cash night of. Mark also reviewed Maestro program used by FOI.
 - We have all supplies for 50/50 raffle; Jason has beer, Debbie is working on getting wine, liquor license is processing.
 - Parking - the lot has changed due to construction; there is access to a temporary lot, and we can use the rough parking lot behind the venue. Concerns since last year we lost people because they couldn't find parking. We need a parking team with flashlights to direct drivers. This is a volunteer need – Rachel will include in sign up genius. We will communicate parking situation to attendees prior to event.
 - Programs –Susan will ask her husband to design programs and include sponsors' logos. If the final program is provided to Heidi the day before event, she can print them.
 - Ticket sales – we need it set up so people can purchase tickets online; Mark will look at software program to figure it out.
 - Dessert Dash to be managed by Tina; Rachel will include donations in sign up genius.
 - Rachel is working with Ruby on decorations.
 - Jason will reserve linens for tables; Gayle volunteered to handle centerpieces.
 - Deanna will handle getting the food; we've submitted a donation request to Central Market. Cheese donation is secured. We broke several serving supplies last year so Deanna will get more. We should have plenty of silverware.
 - Need coffee and water; we need to check if we have pitchers.
 - Rachel will bring two coolers for drinks; if anyone has an extra, they should bring.
 - Need preshow music as attendees are milling in. Shane will check with Jazz piano people to see if they can do it.
 - Day of: we need everyone to help! Plan to arrive at 3:00 and stay till the end to clean up. Jason will send email to everyone so all can plan to be there.
 - There will be a subcommittee meeting to meet at the Latvian Community Center; tentatively scheduled for Weds, Jan 22. Jason will check with venue to confirm if date works.
- Teachers' Report (Heidi, Katie, Shane)
 - Katie (absent) - Tina reported in Katie's absence: Vocal Jazz to Bellevue College on Jan 24; Solo night for Vocal Jazz coming up in February.
 - Heidi: Orchestra: February - solo ensemble with chamber orchestra; March - Orchestra Festival 3/13 and 3/15 and a concert 3/24. Theatre: play the Wolves opening tomorrow; Silent Sky opening in Little Theater next week; this takes us to end of semester and then we start the musical. Theatre website is about to go live.
 - Shane: Both Jazz Bands to Vancouver 1/24 and 1/25, also Clark College Festival and then Jazz I to Bellevue Festival. Two basketball games - all band all drumline at both games. Ban concert on Feb 12th.
- FOI Liaison Report (Judy): nothing to report; Judy was unable to attend the December FOI meeting.

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Meeting Norms: start on time; adhere to agenda; adhere to speaking order; come prepared; assume positive intent; stay true to organization's purpose.



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- Liaison Reports (All)
 - Band: nothing to report
 - Choir: nothing else to report from Katie's report above
 - Theater: nothing else to report
 - Orchestra: Heather absent
- Volunteer Needs (Rachel)
 - Theatrical Productions (All): Heidi asked if IPAB could be more involved in concessions for theatrical productions. Discussed the need for an adult to provide oversight to students working concessions; timing whether we could/should cover for upcoming two productions or wait till musical in May. The Theatre Liasons need to be in charge of recruiting parent(s) for job; at end of event, money must be counted and ensure supplies are put away. The Wolves has no intermission, so no concessions are provided besides coffee and water. For Silent Sky, Rachel will update sign up genius for volunteers. Is it possible to get a cash lockbox kept in an office? Discussed the need to establish clear procedures.
 - Showcase: Rachel will get a sign up genius draft for Showcase out tomorrow to everyone.
 - SPS Website Update: Rachel will contact the SPS person.
- Communications (Deanna)
 - Misc. Catch All – nothing to report

Upcoming IPAB Meetings: 2/5, 3/4, 4/1, 5/6 at 7 p.m. in the Band Room.

Upcoming Events: Fundraisers: Student Showcase: Feb. 1. Band Concerts: 2/12, 4/8, 6/10. Choir Concerts: 3/26, 6/11. Orchestra Concerts: 3/24, 6/9. Theatrical Productions: The Wolves—1/9-11, 17, 18; Silent Sky—1/16-18, 24, 25; Big Fish—5/28,29,30 and 6/5,6,7 Field Trips: DeMiero Jazz—3/5, California—4/16-19

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