



# Ingraham Performing Arts Booster Meeting

## February 5, 2020 7:00 – 8:30 p.m.

### Minutes

- Introductions and Minutes Approval: Minutes approved.
- Treasurer's Report (Jason in Davida's absence)
  - Davida now has Quickbooks. If you have reimbursable expenses, give receipts to Jason tonight who is meeting with Davida on Saturday to process receipts asap.
  - Budget Activity YTD: We haven't received AFE reconciled reports from December; Jason asked AFE for a printout of donations from December for the Winter Benefit Concert. Appears that another \$1,300 of donations were received, so we exceeded our donations goal. There's a \$4k grant check from FOI for band uniforms, which counts as a donation. We've done well with concessions. Bottom line: before the Showcase, we were \$17,000 shy of our goal for the full year. With the Showcase, we grossed almost \$16,000, and another \$1,000 check is coming in. We anticipate some employer match and random donations after the event, so likely we'll gross \$18,000; we budgeted \$20,000. Expense information not yet available. We've come really close to making our revenue budget for the year, and we are well positioned to finish this year strong.
- Fundraising Report (Mark)
  - Student Showcase Post-Mortem (All).
    - Next year we need a designated photographer to take pictures of the event throughout the evening.
    - Revisit the volunteer Sign-up Genius so that it doesn't include help for things we know Board members will cover, or have Board members sign up first to cover the things we need to handle ourselves.
    - Jason reminded us that there were several new things implemented at this year's event and we have a lot to be proud of (ie auction software, color programs, parking assistants).
    - Having five items in the live auction is perfect. The auction items were achieved not by contacts, but with cold calls; one email a day to the arts organizations took care of it.
    - We should get more people outside the Board to help with specific tasks.
    - Food was overpurchased. Since attendees eat dinner at home, cut back on snacks next year?
    - Reverse the order – hold the live auction before the raise the paddle.
    - The entertainment (the students' performances) was great. Add one more ensemble while the Dessert Dash envelopes are being compiled. Drama group was not represented; maybe they could next year.
    - More students participating would bring more parents to the event. Could also get a non-performing student there to speak about the importance of performing arts in their life.
    - 123 people attended this year which is up from last year. Allow people to sponsor a ticket for a teacher?
    - White lights as decorations looked really nice – simple and elegant.
    - Mark would like to send a follow up survey to the attendees.
    - Software worked well; fairly easy to use. Judy and Rachel have some suggestions for the vendor to improve the software. The vendor provided phone support during the event, which was great.
    - Next time for Dessert Dash the sheets need to include each dessert with an individual item listed and by table.
    - Reserve the venue soon for next year; timing was good, though see if the teachers know when the solo ensembles or festivals are being held (many families had a full day).
  - To Do Document (All) Compile all the information/task lists and create a pdf with everything. Jason created a document and already sent it out. If you have more information, send Jason your notes and he will update it (ie dessert dash, food/snack purchases).
- Teachers' Report (Heidi, Katie, Shane)
  - Katie absent; Tina reported - Vocal Jazz Solo Night 2/11/2020 (this is an ASB event, not IPAB supported event); Jazz Festival on 3/5/2020, all the Choirs performing on 3/26/2020.
  - Heidi (absent – no report)
  - Shane (absent – no report)
- FOI Liaison Report (Judy). Nothing to report - meeting was cancelled due to weather. Discussion about IPAB having a table at the FOI auction 3/28/2020.
- Liaison Reports (All)
  - Band (absent)
  - Choir (see above under Teacher's report)
  - Theater (Gayle) – will check with Heidi to see when Cabaret night is (fundraiser for Theatre).
  - Orchestra (absent)
- Volunteer Needs (Rachel)

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- Rachel will send out Sign-up Genius tomorrow for 2/12 Band Concert; Paul will coordinate Bahn Mi (from Than Vi; they deliver to Paul's home, at no extra charge). Paul volunteered to be the "Bahn Mi Guy" for other concerts. Sign-up Genius for 2/11 Vocal concert to go out tomorrow.
- SPS Website Update – the update was completed for IPAB. Looks good.
- Recruitment (All)
  - Open positions (President, Fundraising Chair, Choir Liaison, Communications, others?)
  - Now is the time to be thinking about open positions. Before we begin recruiting, current members should consider whether interested in moving into an open position. Jason will distribute job descriptions. Need to get the message out to everyone at the school to fill the vacant positions. Recruit from feeder schools - incoming Eagle Staff, Whitman and Jane Adams students. Check with teachers at the middle schools and Ingraham to see if they know parents who might be interested. Jason will talk to the Ingraham teachers. Does Deanna know anyone with similar skills to take over her Communications role? Rachel to consider switching to Communications role since Volunteer Coordinator position may be easier to fill. We should create a Showcase (Auction) Chair position.
- Communications (Deanna - absent)
  - Misc. Catch All

**Upcoming IPAB Meetings:** 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: Big Fish—5/28, 29, 30, 31 & 6/5, 6, 7, 8. Field Trips: DeMiero Jazz—3/5, California—4/16-19

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