



# Ingham Performing Arts Booster Meeting

## March 4, 2020 7:00 – 8:30 p.m.

### Minutes

- Introductions and Minutes Approval: Minutes approved.
- Treasurer Report (Davida)
  - Budget Activity YTD: Davida hasn't received everything she needs to reconcile January; just received reports today from Alliance for Education. No February numbers yet for auction results. Judy would like to work with Davida to come up with an estimate of the money that came in from the auction. Judy will look in Silent Auction to see what she can determine so we can include that in the next Newsletter. Davida knows the expenses and can put that together easily and any donations outside of the auction software.
- Fundraising Report (Mark)
  - Student Showcase Survey Results: only 8 people participated, but responses were positive; difficult to get a good feel overall with a small pool of people. Key points discussed: more storytelling from students, drama was underrepresented, more recognition of the teachers at the event, announcing post-event how much was raised, rather than only asking to give more, advertise Live Auction items to spark enthusiasm.
    - We need to send out a "we raised" communication reflecting how much we made. Next year, send out the numbers sooner (within a week of the Showcase), thank everyone, and don't necessarily ask for money after the event.
    - Deanna is sending another survey, along with a list of events through the end of the year; hoping to receive more participation with next survey.
  - To Do Document Review: Mark distributed the Google document during the meeting; Deanna will add the shopping/food info once Mark provides Carrie's notes; Rachel will update the document to add sheets for each other and request everyone add their notes and thoughts; the timeline for Food and for Wine, "Identify Responsible Person" is 2 months prior to event but "Send Donation Solicitations" is 3 months – Mark will revise the "Identify" lines on the document to 3 months.
    - We reserved the Latvian Community Center this time last year so we need to get the date settled (review SPS calendar and check with teachers); since February 6, 2121 is the first Saturday in February next year we'll tentatively plan that date and see if it works for the teachers (Shane says it works for him); Next year's Fundraising chair could have the responsibility of reserving the venue.
    - We need to document the process for capturing the bids in the Live auction; it's not written down. We printed sheets from silent auction pro and wrote numbers down and the bid amount. Carrie and another person helped. Mark will talk to Carrie and see what needs to be documented (tips and tricks, little bits of guidance would be helpful).
    - We should consider a photographer/videographer as an IPAB board position next year ; Rachel suggested Wayne, the man who takes pictures at all the IPAB events, could be invited to next year's Showcase. Rachel added to To Do List for Showcase.
- Teachers' Report (Heidi, Katie, Shane)
  - Katie (absent)
  - Heidi (absent)
  - Shane (absent; arrived later)
- FOI Liaison Report (Judy) – FOI is looking for Board positions (President, Treasurer and Volunteer Coordinator year in training); consider nominating someone for the Golden Ram award (Faculty and Volunteer); FOI can highlight our IPAB events - Deanna will send pictures and a blurb to Trina, the FOI Communications person, for the FOI newsletter. We should consider the bands/orchestra/drama/choir kids collect for the Pride Closet next year, like other Ingham groups; Judy will talk to the FOI person next Fall to see if it works. FOI raised \$36k with their direct appeal, above their target. IPAB has a table at the FOI Auction 3/28/2020; if you want to sit at the IPAB table, let Judy know.
- Liaison Reports (All)
  - Band (absent)
  - Choir (absent)
  - Theater (Dave): Musical Big Fish is coming up at the end of May, and early June. We have a volunteer to be next year's Theatre Liaison. Dramarama is April 2 and 3 in the Little Theatre; it's meant to be totally student driven, so no IPAB involvement needed, except for Heidi's oversight.
  - Orchestra (absent) – Deanna noted there's an Orchestra concert March 24 and the Liaison hasn't been at the meetings. Deanna will handle the money for the bake sale and give to Davida after the concert.
- Volunteer Needs (Rachel)
  - 3/13 Big Band Concert (Swing Dance): last year IPAB wasn't involved. Shane needs a couple of adult chaperones at the door to take tickets, and be on site if needed. Judy and Tom, and Mark and Carrie will be there, so may be enough adults. Floe recently told Shane that so far it's a go and isn't at risk of being cancelled.

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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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- Spring Concerts: Sign Up Geniuses will be sent out for 3/24 Orchestra, 4/7 Choir and 4/8 Band concerts.
- Bahn Mi at Choir/Orchestra? Paul Vahey reported, via email to Judy, that Bahn Mi at the Band concert sold out after intermission, with \$100 profit. Discussion about future concerts; we will experiment with next Choir concert to see how Bahn Mi sales go, but hold off for Orchestra (Deanna will check in with Heidi to be certain). Mark will coordinate the Bahn Mi for the Choir concert, and will ask Katie for general numbers of people attending concerts.
- Recruitment (All)
  - Open positions (President, Fundraising Chair, Choir Liaison, Communications, others?):
    - Last month we talked about reaching out to other schools. Judy and Shane each emailed John Aguilar, Band Director at Eagle Staff Middle School, one of our feeder school, but he hasn't responded; Tom (Judy's husband) and Shane will try to meet with John on the golf course.
    - Judy will talk to Burke Graham Doyle of the Eagle Staff board to see if she could help target Eagle Staff candidates. Shane suggested Jason Phillips get on Eagle Staff's agenda to put out the word. Deanna will be at Eagle Staff Band concert on 3/31 and offered to talk. Deanna has an email list of the Middle School Band directors and will send a flyer to pass along to the parents.
    - Judy will ask Heidi O and also Lindsey at Eagle Staff if they have an idea for an Orchestra Liaison. Shane will talk to Paul Vahey. Rachel is talking to her friend, Monica, regarding the Orchestra or Choir liaison positions. Deanna offered to remain as Communications chair for a little while into next year if her position remains unfilled.
  - Communications (Deanna)
    - Misc. Catch All: Deanna will send the newsletter as soon as she has Dramarama ticket prices and the complete performance schedule; let her know of any community events and she will include in the newsletter.
    - Shane says Color Guard may be coming back to Ingraham; there are only 3 kids interested now, and 2 are Seniors; currently preparing for parade this Spring. Shane is using Band support line-item in the budget; begging for/borrowing equipment. There may be small invoices here or there for around \$200 total, so expenses won't be significant. Eagle Staff has a Color Guard so there may be more interest next year with incoming students.

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

**Upcoming Events:** Band Concerts: 3/13 (Big Band), 4/8, 6/10. Choir Concerts: 4/7, 6/11. Orchestra Concerts: 3/24, 6/9. Theatrical Production: Big Fish—5/28, 29, 30 & 6/5, 6, 7. Field Trips: DeMiero Jazz—3/5, California—4/16-19

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