



Ingraham Performing Arts Booster Meeting

February 3, 2021 7:00 – 8:30 p.m.

Minutes

- Come to Order; Minutes from January meeting approved and adopted.
- Fundraising Update (Rachel)
 - Davida has not received any income numbers from AFE, just expense figures; Rachel urged Davida to hound AFE to get the information so we can know at next month's meeting how much we've earned from both fundraisers.
 - We've collected nearly \$1,100 for the Showcase so far; includes 2 each of pie-level and Theos chocolates-level; our budgeted fundraising goal for the Showcase is \$10,000.
 - Kudos and accolades were given to Rachel for all her hard work on the Showcase.
 - Dan suggested another "donate" button be added on the donations page; Rachel will add.
- Student Showcase Update (All) - Virtual Program Airing Live 7pm on Saturday, February 6, 2021.
 - Requested teachers send another email to families to really push the pies; Stefanie will put together some language and send to teachers; we should include language that food is prepared safely; we are offering 12 pies (3 varieties) with a cut off of noon on Feb 5; pies will be delivered on Feb 6; Beth gave permission to use her picture of pies; Rachel will add pie info back onto website.
 - IPAB board members should log on at 6:40 on Feb 6; preshow begins just after 6:45 for a 13 minute loop of past year's fun. After the program is done, Alex will lead a live Zoom room; the kids really liked it for Big Fish; have your student log on and share, invite your friends and family. If you're not already a member of the IPAB Facebook group ask to join and Stefanie will give you a quick yes to get you in. RSVP for the event and "like" our IPAB posts.
 - Some segments of the show were previewed during the meeting; the teachers look great and come off as warm and connected; there are no Live segments for the teachers (which was the plan discussed in previous meetings).
 - Three students of color are hosting (in place of Mark) who took the challenge and ran with it. Alex will do a dry run before Saturday to make sure everything is covered. On Saturday, the program will be Live streamed from Facebook pages and Youtube. Stefanie to post on IPAB Instagram and Heidi will make sure it's posted on Theatre's Instagram account; suggested we change the order of donor level gifts on the donation page so most expensive is on the top – Rachel will do that and add info that says once we receive their donation, the donor will receive an email from us requesting their pie choice and address.
 - Review of donor gift process: Rachel receives donation email from AFE and sends to Debbie who enters it into the donor document. Debbie forwards email to Anne, Paul and Beth as a heads up; Beth will reach out and request the pie-level donor's address and pie preference and communicate pie selection with Paul; Debbie will request the address from Theos-level donors. Pie cut-off is noon on Feb 5; no cut off for Theos; soap will be pushed during the show.
 - Specific Responsibilities:
 - Gayle will monitor Chat Box with donation links during the event.
 - All: everyone must share, invite, spread the word!
 - Debbie will update donor spreadsheet (when Rachel forwards AFE emails) and coordinate Theo Order Processing.
 - Beth and Paul are making pies; Beth will contact donors for address and phone numbers once Debbie has updated donor spreadsheet; Beth will deliver the pies to the donors.
 - Stefanie will post pies and general event info to Instagram, FB, IPAB MailChimp/Email; Stefanie to contact Deanna to confirm we have the email addresses.
 - Teachers: next week after the event, send the donation link again to try to get more donations.
 - Paul and Heidi volunteered to write some follow up Thank You notes to donors; consider recruiting for future IPAB positions.
- Grant Research: Rachel will post Verity grant details next week as example; when Rachel applied for grant before, it was too early/soon; Rachel will send info to Shane and he will run with it. Going forward, in May (?) we should submit grant request annually.
- Grant Writing – We need someone to volunteer; Rachel will ask Gayle to work on grant writing.
- Board Recruitment: Rachel reminded everyone to be thinking about this work as we interact with parents/donors in this Showcase; keep in mind that someone who buys a dessert might be interested in doing more.
- FOI Update: Gayle was unable to attend the January meeting due to problems locating meeting link. Rachel will ask Gayle to attend February meeting; Email Donna Hale Wolcott (Communications Person) for meeting link: donnahalewolcott@hotmail.com.

Upcoming Meetings: March 3, April 7, May 5

"The purpose of this organization is to support the performing arts at Ingraham High School by providing volunteer efforts and financial support to the programs, staff, instructors, and students."

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