

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
04/26/2022

Minutes of the Board of Directors and Officers of the Association of Plymouth School Music Association of Plymouth, MA, held in the Room 125 of PNHS Plymouth, MA, at 7:00pm April 26th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at 7:00pm.

2. ROLL CALL:

Officers present: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson: Secretary, Stacey Burke: Asst. Secretary.

Board Members: Jeannie Gilbert, Luis Pizano, Erika Duffy, Maria Dunn, Tom Bodie

Others present:

Michael Caple, Cathy Tsourides, Jennifer Theran, John Duffy

Absent:

John Machado, Anne Marie Hayes, Tamar Buffalo-Ellis, Rianardo Ellis, Kim Caple.

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

Approved

5. FINANCIAL REPORT

No Treasurer's Report (unchanged since last meeting)

6. President's Report:

- *Membership Forms - Handed out at start of meeting. Jeanie to collect and track paid, not paid.*
- *Scholarship Representation at Awards Ceremony, PSHS Wednesday, June 1st represented by Lurn Papa. PNHS Thursday June 2nd 6:30pm represented by Beth Lopes and Luis Pizano*

7. Old Business:

- **Review Vision/Goals of organization - From Bylaws in Bold: Agreed descriptions added in italics.**
 - **Supporting music events and performances**

- *Move to use “performing arts” instead of music to capture more groups.*
 - *Network our parents to utilize them as volunteers for events.*
- **Recognizing student participation in music ed. programs**
 - *Recognize students with Scholarships*
 - *Recognize/Praise on Social Media*
- **Offering assistance to music staff**
 - *Provide resources such as snacks and water for events.*
 - *If a monetary item is requested, it should be for items that the Public Schools wouldn’t typically cover.*
- **Promoting strong community involvement**
 - *Flyer inserts with sponsorships from local businesses.*
 - *Assist in promoting all the offering of the Performing Arts to students and the community.*
 - *Signs for school plays, older students performing for younger students, and promotional video.*
- **Providing supplemental assistance.**
 - *Support to a student with a financial hardship (instrument repair, glory jacket, trip fees)*

8. New Business

Finance Committee: Chair John Machado ***Tabled in John’s Absence***

- We need 3 additional members for this committee
- Develop & review fiscal procedures
- Develop a fundraising plan
- Develop the annual budget. Past Payouts. (Work alongside the Board of Directors/Executive Committee and Music Staff.)
- Taxes (John Machad
- Insurance:
 - *Nolan states PSMA has basic insurance right now, no coverage for officers. They suggested that when we start up with events again, we should add the additional coverage. Approximately an additional \$500*
- “20 is Plenty” appeal. *Tabled.*
- Amazon Smiles Active, please promote
- Clements Community Program We’ll give it a try. *Beth to discuss with Maria*
- Chocolate Bars. *Need money for start up. Check chocolate bar availability and possible retail locations to sell at. Students cannot sell at storefronts.*
- Nolans Nana Bread *Working out logistics of delivery/distribution of bread. We may take a vote in between meetings.*
- G & G Fundraiser Working out the logistics. Need to work with other groups to make sure we are not overlapping their G&G fundraising efforts. Will work to include ALL groups and schools.
- Create a spending “Dos and Don’ts” (part of our goal/vision for PSMA) *Tabled*
- P.O.Box *Massachusetts Certificate of Change of Principal Office, 12 months \$216 Long*

*Pond Road - **Approved.***

Membership Committee: Chair Tamar Buffalo-Ellis Tabled in Tamar's Absence.

- We need 3 additional members for this committee. The Asst. Secretary, Stacey Burke, is one according to the bylaws.
- Create a membership database on Google Docs. Name, School, Email, Student, Number, CORI on file. (Beth would like to discuss)
- Provide CORIs
- Create a list of Chaperones (can be part of the membership database)

Planning Committee: Chair Lauren Papa

- *Jeanie joined.*
- *Discussion of volunteers & chaperones for events & games.*
- *"Representative Program" Work with each school to organize.*
- *Determine supplies needed for events.*
- *Create a database of who we serve. Schools, Teachers, Directors, Ensembles, etc.*
- *Work in progress. Need list of contacts from VPA.*

Communications Committee: Chair Chrissy Anderson

- *Erika and Maria joined.*
- *Discussion of a newsletter, quarterly, recognition, upcoming events, photos, etc.*
- *Create a database for photos - Create Google Drive tied to the official gmail address.*
- *Send photos to psmaband@gmail.com or 781-254-3878*
- *Advertise events and fundraisers: All school performing arts performances*
- *Remind - Stay with Band App*
- ***Photo use and permissions*** - *Each Organizational Liaison is responsible to clear the photos to make sure they can be posted.*
- *Website needs to be renewed by 9/17/22. Yearly is the best savings.*

Follow Up Tasks:

Who	What	When
Jeanie	Collect Membership forms, track paid/not paid	By next Meeting
Beth & Luis	Represent PSMA as Awards Ceremony	PNHS Thurs. June 2nd 6:30 pm
Lauren	Represent PSMA as Awards Ceremony	PSHS Wed June 1st TBD
Tom	Concert Programs	TBD
???	Solicit Sponsors for Ad Space in Concert Programs	

Beth	Blurb about Point Person for Mike to send out.	ASAP
Maria & Beth	Discuss and plan for Clements Community Program	Next Meeting
Lauren	Check in the availability of chocolates for fundraiser	ASAP
Lauren	Plan logistics for Nana Bread delivery/Distribution.	ASAP
Beth	Plan G&G Fundraiser	Fall Order
Beth	Obtain P.O.Box/Certificate of Change	ASAP
Tamar	Create a membership database.	ASAP
Chrissy	Update Website, subscribe to newsletter, photos, etc	ASAP
Chrissy, Erika, Maria	Work on Newsletter. (Chrissy will find a template)	ASAP - get out before the end of school year.
Beth	Create Google Drive File for Photos	ASAP

NEXT MEETING is May 19th at 6:30pm