

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
06/16/2022

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 6:30pm June 16th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:37pm.

2. ROLL CALL:

Officers present: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson: Secretary, John Machado: Treasurer.

Board Members: Maria Dunn, Tom Bodie

Others present:

Luis Pizano, Erika Duffy, John Duffy, Jennifer Theran, Carolyn Carpenter, Beth Roy

Absent:

Jeannie Gilbert, Anne Marie Hayes, Tamar Buffalo-Ellis, Rianardo Ellis, Michael Caple, Kim Caple, Cathy Tsourides, Alice Seekell, Ginny Keneally, Trace Melody

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

Approved without changes.

Treasurer's Report

- Balance: \$3461.62
- Upcoming estimated expenses:
 1. Replenishing supplies (water, paper goods etc)
 2. Bins for schools (table clothes, overlays, forms)
- Upcoming estimated income additional check from Nana Bread
- Review Report. Approved

Additional Comments:

- Taxes are all set.
- We are in good shape heading into the next school year.
- John to ask the accountant about Venmo
- Rockland Trust has a "square" device that we can use to collect money, and goes directly into our account.
- Luis to shadow John, Luis cannot officially be the treasurer. We need a treasurer for next year.

President's Report

- **Raffle Permit Update** - *Done. Can be used for Dine Out Nights, taxes must be paid within 10 DAYS.*
- **Music Showcase: March 5th, 2023** *(more on this below)*
- **Guidestar**- Account has been updated and we are in the process of having it verified
- **Network for Good** -The account has been updated and we are waiting for a donation check to arrive at the PO Box so we can verify and unlock the account. Once this account is set up we will be able to have Facebook fundraisers.
- **Liaison Program** - Going well! Set up tables at middle school concerts, collected money, and gained members.
 - PNHS Vocal & Drama Kim Caple/Grossman/McBride
 - PNHS Instrumental
 - PSHS Vocal & Drama Maybe Cathy Tsourides?
 - PSHS Instrumental Chrissy Anderson/Grueb
 - PCIS Vocal & Drama
 - PCIS Instrumental Lauren Papa/
 - PSMS Vocal & Drama Jen Theran pending approval
 - PSMS Instrumental Erica Duffy/Loretz
 - Marching Band and Guard - Beth/Holmes pending approval
 - Outline of duties/expectations - Beth/in progress
 - Liaisons should reach out to their directors to introduce themselves/make the connection.
- **Scholarships** - PSMA does not participate in choosing the recipients. Going forward, checks will be written directly to the students. A new scholarship guideline letter will be written and Beth will bring it to a vote in the future.
- **Email to middle and high school** - Beth sent an introductory email to Directors. Explained about PSMA, the G & G order, Tyler gave the logo for Chorus, needing something from Orchestra/Band that distinguishes them from Marching Band. Speaking with Directors over the next few weeks to try and work out the details so she can go to G&G.

Old Business/Follow Up Tasks NOT assigned to a Committee/Person

- Mike - Communication about Performing Arts - Needs to be school wide distribution of information on performing arts opportunities.

Finance Committee: Chair John Machado, Luis Pizano,

- Develop a fundraising plan - WIP (Music Showcase, Nana Bread, G&G) *Was noted that we should prioritize fundraising opportunities by their effectiveness.*
- Develop the annual budget.

Fundraising

- **Nana Bread - Lauren**
 - *Profit \$421 (waiting on one more check)*
 - *Changes for next time. Different time of year, was hectic with graduation/end of*

school year.

- **Beer - Lauren**
 - Working with Paul Nixon/Indie Fermentation on a fundraising beer. Label to say “supports local youth music”.
- **All About the Music Showcase - Beth, Lauren**
 - **March 5th, 2023 at New World Tavern**
 - **Band recruitment-** Andy Shaw
 - **Food-** Lauren & Beth
 - **Silent Auction Coordination** - Stacey
 - **Silent Auction Items-** Each of us is responsible to secure at least one big ticket item (Tickets to Game, Weekend away, or combo of gifts equalling at least \$250. After discussion, we can take smaller items and we will decide if we should group them as we get closer to the event.
 - **Advertising-** Chrissy
 - **Ticket Sales Coordinator** - No one yet. Eventbrite is very pricey. Need platform for tickets. HometownTickets \$1 Per and 2% cc fee.
- **G & G Gear - Beth**
 - Each School will have a ‘store” to order from.
 - Mayflower Logo seems to be associated with Marching Band. Beth checking with Bonnie Holmes.
 - Orchestra/Concert Band needs a logo, Something to distinguish them from Marching Band.
 - Tyler sent Logo for PSMS Chorus.
 - PSMA shirts will be available to order as well.
- **Concert Program -Tom**
 - **Solicit for sponsors-**All of us.
 - **Create Program** - Tom
 - *Beth to search drive for solicitation form.*
 - *\$1500 made in the past.*
- **Hillard’s - Lauren**
 - Waiting on seed money
- **Concessions - Kim**
 - *Struck out on concessions. Beth to discuss with Bonnie to see if she can set it up but this profit would go directly to the concert band / orchestra.*
- **Community Nights - Jennifer**
 - *Dropped off info at Publick House. Will follow up.*
- **Selling Merch at Friday Night Football Games - Chrissy**
 - Waiting on seed money
 - Logo that can be tailored by adding Band, Orchestra, etc or something fun.
 - Stadium Cushions, Hats, hand warmers, etc.

Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke, Carolyn Carpenter

- We need 2 additional members for this committee.
- Provide CORIs
- Beth/Tamar/Stacey - Membership Database

Planning Committee: Chair Lauren Papa, Jeannie Gilbert, Stacey Burke, Kim Caple

- Assist the Board of Directors to create the calendar for the upcoming year.
- Maria - Create questionnaire for teachers (to determine their needs, on hold per Beth)
- **Supply Inventory & Replenish**-*Jeannie to send list, Beth will ask*

- **Develop a table “box”** *Keep a Supply Box at the Middle and High Schools for events. Table Cloth, Overlays, Forms, Pens, etc.- Carolyn Carpenter volunteered to price out the “box” supplies for Beth.*

- **Develop & Maintain connection with Middle School Staff** - Complete

Communications Committee: Chair Chrissy Anderson, Erica Duffy, Maria Dunn

- Send photos to psmaband@gmail.com or 781-254-3878
- Chrissy - FB Group - Created Plymouth Performing Arts Families
- Communication with the Schools to have students recognized.
 - *Beth to find out procedure to have Schools share on their social media about Performing Arts as a regular thing.*

- Chrissy - Summer Opportunities Web Page
 - *Private Lessons (not at homes)*
 - *Camps, Programs, Workshops*

- Erica - Newsletter
 - *In the works, include Guard in Band Camp, adding socials, A Cappella, (drama doesn't have a summer opportunity) Meet the Staff changed to Director's Spotlight.*

- Additional FB Admins. Elementary, Middle, High School - *skipped*

- Meet the Directors Night in the Fall - *skipped*

New Business:

- **Elementary School Open Houses** - Carolyn
 - *Set up PSMA Tables at Elementary School Open House*
 - *Once dates are known, we can recruit who will cover them.*

- **Andy Shaw/Summer Program:** *Requested Volunteers to help with Pizza Day at Camp. Receive & Serve the Pizza. Aug 5th - Stacey, Beth, Erica. Aug 12th - Maria, Erica, Lauren, Carolyn. Luis if needed*

Nominating Committee: We have no one on the committee. Need at least 3.

General Business

Action Items: Vote- Restaurant Fundraiser(s)

Our Next Meeting is Thursday August 4th at 6:30 in Rm 125