

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
08/04/2022

Minutes of the Board of Directors and Officers of the Association of Plymouth School Music Association of Plymouth, MA, held in the Room 107 of PNHS Plymouth, MA, at 6:30pm August 4th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:41pm.

2. ROLL CALL:

Officers present: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson: Secretary
Board Members: Maria Dunn, Tom Bodie, Tamar Buffalo-Ellis, Rianardo Ellis

Others present:

Luis Pizano, Erika Duffy, Cathy Tsourides, Trace Melody

Absent:

Jeannie Gilbert, Anne Marie Hayes, Michael Caple, Kim Caple, Alice Seekell, Ginny Keneally, Stacey Burke, Susan Leach, Jennifer Theran, Carolyn Carpenter

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

Approved without changes.

Treasurer's Report/Finance Committee: Chair John Machado, Luis Pizano

- John Machado absent, Beth gave the approx balance of \$3200.
- Received \$15 from Amazon Smiles
- Upcoming estimated expenses:
 1. Replenishing supplies (water, paper goods etc)
 2. Bins for schools (table clothes, overlays, forms)
 3. \$2000 in scholarships
 4. Insurance in Jan (amount depends on if we add officers' insurance)
- Tax info sent to accountant Vinny.
- No Official Report to approve.

Finance Committee

- Venmo - no good option.
- Rockland Trust has a "square" device - Beth to put Luis in touch with Branch Manager.
- Paypal might be a better option for online payments.

President's Report

- **Music Showcase: March 5th, 2023** (*more on this below*)
- **Guidestar**- Waiting on check to validate account.
- **Liaison Program** - Waiting on Mike to approve two liaisons.
- **Director Communication Update** - Nothing
- **Memorial Donations** - Robert E. Avakian - in lieu of flowers make donation to PSMA. No donations yet.
- **Meeting Dates/Director Presentations** - Have directors attend PSMA meetings to discuss their program. Not general music program.

Old Business

- Mike - Communication about Performing Arts - Needs to be school wide distribution of information on performing arts opportunities.
- PSMA Reps - Attend Summer Camps, 4th Grade recruitment. Beth to print flyers.

Fundraising

- **Beer - Lauren** No update yet.
- **Music Showcase - Beth, Lauren, Andy S.**
 - **New Name! Fresh New Everything! Plymouth Calling.** Maria to create a flyer loosely based off of The Clash Album.
 - March 5th, 2023
 - New World Tavern Confirmed
 - **Cover Charge** bump from \$15 to \$30.
 - Auction Items- live, water bottles -Lauren & Beth
 - **Water bottles** have gifts cards or other items inside. People love them!
 - Permits - Raffle & 50/50 - Beth
 - Leads: Beth & Lauren
 - Band recruitment- Andy Shaw; Lauren, (Beth)
 - Food- Lauren & Beth
 - **Silent Auction Coordination**- Stacey/Beth. **Beth to reach out to Stacey about silent auction items. Shareable spreadsheet so that we don't duplicate solicitations.**
 - Silent Auction Items ~\$250)- All
 - **Advertising**- Chrissy will create a standalone FB Page for the Event.
 - **Ticket Sales Coordinator**- Beth looking into suggestions, would like someone to be coordinator for actual event. Maria to help. **Still need someone to assume the role of Ticket Coordinator.**
- **G & G Gear - Beth**
 - Chrissy was super pushy and had Beth and G&G reconfigure the order set up to include all groups. Band, Theatre, Vocal Music, and Orchestra. Don't be surprised if you receive orchestra apparel for Christmas as Chrissy will be buying up stuff to make sure the minimum is met.
 - Sale runs from Aug 15th-Sept 16th. Jackets, Hoodies, Long and Short Sleeve Ts, PSMA shirts and Band Parent Jackets.
 - Order forms will be available at open houses.
- **Texas Roadhouse- Beth**
 - **We could use a parent to step up and coordinate this event.**
- **Concert Program -Tom**
 - **Solicitation Form - Tom to Create.**
 - Ad Fees bumped up.

- Discount for PSMA Members. Still working on wording and discount.
- Solicit for sponsors- **All of us**. Start month before Winter/Spring concerts.
- Spreadsheet to track so we don't duplicate solicitations.
- Create Concert Program - Tom
- Beth to ask Mike about printing. We Print Today is another option.
- **Hillard's - Lauren**
 - Waiting on seed money
 - Hillard's or other type of concessions at concerts is good idea.
- **Football Game Concessions - Beth to talk to Bonnie**
- **Community Nights - Jennifer**
 - Dining Out - Green Light to Plan.
 - Paint Night
 - Gig Bands at Plymouth Publick House
- **Selling Merch at Friday Night Football Games - Chrissy**
 - Waiting on seed money
 - Stadium Cushions, Hats, hand warmers, **Pop Sockets (chrissy look into)**
- **New Fundraising Ideas**
 - **Savers - Tamar will follow up. Need central drop off location, trucks/parents to bring to savers. Maybe a stuff a truck at a football game (if we can use a band truck?)**
 - **Instead of Dining night out, maybe a "Drinking Night Out"? A wine tasting night? Lauren/Beth to look into Wine Tasting Event.**
 - **Chick-fil-A**
 - **99**
 - **Jeff Cohen Halloween and New Year's Bash. Lauren to ask MIL to ask Jeff about PSMA being a beneficiary of their fundraising.**

Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke

- We need 2 additional members for this committee.
- Provide CORIs
- Beth/Tamar/Stacey - Membership Database
- **Brainstorm how to drive membership!**
- **Membership form to be revamped. Chrissy will do it. Change Grade to YOG, Take off all the "how to volunteer stuff" make it more about how membership benefits.**
- **Membership Google Form/Payment as QR Code on Program. (need to get paypal sorted first)**

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

- Supply Inventory & Replenish-Jeannie
- Develop a table "box" Estimate is \$150 per box. Overlays are pricey. Chrissy to make white overlays, another parent to create the logo with a cricket.
- **Open Houses**
 - Maria to draft email to Principals about PSMA tables at open house that can be sent from our official email.
 - Cathy - PSHS Open House for Freshmen.
 - Maria - PSMA Open House

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

- Send photos to psmaband@gmail.com or 781-254-3878
- Communication with the Schools to have students recognized **Director -> Secretary or**

Principal? Discuss with Directors.

- Erica - Newsletter -Fall **“Back to School”** Quarterly. **On Pause/No Rush until we have a better way to distribute it. Ideally, district wide would be best. Maria has offered to help with the newsletter.**
- Additional FB Admins. Elementary, Middle, High School - **Waiting to see how busy it gets, but may ask for more help.**
- Meet the Directors Night. Ask Mike, **Might scrap it, unsure about how to time it.**
- **Showcase our sponsors on IG/FB/TWR**

Our Next Meetings are Sept 21st, October 19th, and November 16th at 6:30 pm. Room TBD. Please note, the night of the meetings - some are on Wednesday and some are on Thursday.