

**Meeting Date:** September 21, 2022 Time 6:30-8:30pm

**Location:** Plymouth North High School Room 107

**Meeting Objective:** To cover all of the items on this agenda. Each person will have the opportunity to discuss items, but please be succinct, as we have many items to cover.

**Attendee List:**

• Beth Lopes President	• Erica Duffy	• John Duffy
• Lauren Papa VP/Planning Comm.	• Maria Dunn *	• Ginny Keneally
• Chrissy Anderson Secretary/Comm. CC	• Rianardo Ellis *	• Alice Seekell
• Stacey Burke Asst.Secretary/MembershipComm.	• Kim Caple	• Trace Melody
• John Machado Treasurer/Finance CC	• Michael Caple	• Carolyn Carpenter
• Tamar Buffalo-Ellis Membership CC	• Anne Marie Hayes	• Amy Ronemus
Nominating CC	• Susan Leach	• Ann-Marie Mori
• Tom Bodie *	• Molly Johnson	• Bailey Ellen Morris
• Jeanie Gilbert *	• Cathy Tsourides	
• Luis Pizano	• Jennifer Theran	

**\*indicates Board Members**

Topics / Discussion	Time
Meeting Called to Order	

**Meeting Minutes**

- Review Minutes. Edit/Change/Approve.\*\*\*

**Director Presentation:** Andy Shaw/ PCIS (10-15 minutes)

**Treasurer's Report**

- Balance:
- Upcoming estimated expenses-scholarships, insurance Jan, website fee, taxes
- Scholarship payouts- timing
- Taxes
- Upcoming estimated income
- Review Report. Edit/Change/Approve. \*\*\*

## President's Report

- Guidestar/Network for Good- Facebook Fundraisers
- Liaison Program - Middle School & High School in place
- Meet with Mr. Caple take a ways- PSMA supporting elementary schools\*\*\*
- Director Communication -update
- Principal Communication -update
- Memorial Donations-\$100; \$125- thank you's
- Meeting Dates- Directors Presentations: Mr. Shaw 9/21; Mr Loretz 10/27,
- Possible Fundraisers (discuss below)
- Volunteer Program- agreement \*\*\* Two Rules, Google Form
- Attending Instrument Rental Night- September 22, 6:00pm
- Instrument Donation Program
- Coordinating Fundraisers vs. DC Trip

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

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## Committee Specific Old Business/Follow Up Tasks/New Business \*\*\*indicates a vote.

### Finance Committee: Chair John Machado, Luis Pizano,

- We need 2 additional members for this committee.
- Rockland Trust Devices and Website Payments - Luis Presentation
- Develop a fundraising plan - WIP (Music Showcase, Nana Bread, G&G)
- Develop the annual budget. Past Payouts. (Work alongside the Board of Directors/Executive Committee and Music Staff.)

### Fundraising

- **Beer - October 8th Indie Ferm -Lauren**
- **Music Showcase - Beth & Lauren**
  - March 5th, 2023 (5pm-9pm) \$30pp
  - New World Tavern Confirmed
  - Auction Items- live, water bottles -Lauren & Beth
  - Permits - Raffle & 50/50 - Beth (John needs to pay taxes within 10 days)
  - Band recruitment- Andy Shaw; Lauren, (Beth)
  - Food- Beth & Lauren
  - Silent Auction Coordination- Stacey & Beth
  - Silent Auction Items- All - two items secured, all members linked to folder
  - Advertising- Chrissy
  - Ticket Sales Coordinator- Beth & Luis (Brown Paper vs. Rockland Trust) 170 ticket goal
  - Do we sell sponsorships and tie them into the program book or keep them separate

- **G & G Gear - Beth**
  - Update- August 15th - September 18th - 130 orders; \$1072 approx.
  - Pants / holidays- need to book now, what logo
- **Texas Roadhouse- Beth** November 7th, 2022
- **99 Restaurant- Beth** submitted application
- **Marching Band Photo Fundraiser-** Stacey & Beth - October 7th (Donated by Bill Burke Photography)
- **Concert Program -Tom Goal Date:**
  - Solicit for sponsors-All
  - Create Program - Tom
  - Print Quote- We Print Today
  - Beth Created Workbook to share, waiting on sales form
- **Rustic Marlin Designs- Beth**
- **Hillard's - Lauren**
  - We are taking this off the list. The DC trip is selling candy this fall
- **Concessions - Beth** to talk to Bonnie
- **Community Nights - Jennifer**
  - Dining Out
  - Paint Night
  - Gig Bands at Plymouth Publick House *\*Jen has not heard back from Publik House. May try another place.*
- **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.
  - Pop Sockets start at \$1.38 with a logo.
- **Savers Donation Drive- Tamar**
- **Jeff Cohen Halloween Party - Lauren**

**Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke**

- We need 2 additional members for this committee.
- Provide CORIs
- Beth/Tamar/Stacey - Membership Database- how to organize- getting larger and need to organize email lists
- *PayPal set up to take membership fees online. It needs to be connected to email that we want responsible for money to go to. [psma.inc@gmail.com](mailto:psma.inc@gmail.com). Next steps?*

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

*Heading into the next school year, there are some items that we need to assign so we can be successful. - Many hands make light work!*

- Assist the Board of Directors to create the calendar for the upcoming year- VPA Calendar
- Maria - Create questionnaire for teachers (to determine their needs, on hold per Beth)
- Supply Inventory *Complete. Discuss what to replenish.*
- Develop a table "box"- in process

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

- Send photos to [psmaband@gmail.com](mailto:psmaband@gmail.com) or 781-254-3878
- Chrissy - FB Group - Created Plymouth Performing Arts Families

- Communication with the Schools to have students recognized.
- Maria - Newsletter -Fall
- Additional FB Admins. Elementary, Middle, High School

**New Business:**

- More official way to mark off bleachers for football games.

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

**General Business**

**Action Items:** Vote- Volunteer Program; Elementary Schools; Fundraisers