

## **Westborough Fine Arts Education Association**

### **Meeting Minutes - October 2, 2018, Westborough High School**

In attendance: Neil Feldman, Chris O'Keefe, Mary Lynn Hacket, Katrina Banks-Binici, Pauline Schiarappa, Judy Brown, Geoff Spofford, Kelly White, Lynne VanDoren, Beth Kinsky. Absent: Connie Hastings, Chris Martin

#### **Vice President's Report**

Neil will aim to create the WFAEA banner over the next month and will most likely use Curry Printing. They produced the banner for Project graduation and it looked good and was a reasonable price.

#### **Treasurer's Report**

Only new expense this month - \$60 in PayPal fees (almost exclusively memberships)

Income

- Ad Book - \$4600 which is behind last year but \$400 ahead of 2016 – leaves us with \$4300 to meet budget
- Membership dues have reached \$2555 which is almost \$500 behind last year and \$1800 less than budgeted – we have 32 families signed up vs. the 60 we ended last year - suggest another don't forget to join because some of the "long standing" families still haven't joined
- Activity fund support this year has reached \$10 – we raised \$130 last year – with no easy way to solicit on the website and no paper mailing we will need to let this line item go this year and set up for next year when things slow down (the revolving account has \$335 in it).
- We did have a \$125 general donation this year – I do not believe we received in the past, but I need access to the past membership to know for sure. (Happel Edwards)

Paperwork has been submitted to the accountants to file the taxes.

#### **Drum Major/Color Guard Budget Allocation**

Neil asked when does Evan Doyle determine the number of drum majors/color guards and how does that coincide with WFAEA setting the following year's budget line item. Chris Martin provided his opinion via an email; *"according to Evan Doyle, Drum Major Camp will be required for first year DM and will be encouraged for second and third year students. The cost changes year to year, but it is usually around \$600. Students are able to attend multiple years."*

*Per his email, Chris Martin doesn't think an actual policy is necessary for this request. There is already a budget line item of \$850 for the camp. His request would be that first time Drum Majors are funded \$425 and the remaining \$425 are split evenly among the other participants. This ensures that new leaders get the training that aligns with the Marching Band's philosophy, and other students who elect to attend are also supported."*

Another proposal was first time drum majors be funded at 50% of camp tuition (typical tuition is around \$600) with the remaining funds divided equally among the returning drum majors. Lynne VanDoren suggested that we cap the funding for returning drum majors at 30% and that instead of first time drum majors we broaden it to include first time scholarship applicants. Geoff Spofford motioned to accept this proposal, Katrina and Lynne seconded and Chris O'Keefe, Mary Lynn Hackett, Katrina Banks-Binici, Pauline Schiarappa, Judy Brown, Geoff Spofford, Kelly White, and Lynne VanDoren approved with Neil Feldman and Beth Kinsky abstaining.

### **Annual Audit**

WFAEA requires 3 volunteers to review the financial records before the next meeting. Kelly White, Beth Kinsky and Mary Lynn Hackett volunteered. Chris O. will reach out to them to set up a mutually agreeable time to meet.

### **September Meeting Minutes**

Neil motioned to approve the September Meeting minutes as written. Pauline seconded and all were in favor.

### **WFAEA FINE ART DIRECTOR'S REPORT: SEPTEMBER 2018**

- Welcome Back!
- We welcome two new Fine Arts staff members to the team this year. John Kinney will be teaching General Music at Hastings and Fales, and Maura Smith will be teaching High School Theater Arts and Film.
- Uniform distribution will begin next week at WHS. Please remember that all uniforms must be returned professionally cleaned at the end of the year.
- Homecoming has been moved to Friday, October 12th due to construction delays.
- The WHS Fall Drama date has been moved later to accommodate the delayed start to the school year. The new dates are November 16, 17, & 18.

### **Membership**

Additional promotion is needed to increase membership, particularly at younger grades. There will be another email sent from WFAEA. Chris O. suggested we target the families who volunteered at MICCA and emails collected from 1st day packets. Chris O and Alyssa will meet on how to capture member/volunteer info from the website and how to make the website more intuitive. We discussed the possibility of tabling at Choral Collage and Band-a-Rama

### **Ad Book**

Judy reported that the number of ads to date are down. They made the executive decision to increase ad prices and stressed WFAEA needs to reach new businesses. She and Mary McDermott are still waiting for several responses and are optimistic that we will be able to meet revenue. Judy provided a list of past and current businesses placing ads in the Ad book and requested assistance from members having connections there to solicit. New businesses not on the list of advertisers and proposed: Reliant Medical, local driving schools, King's Corner new barber shop) Charlotte Klein. Chris O suggested putting the WFAEA letterhead on the drive so it can be used for solicitation letters. Judy is meeting with Michael Hyde on October 17.

### **Scholarship Committee**

Connie would like the Scholarship Committee to meet this fall to go over guidelines. Kelly White, Chris O'Keefe and Lynne VanDoren volunteered to meet with Connie.

### **Uniforms**

Emails to potential volunteers have been sent and there has not been much response. Kelly needs 4-5 people/time slot. The orchestra day slots of 8:10 - 9:04 and 9:08 - 10:02 are still open.

### **Seats of Recognition**

Beth Kinsky volunteered to head this fundraising effort.

### **Restaurant Fundraiser**

Beth Kinsky volunteered to coordinate this fundraiser.

### **Ensemble Liasons**

Need a sign-up for volunteers

### **Bylaws Committee**

Chris O'Keefe and Lynne VanDoren volunteered to review the bylaws with Neil Feldman.

### **Projects Committee**

Connie and Chris Martin will meet at some future date.

### **Gala**

Rich Lord may no longer be available to organize Gala but will assist the new person assigned to this role.

### **November Meeting Date Change**

Connie proposed the November 6 meeting be changed to October 30. All approved

Meeting Adjourned at 8:41 pm