

## Westborough Fine Arts Education Association

### Meeting Minutes – June 11, 2019, Westborough High School

In attendance: Mary Lynn Hackett, Chris O'Keefe, Beth Kinsky, Chris Martin, Kelly White, Connie Hastings, Jennifer Carrier, Julie Carrier, Katrina Banks-Binici, Judy Brown, Emma Ballachino.

#### Executive Board Reports

##### **Secretary - Mary Lynn Hackett and Katrina Banks-Binici**

The minutes from the April 23 meeting were approved.

##### **Treasurer's Report - Chris O'Keefe**

##### **June 2019**

As we close out the 2018-2019 school year, we have raised \$29,568 and spent \$23,497 – giving us a “profit” of just over \$6000.

Only expense outstanding to replace some admin supplies (like stamps, and files for next year) but less than \$50.

Financial activity since the last meeting –

- Senior banquet income was \$2120 and expenses were \$2002
- We received a check from Fidelity for a donor gift of \$250
- We received a check from the Mandarin Restaurant fundraiser for \$300
- Beth Kinsky sold 17 Seats of Recognition for \$680 – netting \$560 after expenses
- Gala tickets income came in just shy of budget at \$2300.
- I paid the Directors Insurance (\$630) and Liability Insurance (\$791)
- The website subscription is paid through 6/6/20 at \$128 with coupon discount (normally \$324)
- Senior Scholarships: WFAEA awarded 13 - \$100 participation scholarships; 8 - \$250 Dunkin Donut scholarships; 3 - \$1000 Passion scholarships – for a total given to 2019 grads of \$6300. This was \$900 less than was awarded last year

There was no change in our revolving account balances from last month

- Uniform Replacement \$9,677
- Activity Fund \$325
- We have \$10,000 in the Project Fund with \$8000 of this promised for instrument repair/purchase. If the WPS may cover the \$2500 for the string bass if there is excess in the school budget when they are invoiced for the instrument. If this is the case, WFAEA will not be billed and we can vote to add that unspent money into next year's budget. The school has not been billed for the Tympani; when the bill arrives WPS will forward to WFAEA or WPS will remit payment and WFAEA will reimburse.
- **Proposed Budget for FY 20 (2019-2020)**

The 2019-2020 budget is similar to the 2018-2019 budget with changes noted below:

- Ad Book – decreased income and expense to match actual
- Gala Silent Auction and MICCA Hospitality - income and expense removed
- Restaurant Fundraisers & Seat of Recognition – added in income and expense for each reflecting current actuals
- Center Stage Concession and MICCA Concessions – increased income to match trend and actual from last 2 years and decreased MICCA expense
- Kids in Need – changed expense to \$1000 – perhaps use for need based scholarships for Disney trip if nothing else comes up
- Scholarships – decreased to \$8000 to reflect trend and actual over the last couple of years
- Clinicians – increased to \$3600 to allow for equal distribution among all ensembles
- Drum Major/Color Guard – change title to Drum Major/Color Guard/Leadership – increase to \$900
- Administrative expenses – increase to accommodate increase in cost of website and accountant fees
- Total Income \$30,050 – Total Expense \$40,050 – allows for \$10,000 of excess cash spent on special project. This budget has a decrease in income and expense of \$2330 from last year's budget

N. Feldman motioned to accept the FY20 budget as written, K. Banks-Binici seconded, all approved.

#### **Fine Arts Director Report – Chris Martin**

- Congratulations to the Class of 2019
- Uniforms have been collected. C. Martin has checks for a few gowns that were purchased by students.
- Staffing changes:
  - Retiring: Linda Crawford (Mill Pond Art) and T. Hagarty (Gibbons band)
  - Percussion instructor search has been opened; WFAEA will no longer need to fund an honorarium for this
  - Transition to Full-time: Ellie Mannherz (Fales)
- The Art and Theatre programs are growing and Music numbers remain stable
- 135 students have signed up for the 2020 Disney trip

#### **Funding Requests**

- Julie Carrier requested \$300 to paint, install double high clothes racks and organize costume in the Centerstage costume closet as part of her Girl Scout Gold project. She fundraised \$275 already and needs the additional funds to cover the remaining expenses.  
*WFAEA will fund \$200 and the Fine Arts Department will fund \$100. All voted and approved.*

- Andrea Ehreich requested funds for a Yoga Teacher Training Program (to cover the gap left after a tuition scholarship). She would use the skills learned in the program to teach students and staff as part of social-emotional wellness initiative in the Westborough schools.  
*WFAEA felt this request was better suited for an Education Foundation grant. All voted and the request was denied. C. Martin will discuss this option with Andrea.*
  
- Emma Ballachino requested \$2748 to replace 2 pottery wheels at the high school. Many of the wheels are older (20 years) and difficult to repair due to unavailability of parts. Service call wait time can be as long as several months because there is only one person in the area who repairs the wheels.  
*WFAEA decided to be proactive and fund these 2 wheels and an additional 2 wheels for a total of \$5496, viewing it as an opportunity to support the Art students. All voted and approved.*
  
- Evan Doyle has requested portable bleachers for the WHS Marching Band to use during home games. Due to the new configuration, there is not acceptable seating for the entire band on the field and new permanent bleachers cannot be added on the hill. Approximate cost would be \$10,000 and could be jointly funded with Westborough Boosters.  
*At the time of the WFAEA meeting it was unclear what level of funding the Boosters could support because of their Rangers on Track expenses. WFAEA felt it was important to explore other more cost effective seating options. At the Fine Arts Director's request, WFAEA will authorize its Board to spend up to \$5000 for the purchase of a marching band seating solution so an informed decision can be made over the summer and seating can be installed by the start of the school year.*

### **Program Updates**

- Uniforms are now organized and in alphabetical order.
  
- 117 (66 students) attended the Senior Fine Arts Banquet. Several students and families did not RSVP or RSVP'd on the day of the event. This creates a possible shortage of food, which has to be pre-ordered earlier in the week. We discussed how to address this issue and avoid this in the future.
  
- Zac Taylor was able to install the Seat of Recognition plaques in time for the Baccalaureate
  
- Parking lot construction this summer may impact Marching Band practice space this summer.

## Gala

C. Martin reported the following staff feedback on Gala:

- Crowds smaller and vibe not as vibrant
  - Repeat of songs
  - Gala comes on the heels of MICCA and bi-annual trip
- Proposal to change Gala to a Pops night Senior showcase in mid-May; Art show in conjunction with the Garden Club would possibly be held in late April
- WFAEA would charge admissions and keep the event a fundraiser

## Adbook – Judy Brown

- Connie Hasting, Mary McDermott, Judy Brown, Joyce Rapport, Michael Hyde met and decided to transition the Adbook to a student project, senior internship and/or independent study. C. Hastings will act as liaison for the ad layout and proof reading but the students will direct and execute the design.
- We need to discuss the Adbook/family shoutout pricing and how they compare with the ads offered through membership level pricing to keep them consistent.

## Election of Officers

The following members were nominated and elected for WFAEA board positions in 2019/2020:

Co-Presidents:	Beth Kinsky/Kelly White
Vice President:	Alyssa Dver
Secretary:	Katrina Banks-Binici
Treasurer:	Chris O'Keefe