

Westborough Fine Arts Education Association

Meeting Minutes - October 30, 2018, Westborough High School

In attendance: Connie Hastings, Chris O'Keefe, Pauline Schiarappa, Denise Whitehall, Kelly White, Katrina Banks-Binici, Mary Lynn Hackett, Michelle French, Beth Kinsky, Amy Buttiglieri, Alyssa Dver
Absent: Neil Feldman, Chris Martin

Executive Board Reports

President - Connie Hastings

Vice President - Neil Feldman

Treasurer - Chris O'Keefe

Expenses to date - \$3876

- \$750 paid to accountants; this is \$250 more than last year – based on the amount of time accountants required to review and edit taxes before submitting them and includes a tax filing fee of \$35
- \$117 paid for ad book mailing expenses
- \$1534 paid for concert uniform replacements which is \$1300 less than last year however additional dresses may need to be ordered
- Bank charges are greater this year (and up from last month) as memberships and donations are made online. This additional expense may be offset by no longer having membership printing and postage expenses (which were \$180 last year)
- No requests for reimbursement from drum majors or color guard captain have been received to date (these reimbursements had already been paid by this time last year)

Income to date - \$11,008 plus \$550 (ad book) in mail today

- Ad book to date has deposited \$5900 (\$6450 expected) against a budget of \$9000. This is down \$2700 from same time last year
- Membership has increased to \$3992 against a budget of \$4400 – slightly greater than this time last year by \$96
- \$100 general donation received since last meeting bringing total general donations to date to \$225
- Anticipated fall play concession income is \$200-\$300 (2 weeks from now)
- No new concert dress purchases have been received. Chris O. recommends we send email to families with information on the advantages to purchasing.

Script program operates on its own schedule. Script income/expenses do show on our reports, but it is not of a concern at this time. We are currently down \$480 in income and \$1140 in expense compared to last year; the net this time last year -190 vs net this year -530.

An annual audit was done of WFAEA's financial records and everything looked good: Kelly, Mary Lynn and Beth attended.

Secretary - Mary Lynn Hackett and Katrina Banks-Binici

Minutes from the October 2, 2018 meeting were reviewed and approved.

Director of Fine Arts - Chris Martin

- Uniforms were successfully distributed to our WHS Music Students. A huge thank you to Lynne VanDoren and Kelly White for all of their help and coordination.
- Marching Band will perform under the lights this Friday night! Senior Recognitions will occur at the Thanksgiving Game.
- Thank you to Michelle French and all of the parent volunteers for making Choral Collage a success this year.
- Upcoming performances include Band-O-Rama and the WHS Fall Drama "Midsummer Night's Dream"
- Upcoming 2020 Performing Arts Trip will be announced before December (Pending School Committee Approval)

WFAEA received the following request from Chris Martin via email:

"Some of our instruments have broken at inopportune moments this year, leaving students without instruments that we really can't afford under this year's fiscal budget. These include a String Bass (\$4000), a set of Timpani at Gibbons (approximately \$12000), and a Tuba at Mill Pond (\$3500). After speaking with the Business Office and Amber Bock, they were able to come up with half the funds for the String Bass and Timpani. They said they may be able to partially fund the tuba, but won't know until later in the year.

My question for WFAEA would be: is there funding to make a donation to the Fine Arts Department to purchase the other 50% of the equipment (or at least some of it). The instruments listed above were put in priority order: String Bass, Timpani, Tuba. At the very least, I would be requesting \$2000 and at the most, \$9750. "

Funding these types of requests is in line with WFAEA's mission and we currently have \$10,000 in our budget allocated for special projects. Michelle questioned whether these instruments could be purchased over a 3 year period (lease to own). Denise Whitehall moved to fund 50% of the cost, up to \$8,000, as a **one-time** donation for the purchase of a new timpany drum (\$12,000) and string bass (\$4,000). Amy seconded. All approved with Michelle French abstaining. That would leave \$2,000 in WFAEA's special project budget to fund other projects (possibly the pottery wheel).

General Business

Membership - Chris O'Keefe

The membership form on the website is not the most current; the most updated 2018-19 membership form was attached to the Connect Five email recently sent to all Fine Arts students. Connie Hastings will send the form to Alyssa who will attach to the website.

Of the 51 members currently registered this year (down from last year 63), 42 came through the website (and paid by Paypal). Seven volunteer forms were submitted. Presently, when someone joins WFAEA through the website, Chris O'Keefe is prompted to send out Adbook and Patron Listing info based on their membership level. She suggested we attach a link to enable families to upload these forms at the time membership is purchased. Alyssa said we can add a field to the website for members to complete with their patron listing when they enroll.

Current Status

Scholarship Committee

In 2017, WFAEA required scholarship recipients to be members of WFAEA for at least one year. The Scholarship Committee's intention was to increase the membership requirement to 2 years. One proposal was to phase in the 2 year membership requirement for scholarship eligibility with the Class of 2020. For the time being, Connie Hastings moved to require that, scholarships awarded to students from the Class of 2019 be limited to those whose families have been members for at least 1 of the previous 4 years. Chris O'Keefe seconded and all approved.

Website

Alyssa needs students to volunteer for the student committees and she stressed the importance of recruiting another parent to assist her and eventually transition into Michael Hyde's role. Chris O'Keefe volunteered to assist Alyssa.

AdBook

Mary and Judy Brown were meeting tonight and will forward information at a later date.

Recap

Uniforms

Kelly reported that the uniforms have been distributed and the process ran smoothly despite having less volunteers. Many uniforms were not needed this year and Kelly only needed to order a few in specific sizes at a cost of \$2039.49. Chris Martin will cover the cost of purchasing new ties; we still have plenty of cummerbunds. Kelly will speak with Chris Martin to discuss ways to utilize the uniform storage space more efficiently.

Choral Collage

Michelle French reported that 430 students were fed 130 pizzas, with 1.5 pizzas leftover, versus 366 students in 2017. The 5:30 concert ran late but volunteers were able to serve dinner quickly. There were some water bottles left over which will be used for Band-a-rama. There was a delay in the emails sent recruiting volunteers for Choral Collage but the Facebook posting garnered the majority of the volunteers.

Band-a-Rama

Band-a-rama will be held on November 14. This year, only 2 tickets per family, not per student will be distributed.

Fall Play Concessions

Katrina volunteered to oversee the fall play concessions. Connie will forward the signup genius and Denise Whitehall will forward the information on the setup. Tri-M students may be available to assist with concessions.

Restaurant Fundraiser Coordinator

Beth Kinsky is aiming to arrange for the first restaurant fundraiser in mid-December and will distribute flyers at Band-a-rama and *Midsummer Night's Dream*. She is looking into Uno, Bertucci's, Mandarin, Chipotle and Arturos. She will look into whether an electronic flyer can be posted on Facebook. It was recommended that paper flyers be distributed when families are leaving the events. A second fundraiser would be held in the spring, with flyer distribution at the musical and spring fine arts events.

Seat of Recognition

Connie will send the seat of recognition form to Beth with the goal of distributing it at Band-a-rama and the fall play. Chris Martin can produce the copies to distribute or we can use WFAEA's new tax-exempt status at Staples. Currently, the price to purchase a 1 x 4 seat plate is \$35 and we discussed whether we should raise that price to \$50. Recognizing that \$50 may prohibit some families from purchasing we agreed to increase the cost slightly to \$40.

Districts

WFAEA will hand out water bottles with notes of encouragement to Central Mass District Band/Choral/Orchestra students on concert day. We have budgeted \$50 for this.