

Plymouth School Music Association  
Board of Directors and Officers of the Association  
Minutes of Regular Meeting  
01/25/24

Minutes of the Board of Directors and Officers of the Association of Plymouth School Music Association of Plymouth, MA, held in the Room 246 of PSHS Plymouth, MA, at 6pm January 25th, 2024

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:10pm

2. ROLL CALL:

Officers presents: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson: Secretary, Stacey Burke: Asst. Secretary, John Machado:Treasurer.

BOD: Tom Bodie, Jeannie Gilbert, Rianardo Ellis, and Trace Melody.

Members/Liaisons: Kate Holl, Annie Jones, Althea Tetrault, Laura Flora, and Cathy Tsourides.

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

Approved.

Meeting Notes are in ITALICS. Bold is Agenda for context.

5. **Treasurer's Report**

- *Balance on hand as of*
- *Income - in donations and memberships.*
- *Expenses -*
- *Balance on Hand as of 01/25/24*
- *See Full Report for details.*
- *Report Approved.*
- **Upcoming estimated expenses:**
- **Scholarships -**
- **Insurance Jan - \$790**
- **Website fee, taxes -**

6. **President's Report:**

- *Schedule for Program Books & Boxes. Review Program Counts. Ran out at PCIS Choral Concert.*
- *Need quotes for printing programs.*
  - *Kate to call Powder Horn.*
  - *UPS*
  - *YouPrint.com 2 cents a page.*

- 2024/2025 Board Reminder

## 7. Liaison Reports/Updates:

- **Lauren Papa- PCIS Band & Orchestra**
- **Katie Holl - PCIS Chorus & Drama Shrek.** *Since no funding is needed, the concessions profits from Friday will go to PSMA & Saturday profits will go to PCIS Senators. PCIS donating items, PSMA gets leftover for PSHS Guys & Dolls. Plan for 750 people.*
- **Maria Dunn - PSMS Band & Orchestra** *(out sick)*
- **Jen Theran- PSMS Chorus & Theatre** *In touch with Egan, discuss props etc.*
- **Laura Flora & Annie Jones - PNHS Theatre**
  - *Mean Girls - tickets selling a bit. Show in March*
  - *Pit started rehearsals.*
- **Trace Melody - Chorus & Acapella**
  - *New England Voices - May need help on Saturday.*
  - *Cathy will bring baskets*
- **Beth Lopes - PNHS Concert Band, Marching Band, Gig Band PSHS Concert Band & Orchestra.**
  - *Meet with Jack Batton, tell him about program/PSMA & that he has money to use.*
  - *Hawaii & Fundraising. Hilliards, G & G, Donations. Change from General Hawaii trip donations to financial need donations.*
- **Luis Pizano - PNHS Orchestra**
- **Cathy Tsourides- PSHS Chorus, Acapella, Theatre** *Luciana requesting money for Pit Musicians. Will loop Grueb in as she is Pit Conductor. Requests need to be submitted.*
- **Chrissy Anderson- Plymouth Winter Percussion -** *No competitions / NESBA eliminated their divisions. Friends & Family is happening. Planning reception for quests and musicians.*
- **Spring Concert Boxes/Tables -** *Need director forms.*

## Side Note on Director Requests:

- *We need a request deadline to spend the money*
- *Might not have raised enough for Xylophones, \$1000. For Exploratory*
- *North A Cappella has not used their \$2000, might wait until SAC - Spring A Cappella Concert.*

## 8. Fundraising Reports:

- **Music Showcase - Beth & Lauren \*\*\*\*ON SALE\*\*\*\***
  - **March 2nd, 2024 (2pm-6pm) \$25 pp early bird until Jan 31. No code needed, built into EventBrite: Feb 1st \$30**
  - **Hand Stamp - Maria**
  - **T-shirts -** *G clef backwards, has been fixed. t shirts ordered. 16 sold*
  - **Marketing -** *Lauren running ad. voted to extend it. getting lots of visibility.*
  - **Promoting -** *Chrissy sharing on socials. Countdowns, share bands.*
  - **Silent Auction Coordination- Live Auction**
  - **Silent Auction Items- All /Beth-** *all members linked to folder Beth to log items in green column once they are in hand. The mailing campaign is paying off. Many repeat donations.*
  - **Silent Auction Book - Tom**
  - **Ticket Sales - ticket goal:** *19 sold. using eventbrite.*

- Posters - *Put up in local businesses, PSMA Tables.*
- **G & G Gear - Beth**
  - *Hawaii Gear: sun visors, sunglasses, fanny packs*
- **Plymouth Bands Night P-Bruins - Expand Oct 21st 2024.**
- **Tri-M PSHS Pure Vida Bracelets Sale - complete**
- **Texas Roadhouse- Beth**
  - **Total \$?**
  - **Completed for Fall**
- **Concert Program -Tom Spring Needs:**
  - *Gross Income ??*
  - *New Strategy for Fall*
    - *No Covers listed on PSMA website. Beth or other to silicate because website can lead to multiples of one ad being sold.*
    - *Remove one-line option. Only sold one & person submitted a paragraph*
    - *Must submit clip art - no photos*
    - *Tom will text about size & resolution*
    - *Thank you to families for sponsoring programs*
      - *List surname. Anderson - Lopes - Holl - Bodie etc.*
    - *You Print .com 2 cents a page.*
- **Indie Ferm Save the Date - Lauren \$785**
  - **\$300 from sales**
  - **\$175 donations**
  - **50/50 - \$330 (winner handed back winnings minus his \$20) \$310.**
- **Upfront Cost for Fundraising (chrissy)**
  - *Not sure what was decided...*
- **Verizon Volunteer Program Donation**
  - *\$750 at need students for Hawaii.*
  - *(after meeting discussion with Beth, John & Chrissy,. Never found use for 2023 donation. That will also go to Hawaii trip.*
- **5K Road Race**
  - *Need upfront costs with Race Management*
  - *Concessions*
  - *Water stations*
  - *Police detail*
  - *Student flash mobs*
  - *John to give us contribution amount*
- **New World Tavern - Summer Monday Night**
  - *Under 21 / No alcohol we could have gig bands, a capella & theatre*
  - *Parent Get together & invite incoming parents*
    - *Tom & Friends to perform*
    - *Food & we tip the bartender*
  - *Parent Talent Show*
  - *\$10 for membership stickers*

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

- **Fund for student hardships - \$750/Verizon/Chrissy - 2023 & 2024 earmarked for Hawaii Trip hardships.**

- **Converge Payment Site -**
  - *Post meeting Chrissy learned that our payments had been frozen again due to fraud. Learned that it would be better to direct people to the website vs link on Social Media (which needs to be secured with a firewall & confirm not a BOT) in order to keep hackers/scammers at bay.*
  - *Need to change email to [psma.inc@gmail.com](mailto:psma.inc@gmail.com) instead of Luis. Form needs to be sent to Luis to remove him as authorized signer.*

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

- **How do we drive members -** *We fell far below our goal of 200 with only 40 members.*
- *Not much feedback on member server.*
- *Fiscal year - July 1st - Dec 31st*

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

- **Assist the Board of Directors to create the calendar for the upcoming year- VPA Calendar**

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

- **“Maria - Newsletter -** *We decided to drop the newsletter because it’s a lot of work & not enough viewership.*
- *Need to onboard for next year. Tom & Rianardo have password. Rianardo has been looking at the site.*
- *Stickers to be sent to members. Need volunteer to do this.*
- *Chrissy - Work with Tara Woomer on Magazine columns. Will do Hawaii Trip for March. Bonnie to be contacted for article.*

Next Meetings:

Feb 15th South 6pm Room 202

March 19th South 6pm Room 202

April 25th North Room tbd

May Day for voting TBD