

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
01/11/23

Minutes of the Board of Directors and Officers of the Association of Plymouth School Music Association of Plymouth, MA, held in the Room 107 of PNHS Plymouth, MA, at 6:30pm January 11th, 2023

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:33pm.

2. ROLL CALL:

Officers present: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson: Secretary, Stacey Burke: Asst. Secretary, Tamar Buffalo-Ellis: Membership Comm.

Board Members: Maria Dunn, Tom Bodie, Rianardo Ellis,

Members/NonMembers Present:

Luis Pizano, Althea Tetrault, Jennifer Theran, Cathy Tsourides, Trace Melody,

Absent:

Michael Caple, Kim Caple, Erica Duffy, John Duffy, Molly Johnson, Amy Ronemus, Yaz Gallo, Shayne Martin, Jeanie Gilbert, John Machado, Carolyn Carpenter.

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 12/12/22 \$9152.83*
- *Income - \$2490 in donations and memberships.*
- *Expenses - \$114.31*
- *Balance on Hand as of 01/11/23 \$11528.52*
- *See Full Report for details.*
- *Report Approved.*
- **Upcoming estimated expenses:**
- **scholarships** - *Committee is forming, We need to committ to amount of \$500 each.*
- **Insurance Jan** - *not sure if we need insurance for Plymouth Calling. Venue Insurance may be enough*

- **website fee, taxes - Annual Budget** - Asked John & Luis to work together on it. Money we make vs expenses for 2022. Beth will create a template.

6. Meeting Dates- Directors Presentations: No others at this time

- **Texas Roadhouse- January 23rd**
- **Coordinating Fundraisers vs. DC Trip** More Candy Bars available for NORTH Band & Orchestra.
- **Matching Gift, Grants, & Volunteer Programs - Grant Due January 31st-** Must be relevant to dating safety or music related and benefit ALL students. Needs to be Specific. Common to all. Decision to cover summer camp for students in need.
- **Board seat open-** Need Theatre member to nominate themselves. Notify Secretary Chrissy Anderson at chrissy1293@gmail.com with intention.
- **Alumni** - Build connections with Alumni. Birds Already & Road Back Home have alumni. Facebook Page or invite to existing page. Chrissy and Lauren to work on this.
- **Vote on scholarships.** Vote at Feb Meeting
- **New England Voices** - Work with Vocal groups from North and South to have concessions and food delivery at fundraiser. Beth to work with Rose & Vicki's. Cathy, Jen, Trace to be involved.

7. Liaison Reports/Updates

- **Lauren Papa- PCIS Band & Orchestra Electric Ensemble, PSMA Table, Trace & Althea**
- **Trace Melody- PCIS Chorus & Drama Panera Fundraiser.** Little Mermaid - donations? Tickets? Decided to collect donations too.
- **Erica Duffy- PSMS Band & Orchestra via Beth** - Winter One Act, Concert
- **Jen Theran- PSMS Chorus & Theatre** New Director, Michela Booker, no musical because of timing.
- **Kim Caple- PNHS Chorus, Acapella & Theatre-** A Capella - Winter A Capella
- **Beth Lopes** - PNHS Concert Band, Marching Band, Gig Band MB Banquet Feb 13th, Gig Band with Battles,
- **Luis Pizano** -PNHS Orchestra
- **Cathy Tsourides- PSHS Chorus, Acapella, Theatre** 3 New Members, collection \$72
- **Chrissy Anderson- PSHS Concert Band & Orchestra & Winter Percussion-** Collected and deliver donations to Nathan Hale, Confirm Date & create sign up genius.
- **Spring Concert Boxes/Tables** - Chrissy to create What to Do Checklist for Boxes. Programs not enough Fuller (bump 400), Polumbo (90), Loretz requested (500) Beth to talk him down, Andy Shaw (200)

8. 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 - WIP**
PSMA Memberships Online To create page to work as Membership Form and add pay button. Chrissy must to online training.
- **Develop the annual budget. Past Payouts.*****
- **Fund for student hardships - \$750/Verizon/Chrissy** - earmarked for hardships. Directors contact about needs, if not receiving requests, we'll come up with new idea.

Fundraising

- **Music Showcase - Beth & Lauren****ON SALE******
 - **March 5th, 2023 (5pm-9pm) \$30pp early code: Support; \$35pp as of 2/1 Sold 11 tickets**
 - **New World Tavern -Confirmed**
 - **Auction Items- live, water bottles -Lauren & Beth**
 - **Permits - Raffle or 50/50 - Beth (John needs to pay taxes within 10 days)**
 - **Band recruitment- Andy Shaw; Lauren, Althea & Beth -all confirmed!**
 - **Food- Beth & Lauren**
 - **Silent Auction Coordination- Stacey & Beth Stacey to make Bid Sheets.**
 - **Silent Auction Items- All /Beth- two items secured, all members linked to folder Beth to log items in green column once they are in hand.**
 - **Advertising- Chrissy/Flyer Maria. FB page it live. Please like it.**
 - **Ticket Sales Coordinator- John & Luis Event Brite 170 ticket goal**
 - **T-shirts - Design & Artwork Maria, Account Beth Two colors best option. Not listing Bands or Dates.**
 - **Items needed for event- frames, clipboards, pens**
- **G & G Gear - Beth**
 - **Add blanket and seat cushion for next year**
 - **Marching Band Backpacks (style with shoe compartment)**
- **Texas Roadhouse- Beth**
 - **December Gift Card Fundraiser- \$435 sold we get 10%; other programs sold same time Not worth it.**
 - **January Dine to Donate Date- January 23rd Maria to make scratch card bouquet to raffle.**
- **Concert Program -Tom Spring Needs:**
 - **Totals**
 - **When do we want to produce?**
- **Rustic Marlin Designs- Beth (on hold, possible spring)**
- **Selling Merch at Football games or raffles- Chrissy, Beth, Stacey- goal Fall of 2023**
 - **Do we purchase extra blankets and seat cushions from G&G sale**
- **Savers Donation Drive- Tamar/Rianardo Point Person, Use Portal, need EIN #, Soft Donations are best - clothes, sheets, blankets, 250 bagss, \$.20 a pound. reach 700lbs = \$50 bonus. Need to know 7-10 days ahead of date. May would be good month. Social Media to Promote, Rianardo to look into storage space - donate space? Porch pickup? Money 7 days after drop.**

Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke

- **We need 2 additional members for this committee.**
- **Provide CORIs**
- **Beth/Tamar/Stacey - Membership Database**
- **Rockland set up to take membership fees online.**
- **How do we drive members?- Plan in place for 2023-24 school year - mailing to membership listing accomplishments, intact made, pictures are good to engage people. Send newsletter to membership. Plymouth Hometown Magazine Interview.**

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
- Liaisons work to have tables set up for events. Please share and host tables as much as possible.

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

- Send photos to psmaband@gmail.com or 781-254-3878
- “Families to Buy In” as Mr. Loretz discussed, to the performing arts. Ideas
 - Interview juniors and seniors to talk about how the performing arts shaped their high school experience and or help to get them into college. Use a photo in a quick blurb in a slideshow during middle school concerts.
 - EDTV did video interviews and it was broadcast at schools. Beth will know more.
 - Possibly a page flyer/newsletter as a concert program insert with quotes from students in the performing arts.
 - Similar to what athletics does with reading to elementary school kids, maybe we can come up with something similar but focused around music. It’s tricky because band uniforms don’t travel with students, but I’m sure the kids could work something else out that would make them look cohesive. - *Can we schedule Winter Percussion to play at middle schools?*
- Maria - Newsletter - Winter.
- FB Admin:Chrissy Anderson Main Content Creator. JohnDuffy&Lauren Papa Asst.
 - Chrissy - upcoming events for the groups,promote fundraisers, share general information.
 - Lauren to create/share posts from PCIS/NORTH
 - John D to create/share posts from PSMS/SOUTH
 - Template to streamline/ balance out the posts.
- Promote Plymouth Calling - calling on ALL of you to help! Social media works best when people interact with the post.
- I would love Liaisons (or someone the liaison appoints) to send me photos/blurbs to post. I try to balance it out, but it’s very Marching Band Heavy. What to send:
 - Behind the scenes
 - Student achievements
 - Something I bet you didn’t know type facts
 - Hours to learn a song
 - How sets come together
 - How music is chosen
 - Everything is content

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

General Business

Action Items: Vote- Minutes Approved t-shirt plan & cost two colors, google form to order hardship fund -Have directors reach out scholarships - Next meeting.