

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
05/19/2022

Minutes of the Board of Directors and Officers of the Association of Plymouth School Music Association of Plymouth, MA, held in the Room 125 of PNHS Plymouth, MA, at 6:30pm May 19th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:35pm.

2. ROLL CALL:

Officers present: Beth Lopes: Pres, Lauren Papa: VP, Chrissy Anderson:Secretary, John Machado: Treasurer.

Board Members: Jeannie Gilbert, Maria Dunn, Tom Bodie

Others present:

Michael Caple, Cathy Tsourides, Alice Seekell, Ginny Keneally, Trace Melody, Luis Pizano, Kim Caple.

Absent:

Erika Duffy, John Duffy, Jennifer Theran, Anne Marie Hayes, Tamar Buffalo-Ellis, Rianardo Ellis.

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

Approved

5. FINANCIAL REPORT

- *Reported that PSMA is always a year behind on taxes. We will file double to catch up. Added cost, but a one time thing.*
- *Scholarships are paid out after first semester (outlined in award letter) PSMA will pay directly to the student.*
- *We have enough for tax prep and scholarship.*

6. President's Report:

- **P.O. Box done, Checking account set up with John Machado and Beth Lopes names on the account.**
- **Voting Protocol** - Members vote. Non members do not vote.
- **Insurance Update** - PSMA is covered through the year. Director's insurance is for core planning. We are ok for Dining Out and other fundraisers without the extra coverage.

- **Board Seat open**- Diversity *We may have interested drama parent for this spot.*
- **PSMA Liaison Staff** - *Meeting with staff was well received. We will move forward with the Liaison program. Roll out in the fall. Opt out option for staff.*
- **Summer Camp/workshop opportunities.** *Create a Web Page for opportunities outside of PPS for all performing arts.*
- **Music Showcase** - *Lauren, Beth, & Andy Shaw working to get this up and running. Firming up a date. March 5th is a possibility. New World Tavern (about \$1200 for food and venue). Silent Auction.*
- **Raffle permit**- *out of date. Month long process in the works (Beth)*
- **Texas RoadHouse** - *waiting on raffle permit*
- **G&G Fundraiser**- *Rolling out for Fall. All groups/school. Beth to contact all directors.*
- **Communication about Performing Arts** - *Needs to be school wide distribution of information on performing arts opportunities.*
- **Meet the Directors Night** - *Would be a great recruitment tool. Q & A, expectations of students, schedule*
- **PSMA Reps** - *Attend Summer Camps, 4th Grade recruitment.*

7. Old Business:

- Jeanie - membership forms - **completed**
- Tom - Concert Programs
- Who - Solicit for Sponsors for Ad Space on Concert Programs
- Beth - Blurb for Point Person- **completed**
- Beth & Maria - Clements- **completed** - *Not doing it. Over saturated*
- Lauren - Hillard's Availability - **completed. Yes to availability Need Seed money.**
- Lauren - Logistics for Nana Bread **completed. Order form ready, Logistics sorted out.**
- Beth - G&G Fundraiser **completed. Approved by school principals.**
- Beth - Obtain P.O. box/Cert of Change - **completed**
- Tamar - Create Membership Database, Chaperone List
- Chrissy - Update Website, Photos - **completed**
- Erika - Newsletter **WIP**
- Beth - Create Google Drive for Photos - **completed**
- Maria - Create questionnaire for teachers (to determine their needs)**WIP**
- Lauren - Supply Inventory
- Lauren - Representative Program, Volunteers for Games & Events, who we serve
- Beth- work with Mike for list of all groups we support - **WIP**
- Beth/John- Rockland Trust account update-**completed**

8. New Business

Finance Committee: Chair John Machado, Luis Pizano Joined Committee.

- **Develop a fundraising plan** - WIP (Music Showcase, Nana Bread, G&G)
- Develop the annual budget. Past Payouts. (Work alongside the Board of Directors/Executive Committee and Music Staff.)
- **20 is Plenty” Appeal.** *Venmo is tricky with taxes. Tied to members SSN, Luis will research more.*
- **Create a spending “Dos and Don’ts”** - *explained in our vision/goals*

Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke

- **Membership database** - Beth working on this.
- Provide CORIs
- Create a list of Chaperones (can be part of the membership database)

Planning Committee: Chair Lauren Papa, Jeanie Gillbert, Stacey Burke, Kim Caple.

- Assist BOD to create the calendar for the upcoming year.
- **Game Concessions** - Kim to contact about running a few.

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

- **Newsletter** (Erika) How often should it go out, do we have an email list? Ask VPA to send it district wide? Chrissy to check in with Erika
- **Photos/Videos**. Please text or email Send photos to psmaband@gmail.com or 781-254-3878 Please no cloud storage links
- Jeanie will upload directly to YouTube.
- **Facebook Group & Page** - Group to be created for performing arts parents/teachers to communicate, ask questions, give updates.
- **Communication with Schools - students recognized.** (Skipped by accident)

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

General Business

- **Dining Out, Paint Night, Gig Bands at Plymouth Publick House - Jennifer.** On hold, pending Raffle Permit.
- **Selling at Friday Night Football Games Chrissy-** Approved by South's Athletic director. Must be band gear. Cannot be School specific since the Boosters sell "South" gear. Need seed money to start.
- **Adding general merchandise** Discussed stadium cushions, no decision made.
 - Do we have a graphic designer in the group (or a student who could design something fun)
- **A "meet the coaches" night** - Discussed earlier in the meeting.

Action Items
Vote- Nana's Bread (Lauren) Yes Vote- Music Showcase (Beth) Yes to proceed Vote- Restaurant Fundraiser(s) (Beth, Jen) On Hold, need raffle permit.

Follow Up Tasks:

Who	What	When
Beth & Luis	Represent PSMA as Awards Ceremony	PNHS Thurs. June 2nd 6:30 pm

Lauren	Represent PSMA as Awards Ceremony	PSHS Wed June 1st TBD
Tom	Concert Programs	TBD
???	Solicit Sponsors for Ad Space in Concert Programs	
John	File taxes for both years	ASAP
Chrissy	Create Web Page for Summer Opportunities	ASAP
Lauren	Nana Bread forms, distribution etc.	WIP
Lauren, Beth	Secure Music Showcase Date	By June Meeting
Beth	G&G - Contact Directors for participation	Fall Order
Beth	Raffle Permit	ASAP
Tamar	Create a membership database.	ASAP
Chrissy	Create FB Group for Performing Arts Parents	ASAP
Erika	Work on Newsletter.	Send by end of school year.
	Schoolwide Distribution of Performing Arts info	ASAP
	Meet the Directors Night	Fall
	Reps at Band Camp, 4th Grade recruitment	Summer/Fall
Maria	Create questionnaire for teachers (to determine their needs)	By June Meeting
Kim	Contact about food concessions	By June Meeting
Lauren	Supply Inventory	In the Fall.
Lauren	Liaison Program, Volunteers for games & events. (Maria is working on questionnaire for staff)	Roll out in the Fall.

Next Meeting June 16th at 6:30 PHNS Rm. 125