

Plymouth School Music Association  
Board of Directors and Officers of the Association  
Minutes of Regular Meeting  
10/27/2022

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 October 27th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at pm.

2. ROLL CALL:

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

Board Members: Maria Dunn, Tom Bodie, Jeanie Gilbert,

Members/NonMembers Present:

Erika Duffy, Yaz Gallo, Althea Tetrault, Shayne Martin

Absent:

Anne Marie Hayes, Michael Caple, Kim Caple, Alice Seekell, Ginny Keneally, Susan Leach, Jennifer Theran, Carolyn Carpenter, Luis Pizano, Tamar, Rianardo, Cathy Tsourides, John Duffy, Molly Johnson, Trace Melody, Amy Ronemus, Ann-Marie Mori, Bailey Ellen Morris

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES

No September Minutes to approve.

**Director Presentation:** Andy Loretz/ PSMS Band, Gig Band, Orchestra  
David Palombo PCIS Orchestra(10-15 minutes)

**Treasurer's Report**

- Balance Sept 15th, 2020 \$4618.63
- Balance Oct 27th, 2020 \$6010.48
- Marching Band Escrow \$750.00
- See Full Report for details.
- Report Approved

**Finance Committee**

- Venmo - no good option.

- Rockland Trust has a “square” device - Beth to put Luis in touch with Branch Manager.
- Paypal might be a better option for online payments.

### President's Report

- Directors Presentations: No others at this time
- Volunteer Program- agreement \*\*\* Two Rules, Google Form- WIP
- Instrument Donation Program - No to large instruments
- Fundraising Requests up to date with PPS - Must submit for approval
- Arbella Grant- Received on behalf of Dan Martin. We encourage other to look into their employer's program. Many companies have grant programs, matching donations, and volunteer hour programs.
- Verizon Volunteer Program- Chrissy Anderson will log her volunteer hours and Verizon will issue a check to PSMA.
- Disney Volunteer Program- Chrissy to explore
- Matching Gifts - Please check with your employer to see if they offer this.

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

- Rockland Trust Devices and Website Payments - Voted to approve Rockland Trust for electronic payments.

### Fundraising

- **Music Showcase - Beth & Lauren**
  - March 5th, 2023 (5pm-9pm) \$30pp
  - New World Tavern Confirmed
  - Auction Items - We each need to secure a big ticket item!!!
  - water bottles ✓ -Lauren
  - Permits - Raffle & 50/50 - Beth (John needs to pay taxes within 10 days)
  - Band recruitment- Andy Shaw; Lauren, & Althea (Beth)
  - Food- Beth & Lauren
  - Silent Auction Coordination- Stacey & Beth
  - Silent Auction Items- All - two items secured, all members linked to folder
  - Advertising- Chrissy/Flyer Maria ❤️ ✓
  - Ticket Sales Coordinator- John & Luis Event Brite 170 ticket goal
  - Need to Know Expenses - In progress
- **G & G Gear - Beth**
  - Update- Complete, no holiday sale. Add items to 2023 Fall
  - PSMA Jacket or Zip up Sweatshirt
- **Texas Roadhouse- Beth** November 7th, 2022- need more people to work 6:30pm-7:30pm open. Need scratch tickets.
- **Concert Program -Tom Goal Date:**
  - Solicit for sponsors-All
  - Create Program - Tom
  - Print Quote- We Print Today John to follow up with Charlie Murphy to get a better price.
  - Beth Created Workbook to share
  - Beth will finalize quantities for programs

- **Rustic Marlin Designs- Beth (on hold, possible spring)**
- **Community Nights - Jennifer**
  - Dining Out
  - Paint Night
  - Artisan Pig ?
- **Selling Merch at Football games or raffles- Chrissy, Beth, Stacey- goal Fall of 2023**
- **Savers Donation Drive- Tamar/Rianardo**
  - Dining Out

**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. It needs to be connected to email that we want responsible for money to go to. psma.inc@gmail. Next steps?*
- We have some discrepancies with the database with members and non-members. Ok for now, but needs to be figured out.

**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. - Need to organize performances and tables.

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

- Send photos to [psmaband@gmail.com](mailto:psmaband@gmail.com) or 781-254-3878
- Maria - Newsletter - Winter.
- Additional FB Admins. Added Lauren to share posts from PCIS/NORTH and John D to share posts from PSMS/SOUTH