

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
11/16/2022

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
November 16th, 2022

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:30pm.

2. ROLL CALL:

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

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

Members/NonMembers Present:

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

Absent:

Anne Marie Hayes, Michael Caple, Kim Caple, Alice Seekell, Ginny Keneally, Susan Leach, Carolyn Carpenter,, Tamar, Rianardo, John Duffy, Molly Johnson, Amy Ronemus, Ann-Marie Mori, Bailey Ellen Morris, Yaz Gallo, Shayne Martin, Chrissy Anderson

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 \$7984.00*
- *Marching Band Escrow \$1040.00*
 - *Marching Band Senior Sweatshirts. Waiting on the final amount from G & G.*
- *\$450 Texas Roadhouse*
- *Ads \$75.00*
- *Some Ad money missing, Beth will collect it.*
- *See Full Report for details.*
- *Report Approved*

6. President's Report

- **Meeting Dates- Directors Presentations:** *No others at this time*
- **Texas Roadhouse- Raffle \$640; DTD \$450.** *Biggest Dine to Donate ever according to Texas Roadhouse! Well Done!! T.R. would like PSMA to come back in January.*
- **Coordinating Fundraisers vs. DC Trip:** *Fundraisers on hold until after DC/Hillard's so we don't overlap.*
- **Matching Gift, Grants, & Volunteer Programs:** *Continuous See Beth.*
 - *Disney Volunteer Program on hold indefinitely. We're on their email list for updates.*

Liaison Reports/Updates

- **Lauren Papa- PCIS Band & Orchestra (Andy Shaw & Dave Polombo)**
 - *PCIS Band/Orch need volunteers for PCIS Tables. Will set up sign up genius.*
 - *Polombo requests SSCYO in Newsletter.*
- **Trace Melody- PCIS Chorus & Drama (Jessica Fuller)**
 - *looking at Panera for Dine to Donate Fundraiser.*
 - *12/1 Table at North*
- **Erica Duffy- PSMS Band & Orchestra (Andy Lotretz)**
 - *Need volunteers for 12/6 & 12/7, find one more Orch volunteer.*
 - *Need volunteer for late December caroling field trip*
- **Jen Theran- PSMS Chorus & Theatre (Lea Tyler)**
 - *Ms. Tyler doesn't need much help right now.*
 - *May need assistance w/ travel shirts for NYC trip.*
- **Kim Caple- PNHS Chorus, Acapella & Theatre- (Dave Grossman)**
- **Beth Lopes - PNHS Concert Band, Marching Band, Gig Band (Bonnie Holmes)**
- **Luis Pizano/Beth - PNHS Orchestra (Bonnie Holmes)**
 - *Will set up tables for concerts.*
- **Cathy Tsourides- PSHS Chorus, Acapella, Theatre (Jason Luciana)**
 - *Needs front of house volunteers.*
 - *PSHS Hosting ICHSA Competition Spring '23*
- **Chrissy Anderson- PSHS Concert Band & Orchestra (Winter Percussion-Cory Greub)**
 - *Waiting for 2023 for fundraiser planning.*
 - *Helping to organize food drive for winter concert - benefit the Nathan Hale Foundation*
 - *12/8, 3/22, and 5/18 PSMA tables. Will use the signup genius/membership database to recruit volunteers.*

Committee Specific Old Business/Follow Up Tasks/New Business *indicates a vote.**

Finance Committee: Chair John Machado, Luis Pizano,

- **Rockland Trust Devices and Website Payments**
 - *Device complete. Working on website button with R.T./Chrissy*
- **Form for PSMA Donations at Event Tables**
 - *John will draft a form for the PSMA volunteer & director to sign for collecting donations on behalf of their respective programs.*

Fundraising

- **Music Showcase/Plymouth Calling - Beth & Lauren**

- **March 5th, 2023 (5pm-9pm) \$30pp**
 - **New World Tavern Confirmed**
 - **Auction Items- live, water bottles -Lauren & Beth**
 - **Permits - Raffle & 50/50 - Beth (John needs to pay taxes within 10 days)**
 - **Band recruitment- Andy Shaw; Lauren, Althea & Beth**
 - *3 Bands Confirmed!*
 - **Food- Beth & Lauren**
 - *Working on Food*
 - **Silent Auction Coordination- Stacey & Beth**
 - *(Disney- Chrissy) Unfortunately, the Disney Volunteer Ticket Program is on hold.*
 - **Silent Auction Items**
 - **Beth- two items secured**
 - **members linked to folder. We ALL NEED TO SECURE AUCTION ITEMS.**
 - **Advertising- Chrissy/Flyer Maria**
 - *Flyer is almost ready.*
 - ***Plymouth Calling - Presented by Plymouth Schools Music Association FB Page is up, please LIKE the Page.***
 - **Ticket Sales Coordinator- John & Luis Event Brite 170 ticket goal**
 - *Beth will set up eventbrite for ticket sales.*
- **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**
 - *runs for 2 weeks*
 - *Gift Cards sold through link, 10% goes to PSMA*
 - *Voted to run it at the end of Nov/beg of Dec.*
 - **January Dine to Donate Date**
 - **Concert Program -Tom Goal Date:**
 - Tom will put the program together now that submissions are closed.
 - Beth will set up a sign up genius for photocopy volunteers.
 - **Rustic Marlin Designs- Beth (on hold, possible spring)**
 - **Community Nights - Jennifer**
 - **Paint Night**
 - **Artisan Pig**
 - *Due to Texas Roadhouse Fundraiser Jen will ask Artisan Pig for Auction Items instead.*
 - **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**
 - *asked to touch base after the new year.*

Membership Committee: Chair Tamar Buffalo-Ellis, Stacey Burke

- **Beth/Tamar/Stacey - Membership Database**
 - *Database is made. Need to convert Non-members into Members.*
- **Rockland set up to take membership fees online.**
 - *We are set up for in person card swipe. Chrissy working with Luis to add a button to the website. Luis is in the process of obtaining info from Rockland Trust.*
- **How do we drive members?**

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**
- **Maria - Newsletter - Winter.**
 - *Polumbo would like South Shore Conservatory Youth Orchestra info included*
- **Facebook**
 - *We've hit over 500 followers!!!*
 - **Lauren to share posts from PCIS/NORTH**
 - **John D to share posts from PSMS/SOUTH**
- **Promote Plymouth Calling**
 - *calling on ALL of you to help by interacting with social posts.*
- **Need More Content - Please send me some goodies!**
 - *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*

New Business

Lauren suggested Giving Tuesday. See if we can set up PSMA for donations on Social Media.

Action Items: Vote- Minutes & Texas RH; New Meeting Dates

Meeting adjourned at 8:02pm