

Plymouth School Music Association
Board of Directors and Officers of the Association
Minutes of Regular Meeting
Date: October 23 2025

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 6pm

1. CALL TO ORDER

Beth Lopes called the meeting to order at 6:07pm.

2. ROLL CALL:

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

BOD present: Tom Bodie, Tamoia Buffalo-Ellis, Kate Holl, Trace Melody

Members/Liaisons: Cathy Tsourides, Jen Theran, Amy Westell, Brian Westell, Patrick Johns, Heather Sears, Jen Powers, Lindsey Jil

3. QUORUM ESTABLISHED

The Plymouth School Music Association successfully established a quorum.

4. APPROVAL OF PRIOR MEETING MINUTES: Approved

5. **Treasurer's Report: John Machado**

- o Balance on Hand- \$16,216.12- does not reflect recent allocations or MB account
- o Escrow- John to update at Nov meeting
- o Available- John to update at Nov meeting
- o Email with Mike Caple- VPA Director clarified that PSMA raffle permit requires funds raised by Directors on behalf of PSMA must go through PSMA accounts. Additionally, any donations provided to program Directors during events must be signed for by both Director and liaison. Director then assumes responsibility for funds. Anything over \$250 must be deposited into student activities account. It could be considered a felony if the Director fails to deposit funds into student activities account.
- o Discussion about removing pay-by-check and American Express for online option on PSMA portal. American Express fees are too high.
- o President has resigned annual legal forms filed with Federal and State.
- o Request for Dan Miot to provide clear web report with donations to reconcile balances and payments made.

6. **President's Report: Beth Lopes**

- o Social media updates: Patrick Johns and Althea O'Brien are on top of social media creativity and posts. President suggested committee identify students responsible for posting various group instagram accounts- it would be helpful to have them tag

- PSMA on instagram posts. PSMA social media committee could then share these posts on Facebook platform to reach more members. Liaisons should provide Althea with blurbs for upcoming events to post on social media.
- Future PSMA positions open: Vice President, Secretary, South Theatre and Vocal liaison open. Kate Holl will replace Trace Melody as liaison in 2026/27 covering PNHS Chorus and A Capella (Dave Grossman). Lauren Papa will cover PNHS Gig Band for 2025/26 year. Althea O'Brien will additionally cover Winter Percussion for 2025/26 year.
 - Mike Caple requesting Ice Cream Social to be pushed into Spring 2026. PSMA will suggest Jan or Feb instead with hopes of gaining more parent involvement and allow for opportunities to shadow open 2026/27 PSMA positions. Target 6th, 7th and 8th grade parents.
 - All Director allocations have been paid except:
 1. PSHS- A cappella arrangements- \$2000
 2. PNHS- A cappella- Combined group song with South if confirmed-\$1000.
 3. PNHS- A cappella Custom arrangements- \$2000.
 - New request from PSMS Chorus Director (Michaela Booker) seeking \$1133.50 to help cover bus transportation costs for 7th grade chorus field trip to Providence to see Wicked Musical. This would support approximately 55 students. Board voted not to allocate funds for field trip that does not involve student performances.

7. **Liaison Reports/ Updates:**

- Molly Johnson-PCIS Band & Orchestra- (Alex Birger)
- Kate Hall- PCIS Chorus & Drama- (Jessica Fuller)
- Megan Schilling-PSMS Band & Orchestra- (Brent Alger)
- Jennifer Powers- PSMS Chorus (Michaela Booker) & Theatre (Colleen Egan)
- Annie Jones- PNHS Theatre (Dave Grossman)
- Trace Melody- PNHS Chorus & A cappella (Dave Grossman)
- Beth Lopes- Marching Band (Bonnie Holmes & Alex Birger) , Color Guard (Allison Tolles), PSHS Concert Band & Orchestra, PS Gig Band (Corey Grueb)
- Lauren Papa- PNHS Gig Band

- Althea O'Brien- PNHS Concert Band & Orchestra (Bonnie Holmes), Winter Percussion (Corey Grueb) & Winter Guard (Allison Tolles)
- Tsourides- PSHS Chorus, A cappella & Theatre (Jason Luciana)-

8. Fundraising Reports:

- Dec.4th Sweet Frogs: Booked -PCIS Vocal Concert this evening. Recommended that Directors encourage families to dine at Sweet Frogs for fundraiser following concert.
- Dec. 16th Friendly's: Working on booking- Combined PSMS/ PSHS Vocal Concert this evening. Recommended that Directors encourage families to dine at Friendly's for fundraiser following concert.
- Feb 11th Papa Gino's fundraising application has been submitted. Minimum \$250 in sales must be met.
- March 4th possible Chipotle fundraiser.
- April: Seeking restaurant for Good Friday date.
- Proposed Fundraiser idea: Calendar Raffle. Sell \$10 raffle tickets at December concerts. Minimum prize of \$50. One drawing per day for 30 days. PSMA members to secure prize items by November 19th meeting.

9. Committee Reports:

Finance Committee: Chair John Machado, Tom Bodie (+2)- N/A

Membership Committee: Chair Tamao Buffalo Ellis, Stacey Burke (+2)- N/A

Planning Committee: Chair Lauren Papa- N/A

Communications Committee: Chair Althea Tetrault, Maria Dunn-