

# SFA – Skyline Friends of the Arts Monthly Meeting Minutes – June 2011

Monday June 13th, 2011, 6-7 PM Executive Board Meeting, 7-8:30 PM General Meeting

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Board Member Attendance:	Tyra Lemmen (present)	President
	Jeanne Wright (present)	Vice-President
	Ashok Mollin (present)	Treasurer
	Karen Yamada (present)	Future Treasurer
	Theresa Angelini (present)	Secretary
	Brett Springgay (present)	Future Secretary
	Rosemary Walker (present)	Band Rep.
	Tamara Babbitt (present)	Choir Rep.
	Junko Powell (present)	Orchestra Rep.
	Deb Masten (present)	Theatre Rep.
	Jason Smith (present)	Band Director
	Lyn CieChanski (present)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (present)	Theatre Director
	Robin Gruber (present)	Orchestra Account Rep

## Executive Board Meeting, 6-7 PM

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- I. Since this was the last meeting of the school year, Tyra opened the meeting with a discussion of ways to re-vamp the meetings for next year.
  - A. Meeting dates and Times
    1. SFA traditionally has met the second Monday evening of the month. The Skyline PTSO and Athletic Boosters also meet on Monday evenings. SFA could meet another evening if the future board members decide to change it. Monday evenings do conflict with Skyline Blues for Lyn. Conclusion: we will meet the second Monday in September and reserve room B329 for the second Mondays for next year, for now, so that we have a meeting room.
    2. Since SFA is now established, we have less need for an Executive Board meeting from 6-7 PM and a regular Board meeting from 7-8 PM. The treasury needs are piling up though and are a distraction during the meetings. For the 2011-12 school year, anyone with treasury deposits and reimbursement requests should come at 6:30 PM and the SFA Board Meeting (for everyone) will start at 7 with the goal of concluding by 8 PM. Treasury requests should not be ongoing during the general meeting.
    3. The idea of having a mandatory meeting in the fall to encourage parents to volunteer for activities and support needs was discussed. These meetings seemed most relevant for each division (Band, Choir, Orchestra, except less so for Theatre).
      - a. Each division has the opportunity to handle this separately and collect registration dues and set expectations.
    4. For PTSO meetings, Deb has lined up speakers for each meeting for the coming school year, as a positive incentive to attend PTSO meetings.
    5. The goal is we need more parents involved in SFA and we need to figure out how to attract them.
- II. Election for 2011-12 school year
  - A. Tyra nominated Karen Yamada for Treasurer for the 2011-12 school year, which was seconded and unanimously approved with 8 votes.
    1. The SFA sincerely thanks Ashok Mollin for his tireless dedication and heroic efforts as SFA treasurer to set up the accounting system for SFA. Ashok has established an

appropriate protocol for handling deposits and requests and has spent countless hours setting up the Quickbooks system to work for the SFA and balancing the books. These tasks seemed daunting and nearly impossible at the start, but Ashok has set up a working, balanced, legal accounting system. Thank you, Ashok!

- B. Brent Springgay was in attendance and Brent is interested in being SFA Secretary for the 2011-12 school year. This can be voted on at the September meeting.

#### General Board Meeting 7:00-8:30 PM

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Members Present: As listed above on page 1 and including the following:

Dolcy Garfield	parent
Sheila Harden	choir parent

- III. The meeting minutes from the May meeting were approved into record. Theresa will forward the minutes to Alan Jackson so they can be posted on the SFA website.

- IV. Division Reports

- A. Band – Jason reported on current band activities:

- 1. Band received a \$1000 E. Daniel Long Fund Grant from the AAPS that will go toward commissioning the band music piece for graduation.
    - 2. Picnic Pops was a success on May 21<sup>st</sup> with good weather and many participants. Skyline students also won the Golden Bundt Pan Cake decorating award.
    - 3. So far, band has 92 students signed up for camp (there were 105 last year).

- B. Choir – Tamara reported on current choir activities:

- 1. Choir is recording a CD and selling them as a fundraiser.

- C. Orchestra – Andrea Cowper reported the following:

- 1. Orchestra Council had a bottle/can drive after Memorial Day and raised \$62.62 with five students.
    - 2. Camp registration is underway and 30 students are signed up.

- D. Theatre: Anne-Marie Roberts reported the following:

- 1. Auditions for the fall show have taken place – the show has been cast and the crew heads are selected. There are some spots that are held open for next fall for freshman or other students. Pit auditions will be held the second week of school in the fall.
    - 2. The Theatre group will be attending the upcoming conference in Lincoln, Nebraska for high school theatre groups after school is out.

- E. Tyra read a note from Kay Wade, Skyline History teacher, thanking the SFA for the support of the Jazzistry program.

- V. Committee Reports

- A. Fundraising

- 1. We need chairpersons for the 2011-12 Fundraisers.
    - 2. Flower Sale: Thanks to Karen Yamada for running the Spring Flower Sale, which she reported was “easy”. The sale raised a total of \$555.96: Band= \$376.50, Choir=\$94.00, Orchestra=\$78.46, Theatre = \$7.00
    - 3. Car Wash: Rita Hench arranged for the annual SFA-wide car wash at the BP at Plymouth and Green Roads on Sunday June 12<sup>th</sup>. 95 cars were washed and approximately \$400 was raised, which Lyn has for deposit.
    - 4. Tyra reported on the final details of the Entertainment Book sale, which will be held November 14-28<sup>th</sup>. We voted to proceed with this at the May meeting. The books will be

sold for \$25 each, which will result in a profit of \$12.50 from each sale (better than last year's \$6.50). There is no minimum.

5. Music and a Meal will be held October 18<sup>th</sup>.
6. PTSO Thrift Shop will pay out \$500 to Orchestra for the recent poster contest.

## VI. Old Business

### A. Fall Fundraiser

1. Thanks to the Orchestra Council for assembling and stapling the papers and envelopes for the Fall Fundraiser. These are due to Katrina by June 30<sup>th</sup> but will be done by June 14<sup>th</sup>. Andrea reported that the students really enjoyed doing this.
2. Tri-M students will help at the SFA table for registration, except parents are needed for Monday when the students will be at camp. Tyra will get the SFA poster board from Jason.

### B. VPAA Reception thoughts for next year

1. Andrea reported that orchestra student suggestions for next year's VPAA reception include: making attendance mandatory, having it before Memorial Day, having dinner and not desert.
2. For the upcoming school year, this should be held before the senior's last day. (Graduation is June 11<sup>th</sup> at EMU). Monday May 21<sup>st</sup> was proposed.
3. Next year's event could include a senior showcase, recognizing seniors. (Some students had suggested a senior skit).
4. Should there be senior awards or pins?
5. The end of the year concerts next year are as follows: May 29<sup>th</sup>- Orchestra, May 17<sup>th</sup>- 18<sup>th</sup> – Choir, May 31<sup>st</sup> – Band.

### C. The Homecoming Parade will be September 23<sup>rd</sup>.

### D. The various scholarship committees for each division need to review scholarship applications for camp.

## VII. Treasury Report – presented by Ashok

### A. Treasurer's Report for May 2011

1. Band: \$22,192.50
2. Choir: \$17,651.15
3. Orchestra: \$9,927.68
4. Theatre: \$1,666.30
5. General Fund: \$4,241.72
6. Total: \$55,679.35
7. (As always, these totals reflect monies that have been collected for camp, uniform cleaning, and budgeted for other activities that are in the process if being paid. The totals above include amounts for each subaccount within the divisions and are not indicative of general funds available.)

### B. Ashok reported that he has not yet done the bank reconciliation with the accounts. Parent reps should contact Ashok to review the reports by subaccounts and the profit and loss by class, in order to help him close out the accounting.

### C. The California Pizza Kitchen drumline fundraiser resulted in a total donation of \$190.15 to the drumline subaccount for band.

## VIII. Miscellaneous

1. Lyn introduced Sheila Harden, a choir parent, to talk about the use of a TriQuest fundraiser discount card.
  - a. Sheila explained how this particular card was very successful in raising significant funds for her daughter's volleyball team and Sheila reviewed the various stores and travel discounts associated with this card and shown on their website. An

advantage of these cards is that there's an app for smart phones, so coupons don't need to be printed and downloaded.

- b. The cards cost \$5 and are sold for \$20. The cards have to be paid for, whether they're sold or not, and can be ordered in groups of 1000, requiring a \$100 deposit. (i.e. 1000 cards will ultimately cost \$5000). The cards can be also ordered at a min. of 250 at a time without full payment at that time. (\$100 deposit, will ultimately be  $250 \times \$5 = \$1250$ ). If 100 cards were ordered (minimum requirement), full payment of \$500 would be required. The cards can be customized for Skyline. Cards take 6 weeks to order. Payment in full is required in 60 days.
- c. This card seems like a very good opportunity, but since SFA committed to selling the Entertainment Books at the May meeting, this would be a very similar fundraiser and we are trying to avoid burning out the parents of the SFA students with constant and duplicate fundraisers.
- d. Since there is a financial risk associated with these cards, i.e. each card costs \$5, there are some concerns.
- e. If choir would like to proceed with selling this card for their fundraising, they have that opportunity and are not restricted by SFA, provided Choir is willing to invest their general fund monies into this card. SFA could consider selling this card in advance of the 2012-13 school year next spring.
- f. SFA sincerely appreciates Sheila Harden introducing this idea and the SFA concerns with this are that it requires a financial investment of \$5 per card and it conflicts with a commitment we made to the Entertainment Book sales last month (which required no investment).

The General SFA meeting ended around 8:30 PM.

**The next meeting will be Monday September 12th with the Treasury needs addressed starting at 6:30 PM and the General Board meeting at 7 PM.**

June Meeting Minutes respectfully submitted by Theresa Angelini on September 10th, 2011. Please send any corrections or clarifications to [tangelini@angeliniarchitects.com](mailto:tangelini@angeliniarchitects.com)