

Stevenson High School String Parents' Association
Monday, October 15, 2018
6:30pm Orchestra Room

ATTENDANCE: Enrique Vilaseco, Goma Srinivasan, Judy Zeller, Shirley Combes, Ramu Amanchi, Archana Bindu, Keith Ellis, Sherri Pi, Wei Liu, Leah Rosenberg, Manisha Dharrao, and Maria Molina

Call to Order at 6:30 pm by Goma Srinivasan

Board Introductions.

Nominations: Goma nominated Elisabeth Ellis and Keith Ellis for Fundraising Co-Chairs. The board voted and approved the nominations.

DIRECTOR REPORT:

(Enrique Vilaseco)

- Orchestra Concert
 - Good turnout
- Shrek Musical
 - When tickets go on sale, purchase tickets before they sell out
- Disney 2020
 - Will be using Encore Travel
 - Too early to determine the full details of the trip
 - Estimated cost per traveler \$2,200 with 40 travelers.
 - Band was \$1,500, will check with band for comparison
 - Air travel and local travel by coach busses
 - For each 10 students, 1 chaperone travels free
 - Chaperones will be staff vs. parents. Plan to bring three Directors, 1 Nurse and 1 Admin
 - Will rent Cellos, bring Violins and Violas on the plane, and store under seat. Able to check one bag, may bring a backpack as carry on.
 - Accommodations 4 per room at All Star Resort
 - Round Trip Airfare
 - 4-night stay on Disney property
 - No daily bussing from and offsite hotel to park
 - Cost will be more if fewer than 40 student travelers
 - Tour Manager/Leader provided by Encore
 - Three day park pass – 1 park per day
 - Dining vouchers – 4 breakfast, 4 lunch, and 4 dinner
 - Performing Arts Worship
 - Tips for Tour Manager
 - Miss school on Friday
 - Dates: President's Day Weekend: 2/13 depart and return 2/17
 - Travel Photo App and DVD
 - Trip insurance will be available for additional fee
 - Raffle will be offered as incentive for fundraising – US Destination
- Guitar Concert
 - Students are rehearsing and preparing
- Baroque Visit
 - Performance fundraiser is scheduled for 11/4 at the Church Of The Ascension 11/4 at 5PM downtown Chicago
 - It will be a 40-minute performance
 - Donations will be by passing the offering plate
 - Request \$50 from SPA to pay Security
 - Round Trip Airfare, \$500 per student, estimate
- Day of Guitar

- Signup has been started
- Waiting for more information from Shawn Zimmerman
- Trip Meetings
 - Request a parent meeting to update the families of string students of the upcoming trips: Guitar Minnesota workshop, Baroque to New Mexico, and Disney 2020.
 - Talk about trip fundraising opportunities.
 - Looking for a date before the Guitar concert.
 - Get communication out to incoming Freshman at the Consortium concert and at feeder schools with the directors

SECRETARY'S REPORT: (Shirley Combes) September 2018 Meeting Minutes approved

TREASURER'S REPORT: (Ramu Amanchi)

- Budget Update
 - Working on reconciling the trip accounts
 - Advertising income \$750
 - Flower sales \$116
 - Chocolate sales \$270
 - SPA to sponsor 20 students at \$45 for March Minnesota Guitar workshop
 - SPA to sponsor 30 students at \$25 for Day Of Guitar
- Harp Purchase
 - Have not seen the payment for the harp transfer to Stevenson. Will follow up with Julie to verify payment.
 - Missing Dolly and Cover, which will be an additional \$500
- Baroque Security Vote
 - Voted to approve SPA paying \$50 to cover security for the 11/4 Baroque Trip Fundraising concert. SPA approved to pay \$50, for security.

Committee Updates/Discussion Items:

Communications (Archana Bindu):

- Working on newsletter – 1 per semester to be posted to Facebook, Email, and SPA Website.

Fundraising (Keith Ellis):

- Cheesecake
 - Flyer will go out via email tomorrow
 - Focusing on the cheesecake sales
- World's Finest Chocolate
 - May be purchased at concerts
 - Students may sell during Give-A-Thon if they are using the cost of the boxes as their donation to Give-A-Thon. This option the student received the fundraising portion of the payment to the student's trip account as well as giving to Give-A-Thon.
 - Continue selling single bars and cases at upcoming concerts
 - Need to return the chocolate to vendor within 90-days from receipt, so shortly after guitar concert.
- Popcorn
 - No update
- Restaurant fundraisers
 - Panera is coming up, there is a \$100 min funds raised in order to receive payout
 - Working to book December and January
- Other ideas
 - Concession sales at musical. Judy found that there is an opportunity for SPA to sell concessions; unfortunately, all slots were full when this opportunity was discovered.

- Sanfilippo Estate, use as a venue for performance concerts. SPA can sell tickets for admission.

Hospitality (Judy Zeller for Josephine Lee):

- Guitar Concert
 - Ordering from Noodle and Co. Menu is out and available in Google.
 - Will delete old orders from previous concert to have a clean order form to email out to guitar parents.
 - West Auditorium
 - Cookies, water
 - Fundraising will be chocolate sales.

Membership/Donation (Leah Rosenberg):

- Membership
 - Currently at 183 members.
 - The + symbol next to the student's names seems to be working well
 - Planning to contact parents with students that are not yet members of SPA
 - Goma will send the latest member list to Julie for the program update
 - Will talk to the benefits of SPA Membership, i.e. the upcoming trips to encourage SPA membership for each student.
- Sponsorship
 - Program Ads:
 - We have five paid ads, three of which are new. Leah will send new ads to Julie for formatting to get in the next concert program.

Uniforms (Rick Wachtel and Helen He):

- Fitting, Payment, Distribution.
 - Awaiting bills to pay vendors for the uniforms

Trip Treasurer (Wei Liu)

- Working with Goma to reconcile the accounts.
 - There are multiple spreadsheets to be consolidated and reconciled into one central database.
 - Spreadsheets contain students that have graduated
 - Will see if any current students are siblings of students that have graduated that still have funds in their accounts.

Scholarship (Judy Zeller)

- There will be 2 Scholarships
 - Guitar and Orchestra each for \$500
 - Payment of scholarship will go to the school towards the student's account
 - Details on eligibility are being reviewed and documented.

Volunteer (Sherry Pi)

- Guitar Concert
 - Update Signup Genius
 - Volunteer help hours.
 - Volunteers to sell chocolate
 - Goma provided potential volunteer names and email addresses captured during Open House to Sherry
 - Goma and board to speak to opportunities for involvement via chair positions and volunteering on stage at Guitar Concert (Guitar Member At Large, and Hospitality Chair)
- Cheesecake distribution
 - Update Signup Genius
 - Glass Commons 8:30am – 10:30am 11/17

Member at Large (Manisha Dharrao):

- Nothing new to report

Process documentation and Enhancements (Goma Srinivasan/Judy Zeller)

- Goma and Judy will be working with each chair to document and execute the process with improvements.
- Uniform Process (Rick)
 - Very cumbersome.
 - Looking to document and streamline the process
- Sponsorship (Leah)
 - Need to start earlier closer to the spring months
- Concert Logistics

Public Comments (Goma Srinivasan):

- Must submit in writing prior to meeting. None,

Meeting Adjourned at 7:55 pm.

*Next SPA Meeting: SPA Meeting in Orchestra Room
Monday 6:30 PM, November 5, 2018*