

Stevenson High School String Parents' Association
Tuesday, February 12, 2018
6:30pm Room 1414

ATTENDANCE: Enrique Vilaseco, Sandra Anderson, Helen Chen, Shirley Combes, Jo Lee, Sherri Pi, Rick Watchel, Rose Johnson,

Call to Order at 6:37pm by Sandy Anderson

BOARD INTRODUCTIONS – (Sandra Anderson) Welcome

SECRETARY'S REPORT: (Shirley Combes) January Meeting Minutes were approved

TREASURER'S REPORT: (Sandra Anderson for Karen Stauter) Transition to Stevenson High School

- B of A Account has been closed
- Summary Balance Sheet still in process of being updated
- Working on transitioning data to new Treasurer Karen S.
- Student trip account updates:
 - i. Need list of past years for students that will be transferring out
 - ii. Total student fundraising is \$1,200
 - iii. Working on total of restaurant fundraising that was brought into split amongst all travelers.
 1. Will be contacting Encore to send a single check with itemized list of who gets what funds.
- Reconciliation of B of A accounts
 - i. In progress, taking financials and combining that with what we have for Stevenson for the totals.
 - ii. Will be using the completed reconciliation to go into 2018-2019 budgeting.
 1. This will require that we get the wish list for the next 2-year from the Directors.
- New position needed to help with trip financial/fundraising in the future.

DIRECTOR REPORT:

(Enrique Vilaseco)

- Tomorrow's chamber concert will not require hospitality.
 - There is a short 5-minute break at 6PM.
 - SPA will be near the check in table to sell chocolates and raffle tickets.
- Placement audition procedures are changing this year.
 - Hire four judges to do blind auditions as they do at State. For placement.
 - 2-3 day to do and all done within the week, so students know where placed. ID # and total, with a cutoff.
 - Audition week 2nd week of April 9th through 13th.
 - Start 7am. Go through day and then an afternoon one.
- Stevenson is ready for the Harp Purchase. Would like confirmation of commitment for SPA to pay 50%.
 - Kids having difficult time practicing with only one harp. Do not want to discourage. There are two harps in any major orchestra.
 - Request is Stevenson pay for ½ and SPA pay for the other half Board to decide soon as it will come up real soon. Sandra indicated would need to look for in budgeting.
- Students are completing scholarship paperwork. Six students qualify based on SPA membership. Need to confirm who is eligible for the Orchestra Scholarship.
- Last concert to wear tuxedo is March 20. The spring concert before Europe.

Committee Reports:

Performance Trip to Italy Raffle (Sandra Anderson)

- Overview
 - Communications Email went out today to all of the trip parents.
 - Flyer were sent to the parents requesting to contact the SPA Travel Committee
 - Sell 10 to cover the shortfall.
 - Parents that are not members of SPA will not share in the entire fund unless you sell 10-tickets.
- Ticket Sales
 - Each traveler needs to sell 10 tickets to benefit from the profit to cover the shortfall.
 - If travelers did not sell and there is still a shortfall, those that met the sell min will benefit.
 - Posting on FB
 - Website is setup
 - Marketing is in process
 - No name will go to the general pool
- Pre-trip Concert/Drawing
 - Winner will be drawn on March 16 at the Italy Pre-Trip concert.
 - Winner does not need to be present to win

Communications (Sandra Anderson for Sherri Thomas):

- Facebook Page is up and running
- Fundraisers have been posted along with concert reminder

Donation (Sherry Pi):

- Nothing new to report

Fundraising (Helen He and Bianca (Xixian) Bian):

- Restaurant benefit nights.
 - Bianca is mailing Yu's Mandarin in Vernon Hills December Check to Sandra.
 - Culvers on 2/20
 - Yu's Mandarin again 2/12 through 3/31
 - Will be doing Yu's every month for 10%
 - Wendy's in Buffalo Grove Half Day Road on 3/19 for 30%
- Trip Fundraisers
 - Selling WFC candy bars at concerts for general trip fund.
 - Schwan's Cares –Campaign has been restarted.
 - <https://www.schwans-cares.com/campaigns/36428-stevenson-hs-string-parents-association>

Hospitality (Josephine Lee and Chen Huang):

- Will speak with Noodle and Co. to request originally agreed upon discount. New Manager changed agreed upon discount, which was substantially less.
- Provide a list of upcoming concert dates that will need dinner ordered to the Fundraising Chairs so they can work with Jimmy Johns or Pot Belly to get a fundraiser scheduled on a day we need to order for hospitality.
- Seeking alternate restaurants to Noodle and Co. Will ask around for catering menus. Keep cost in line of \$7.

Membership (Helen Chen/Sherri Pi):

- Nothing new to report

Scholarship Committee (Helen Chen)

- Scholarship Committee for 2017-18 Orchestra Candidates
 - Helen Chen to head up subcommittee on Scholarships.
 - Rick willing to read and evaluate applications
 - Should be parents that do not have seniors evaluating the applications.
 - Instructions to apply for scholarship
- Qualifications for the scholarship
 - Compose email to send to Mr. V with the opening of the scholarship and now accepting applications.
 - Helen to send to Mr. V. and CC the SHS SPA group
 - Committee members are: Helen Chen (Chair), Rick W. (members), Helen He (member)
 - Already posted to College to Career Center
 - What are we doing this year – One \$500 Orchestra Scholarship
 - What doing next year. Working to have both an Orchestra and Guitar Scholarship

Uniforms (Sandra Anderson for Rick Wachtel):

- Bow ties were purchased. Waiting on other uniform components.
- Need Mr. Vilaseco to find out who needs what components of the uniform for the next concert. (3/20 and trip).
- When students borrow uniform components, need to track by student ID who borrows what. As many if not, all items loaned out are not returned or paid for.
- Will need volunteers after to collect and prepare uniforms. Date and times to be determined
 - Will schedule tuxedo drop off
 - Plan is to leave on the racks until done
 - Schedule 2-hour time slots to process so that uniforms are tagged and put items that needs to go back to the students in zip lock bags.

Volunteer (Open/Shirley Combes)

- Volunteer Status
 - Will need to know what is in scope for the upcoming March/April Concerts and events so that we can create signups.
 - Need chairs to submit the requirements for their events and functions at the concerts.
- Sign up Genius
 - Using Signup Genius to coordinate and communicate with Volunteers.
 - Please share the volunteer link around so that people are aware and can opt into volunteer opportunities. Communication was sent to parents in September communicating how to volunteer. The volunteer link is available on the SPA Site off of the Guitar and Orchestra pages.

Website (OPEN/Sandy Anderson):

- Still taking suggestions for a FAQ page to be created

Member at Large (Orchestra Steve Thomas/Guitar Leah Rosenberg):

- Nothing new to report

Old Business:

- Upcoming Concerts – review requirements
 - 2/13Chamber Concert – Helen Chen will sell chocolates and raffle tickets.
 - Sandra provided Helen with 15-physical tickets.
- Open Board and Chair Positions (Sandy Anderson):

- Must be member of the SPA, with a current student in the strings program, and meet Stevenson High School Volunteer requirements.
- Volunteer Uniform Co-Chair Photography Website
- Storage Clean-up
 - Rick will do it with 3-4 volunteers
 - Rose and Jo can assist on Monday's.

New Business:

- Harp Purchase
 - Discussed the benefit of supporting the request.
- Nominations and Vote in new SPA Chair Members (Sandy Anderson): None
- Next Concerts:
 - 3/6 Guitar Chamber
 - Will need volunteers to set up table for flyers, chocolate and raffle ticket sales.
 - 3/20 Spring Orchestra Concert
 - Hospitality will need to find out what is going on with the food.
 - Volunteer sign up will need to be created
- Nominating Committee for positions for next year.
 - Create a Google Docs to send the link out to members and incoming Freshman

Public Comments (Sandy Anderson):

- Must be submitted in writing prior to meeting. None,

Meeting Adjourned at 7:49 pm.

Next SPA Meeting: 6:30pm on March 12th in room 1414