

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

ATTENDANCE: Enrique Vilaseco, Anthony Krempa, Sandra Anderson, Helen Chen, Shirley Combes, Jo Lee, Sherri Pi, Rick Watchel, Rose Johnson, Brenda Perkovich, Leah Rosenberg, Helen He, Steve Thomas, Sherri Thomas

Call to Order at 6:32pm by Sandy Anderson

BOARD INTRODUCTIONS – (Sandra Anderson) Welcome

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

TREASURER'S REPORT: (Sandra Anderson)

- Karen Stauter has resigned as Treasurer
- Reconciliation of B of A accounts
 - In progress, taking financials and combining that with what we have for Stevenson for the totals.
 - Will be using the completed reconciliation to go into 2018-2019 budgeting.
 - This will require that we get the wish list for the next 2-years from the Directors.
- Summary Balance Sheet still in process of being updated
- Student trip account updates:
 - Twenty-Two students are traveling
 - SPA is contributing \$200 for fifteen of the travelers, as they are members of SPA.
 - As of 3/11 the raffle has raised \$4475
 - Trip fundraising in the general account is \$1608.03

DIRECTOR REPORT:

(Enrique Vilaseco)

- Focusing on trip stuff and concerts.
- The farewell concert on Friday
 - Will have potluck from parents of snacks and some dinner items.
 - Discussed bringing in more dinner type foods.
 - Will have a short meeting at this concert to discuss money, packing, phone apps, final itinerary,
 - There is a long rehearsal on Wednesday evening after school
 - Will need helper to tag luggage and weigh bags 2 parents 7:30am in the practice room.
 - Travel students will leave early as the flight changed. Departing school 11:30am.
 - Student are to bring funds for food, train, tour.
 - Mr. Vilaseco will check with Delta for carry on storage.
- Need to do better with fundraising.
- Concert for 3/20,
 - There will be two pieces per group
 - Will get the Potbelly dinner order sheet circulating and collecting orders – expecting 12-15 orders
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 - SPA will be near the check in table to sell chocolates and flowers.
- 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)

- Communications
 - 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.
 - Trip Winner will be announced on Social Media
- Ticket Sales
 - Final posting on FB for advertising
 - Marketing is wrapping up
- 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
- Request photos and other members post to the Facebook page so that we get more engagement

Donation (Sherry Pi):

- Nothing new to report

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

- Restaurant benefit nights.
 - Empire Buffet in Mundelein April 1-14
- 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):

- Met with Potbelly and will be using the lunch box meals without extras.
 - Student order sheet will be updated and available for \$7 per box
 - Place order 2 days in advance.
- 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.
- Continue to seek 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
 - No need to review scholarship applications. SPA role is to confirm candidate qualifies with the SPA Membership qualifications.
 - Instructions to apply for scholarship

- Request directors communicate with students about the scholarship.
- Qualifications for the scholarship
 - 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):

- Need to locate the ties before the trip for distribution.
- Will need volunteers after to collect and prepare uniforms. Date and times to be determined
 - Will schedule tuxedo drop off
 - Need an email to students and parents to leave the name tag on the bags
 - Allow students 2 weeks to turn in
 - 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 April/May 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
 - 3/20 Orchestra Concert
 - Signup passed around and in good shape for coverage
- 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 Treasurer
- Storage Clean-up
 - Rick completed with volunteers

New Business:

- Harp Purchase
 - Discussed the benefit of supporting the request. Approved for \$10,500 for 2018-2019 budget. The max support for SPA half of the Harp is \$13,000.
- Nominations and Vote in new SPA Chair Members (Sandy Anderson): None

- 2018-2019 SPA Budget
- 2018-2019 Board and Chair Nominations
 - Each chair to document description of activities/roles and responsibilities and send to Sandra
 - New Position – Student Trip Accounts
 - Shirley Combes and Steve Thomas will work on Google Form
- Next Concerts:
 - 4/20 Spring Baroque Ensemble Concert
 - Will need volunteers to set up table for flyers, chocolate.
 - 5/8 Orchestra Awards Concert
 - Hospitality will need to find out what is going on with the food.
 - Volunteer sign up will need to be created
 - Will need to get the number of flowers needed for the students
 - Fundraising will need to prepare for fundraising activities

Public Comments (Sandy Anderson):

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

Meeting Adjourned at 8:09 pm.

Next SPA Meeting: 6:30pm on April 9th in room 1414