

Stevenson High School String Parents' Association
Tuesday, January 16, 2018
6:30pm Room 1414

ATTENDANCE: Enrique Vilaseco, Sandra Anderson, Helen Chen, Karen Stauter, Shirley Combes, Bianca (Xixian) Bian, Sherri Thomas, Steve Thomas, Leah Rosenberg.

Call to Order at 6:38pm by Sandy Anderson

BOARD INTRODUCTIONS – (Sandra Anderson) Welcome

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

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

- Reconciliation of B of A is complete
- Revenue/Expenses are not yet available.
- Working on transitioning data to new Treasurer Karen S.
- Karen is working on updating the Student Trip Account Data
- Reviewed the Draft 2017-2018 SPA Balance Sheet

DIRECTOR REPORT:

(Enrique Vilaseco)

- Back from Austria, when he met with other music directors for tour preview for the next trip. Discussed fundraising and trips. Potential to combine with other schools for trip every other year and doing year round fundraising.
- Consortium is coming up, 100+ students.
- Fine Arts tour coming up.
- 1-20 Saturday Community Orchestra Concert
- 1-23 Baroque Concert
- 1-24 IMEA in Peoria
- February there is a chamber concert
- Confirming that SPA will be helping to fund Odyssey.
- Will email Sabrina from Trip Company to seek a contact to provide feedback on raffles that were done by other schools.
- Planning to host an Italy trip meeting 1/22 or 1/29 for a QA meeting.

Committee Reports:

Communications (Sherri Thomas):

- Facebook Page is up and running
- Fundraisers have been posted along with concert reminder
- Still working on Instagram

Donation (Sherry Pi):

- Nothing new to report

Fundraising (Bianca (Xixian) Bian and Shirley Combes):

- Sales for concerts
 - Work with hospitality on purchasing cookies and flowers (come from same store)
- Restaurant benefit nights.
 - Yu's Mandarin in Vernon Hills December – completed pending totals.

- Portillo's - January – completed pending totals
- Requested Helen and Bianca schedule out future dates, as we are light for 2018 benefit days. Provided a list of restaurants to contact including Papa Johns for a monthly every X day, Boston Market, flower bulbs, smelly pencils, picks, etc...
- Trip Fundraisers
 - Selling WFC candy bars at concerts for general trip fund.
 - Returned 20 cases of Chocolates and received credit. Overall sold 26 cases of chocolate toward the trip fund
 - Schwan's Cares –Campaign has been restarted.
 - <https://www.schwans-cares.com/campaigns/36428-stevenson-hs-string-parents-association>

Hospitality (Sandra Anderson for Josephine Lee):

- Will provide napkins and plates only for the Consortium concert

Membership (Helen Chen/Sherri Pi):

- No new updates or members.
- Still roughly 100 families that are not SPA members. Less than 70% of students are members of SPA. 197 out of 290 potentials.
- Voted and approved to end the accepting of new memberships for 2017-2018 school year as of 12/31/2017.

Uniforms (Sandra Anderson for Rick Wachtel):

- No new updates.

Volunteer (Open/Shirley Combes)

- Volunteer Status
 - Will need to know what is in scope for the upcoming February/March Concerts 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):

- Taking suggestions for a FAQ page to be created

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

- Confirmed what is needed at concert, help with Photos and with filling in where needed.

Old Business:

- Upcoming Concerts – review requirements
 - i. 1/18/2018 D125 Consortium Orchestra Concert – all Chairs and Board members are expected to attend.
 - ii. 1/20/2018 Community Orchestra Concert - 3PM if we can have one or two volunteers would be great.
 - iii. 1/23/2018 Winter Baroque Ensemble Concert – smaller, attendance not required
- 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
- Scholarships – Orchestra – review rules for 2017-2018; Guitar 2018-2019 TBD
 - Agreed for the Orchestra Scholarship. Need to get the data and form created based on information decided from 2016-2017.
 - Looking for board member to head up the Guitar Scholarship opportunities.
- Storage Clean-up
 - Looking for 3-4 volunteers to head this up and schedule a day to get this completed.

New Business:

- Performance Trip to Italy
 - Travelers
 - 15 of 23 are SPA Members
 - SPA Commitment
 - Only the travelers, who are members of SPA as of 12/31/2017, will receive \$200 towards the Italy Trip from the SPA Funds.
 - Motion made and approved by board members that are not parents of students that are traveling. Board members whose students are traveling, abstained from this vote.
 - Raffle Committee (Sandy A. – Manager; Sherri Thomas – Communications/PR; Treasurer – open; Ticket Logistics – open; Ticket Sales – open)
 - Planning needed
 - Only the travelers, who are members of SPA as of 12/31/2017, will benefit from the funds raised from the Raffle. The exception is if a traveler that is not a SPA member sells 10+ Raffle Tickets, then that traveler will receive the same benefit from the Raffle Fundraiser, which is being granted to members of SPA from the Raffle Fundraiser. Voted on and approved by board members that are not parents of students that are traveling. Board members whose students are traveling, abstained from this vote.
 - Communications
 - Meeting has been scheduled for 1/20 to discuss the Raffle Fundraiser and recruit Raffle Committee members. This meeting will also cover a QA session with the Strings Director.
 - Raffle Sales 2/1/2018 – 3/16/2018
- Nominations and Vote in new SPA Chair Members (Sandy Anderson): None
- Next Concerts:
 - 2/13 Orchestra Chamber Concert
 - Start action items: Hospitality; Volunteers; and Fundraising

Public Comments (Sandy Anderson):

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

Meeting Adjourned at 8:41 pm.

Next SPA Meeting: 6:30pm on February 5th in room 1414