

Stevenson High School String Parents' Association
Monday, November 13, 2017 Room 1414

ATTENDANCE: Enrique Vilaseco, Sandra Anderson, Helen Chen, Karen Stauter, Shirley Combes, Chen Huang, Helen He, Sherry Pi, Sherri Thomas, and Steve Thomas

Call to Order at 6:35pm by Sandy Anderson

INTRODUCTIONS – (Sandra Anderson) Welcome

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

TREASURER'S REPORT: (Sandra Anderson) Open Treasurer Position filled by Karen Stauter. Transition to Stevenson High School. Expenses: Day of Guitar, and ILMEA student lunches for students whose family is a member of SPA.

DIRECTOR REPORT:
(Enrique Vilaseco)

- All students in guitar and orchestra have been working hard and are excited.
- Getting ready for first guitar concert of the year. Photos for yearbook will be taken before the concert.
- Students will volunteer for service credit for the Cheesecake pickup (11/18). Helen He to follow up with Shawn Zimmerman and Anthony Krempa of the number of volunteers needed and between what time frames. The Directors will arrange for the student volunteers.
- Mr. Zimmerman will start taking the food orders next week for the 11/29 concert.
- Need to cross check Polo shirts that students have.
 - Mr. Vilaseco would like a list of student uniform purchases so that he can assist to ensure all have uniforms.
- Orchestra concert is December 12th, will need to plan and arrange for dinner.
- Clinicians are coming in for Baroque ensemble.
- Baroque will perform in Indiana in spring.
- A few more students signed up for the Italy trip. The Paris Trip is now available for a fundraiser. Need to identify how to use it.
- Finalizing the music selection for the trip.
- Trip tour leader will be female, and Mr. Krempa and Vilaseco will accompany.
- January is the Consortium concert, all orchestras play and wear the polo uniform.

Committee Reports:

Communications (Open/Sandra Anderson):

- Emails have been going out to parents. Submitted to Directors by Sandra.
- 196 signups into SPA of 290 students
- There is a Facebook page for OPA, Sherri will locate the current admin to get Admin rights and change name, then start publicity.
- Requested Logos, Shirley will forward
- Identified contact to get photos to use for publicity. James C.

Donation (Sherri Pi):

- We have four ads for the program
- The 2 possible ads mentioned last month backed out.

Fundraising (Helen He/Shirley Combes for Bianca (Xixian) Bian):

- Printed copies of the flyers for the upcoming events for November and December were available at the meeting.
- Sales for concerts
 - Work with hospitality on purchasing as both candy bars and cookies come from same store)
 - Create new pricing sign for flowers. (Helen He to work Shirley to confirm new prices)
- Restaurant benefit nights.
 - Chipotle raised \$124.70
 - Sweet Lorraine's Fabulous Mac n' Cheez raised \$51.12
 - Roti Modern Mediterranean raised \$41.42
 - Menchie's Spoon Drive raised \$20
 - Yu's Mandarin in Vernon Hills from 11/17-11/27 10%
 - Added the following dining fundraisers: Wendy's, Panera, Culvers,
- Trip Fundraisers
 - Cheesecake Pickup this Saturday– need volunteers. Pickup Cakes 11/18. 15 students sold 111 cakes. \$666 will be going to trip accounts of the participating students.
 - Schwan's Cares – Now earning 5% on sales through December.
 - Bonfire Shirts SHS Strings Logo converted Guitar and Orchestra Logos will launch new campaigns.
 - Considering for trip families only World's Finest Chocolates 60 bars for \$36 need min of 8 boxes to order. Will likely be moving forward.
- Communications
 - Created a Sign-Up for the November Fundraisers
 - SPA Fundraising Event Page is now on the SPA website.
 - Bianca has passed on the November/December fundraising information onto Stevenson for communications.

Hospitality (Chen Huang/ Sandy Anderson for Josephine Lee

- Will need extra help for 11/29 concert as students will stay after school for photos.
- Ritu has passed the torch to Josephine Lee and Chen Huang. Chen to reach out to Josephine and Ritu as needed to ensure knowledge transfer of process.
- Dinner from Noodle and Co.
 - Request directors start collecting orders and fees
 - 2 packs of 60 cookies from Costco post-concert
 - Candy bars for fundraising (may purchase from Costco or sell WFC).

Membership (Helen Chen/Sherry Pi):

- SHS Store – has reopened store for donations and membership.
- Still roughly 94 families that are not SPA members. Less than 70% of students are members of SPA.
- Need to identify a method to encourage those that are not members to become members.
- Prepare SPA Membership and Donor List for Program.
- Update the Paper Membership sign up form so that it is ready and available for upcoming concerts.

Uniforms (Sandy Anderson for Rick Wachtel):

- Completed, 1 uniform is pending pickup
- Invoices have been paid
- An email will be going out to parents to confirm that students have a polo shirt for concerts
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Volunteer (Open/Shirley Combes)

- Volunteer Status
 - Currently recruiting for Cheesecake pickup and concerts 11/18, 11/29 and 12/12.
 - Passed out paper signups as we were very light.
 - Communicated that everyone that is planning to attend an event must sign up on the sign ups so that we can plan and know who is attending to ensure coverage
 - All volunteers need to complete the school's name based background check.
- 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.
 - Requested that another note about importance of volunteers are to us, how to sign up and where to look for our signups. Sandy will put together the communication for Mr. Vilaseco to send out.

Website (OPEN/Sandy Anderson):

- Several updates have been made a few more are in the process.
- Going to add the Donation/Membership options
- Fundraising Events page has been added to SPA Website
- There is a link on Guitar page to be removed for membership.

Members at Large (Orchestra – Steve Thomas/Guitar – Brenda Perkovich)

- Will confirm photo policy with school (Steve)

Old Business:

- Winter Guitar 11/29 requirements
 - 85 students – West Auditorium – Dinner in 2104 (Directors to reserve) – Coordinator Brenda Perkovich
 - 2 -60 packs of cookies
 - Dinner from Noodle and Co. Directors may start taking orders and payment. \$7 per meal
 - Timeline: Photos 5PM >Dinner 5:20PM> Rehearsal 6PM>Concert 7PM
 - Update Membership and Donation listing for program
 - Spirit wear, Chocolate bars, Fundraising and Donation Flyers, signage for fundraiser sales items
 - Start action items: Hospitality; Volunteers; and Fundraising
- Open Board and Chair Positions (Sandy Anderson):
 - Must be member of the SPA, with a student in the strings program and meet Stevenson High School Volunteer requirements.
 - Uniform Co-Chair Volunteer Chair
 - Photography Chair Website Chair
- Storage Clean-up

New Business:

- Nominations and Vote in new SPA Chair Members (Sandy Anderson):
 - Treasurer – Board – Karen Stauter – Nominated and approved.
 - Communications - Sherri Thomas – Nominated and approved
 - Orchestra Member-at-Large – Steve Thomas – Nominated and approved
- Guitar Scholarship – On Hold

- Ad Hoc Scholarship Committee – email Sandy Anderson if interested in joining the committee
- Orchestra Concert 12/12/17 @7pm (Sandy Anderson and chairs) – review requirements
 - Flowers
 - Dinner and Cookies
 - Representation for Membership, Donations, Fundraising, and Volunteer

Public Comments (Sandy Anderson):

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

Meeting Adjourned at 7:33 pm.

Next SPA Meeting: 6:30pm on December 4th in room 1414