

Stevenson High School String Parents' Association
Monday, August 21, 2017 Orchestra Room

ATTENDANCE: Enrique Vilaseco, Anthony Krempa, Sandra Anderson, Helen Chen, Shirley Combes, Ritu Saxena, Chen Huang, Bianca (Xixian) Bian, Sherry Pi, and Helen He

Call to Order at 6:32pm by Sandy Anderson

INTRODUCTIONS – (Sandra Anderson) Welcome

SECRETARY'S REPORT: (Shirley Combes) June Meeting Minutes were Approved

TREASURER'S REPORT: (Sandra Anderson) Open Position. Reports for April-Through 206-27 School Year end to be approved.

Transitioning some responsibilities to SHS Business. Voted on and Approved by Board and Chairs

DIRECTOR REPORT:

(Enrique Vilaseco)

- Strings camp went very well. Student became acquainted with facility, tools, SPA organized uniform fitting, snacks, and a meet and greet. The uniform fitting saved much time during class once school started, as Freshman was nearly 100% done at camp.
- There are over 300 students consisting of 4 Guitar and 4 Orchestra classes, likely to expand to 5 Orchestra classes next year due to the 10% average class size increase.
- Remodeling the Orchestra room.
- Auditions for Baroque Ensemble are coming up September 7, 8, and 11th.
- The Baroque trip to Boston was a great success. Due to a delay, stayed an extra day and performed on the 2nd day.
- Italy Trip, received 10-additioal inquiries, at 27 students, would like to get closer to 35-40. Potential for Paris Trip for two raffle opportunity value of \$25k to Strings Program/SPA.
- Request the SPA schedule time to clean out locker upstairs. Keep 4-5 programs of each type to hold in archives. Contact John Grice to get time to get upstairs unlocked. Store older SPA files in the cabinet upstairs.

(Anthony Krempa)

- Smooth start to the school year with an involved student group.
- Trip this year March 22-29 2018 to Italy; it is a performance trip not a sightseeing trip.
- Pit Orchestra group is preparing for this year's performance of Fiddler On The Roof. Wednesday rehearsals.
- Senior Concert Contest went well, despite the need to move location on the short notice due to boil order.
 - Soloist winners received \$2,300 scholarship to Sewanee Summer Music Festival
 - 4 week program in Tennessee

Committee Reports:

Communications (Sandra Anderson):

- Newsletter
- Some families did not receive newsletter.
- 97 signups into SPA of 300 students

- Use tax exempt paper for all purchases. SPA is Tax Free Charity

Donation (Sherry Pi):

- Did some initial investigating
- General Flyer created – Review handout for programs
- Needs to investigate Grant Writing

Fundraising (Bianca (Xixian) Bian):

- Flowers for concerts
 - Work with hospitality on purchasing as both flowers and cookies come from same store)
 - 2-bundles of Roses purchased for each concert
 - Create new pricing sign
 - Purchase Ribbon and tissue paper from dollar store
- Restaurant benefit nights. Planning on one per month. Planning on 1st being in September
 - Write Standard Request letter
 - Create Spreadsheet and plan out year so that we can take advantage of booklet to alert parents
 - Write letter of intent, agreement from SPA and business
- Cheesecake (Bianca will reach out to Hong Ding to get data on how to from last year)
- Investigate Patriot Card Sales using existing card in SPA for trip fund. (Sandy will check with BPO President)
 - How to communicate the opportunities page in the concert program with dates for the events planned for the year, email from director, newsletter, other options to be identified
- Program Advertisements pricing discussed for full and half pages.

Hospitality (Ritu Saxena/Chen Huang):

- String Camp snacks went well. Plenty for all students. Apples, Cheese, and snack bars.
- Worked with Sodexo on Snacks for concerts. Needs Number of students per concert.
 - Guitar 80 students
 - Orchestra 300 students
 - Consortium concert is pizza, would like to provide snacks
- Will need extra help for 9/28 concert as students will stay after school for photos.
 - Need to decide on dinner venue. May be good to coordinate with Benefit Night. Noodle & Co. offer 25% and request 30 day notice of benefit notice request.
- Reimbursement will be done via app request, submit paperwork, and check will be written to Chair by the SHS Business.

Membership (Helen Chen/Sherry Pi):

- SHS Store – updated to reflect Donations, new and returning students. To place SPA membership for returning girls, select NA for clothing items in cart and check out.
- Membership – still have many students whose parents have not placed uniform orders or SPA membership payment.
 - Prepare SPA Membership and Donor List for Program.

Uniforms (Sandy Anderson for Rick Wachtel/ Li Ce Lua):

- Uniform Fittings, completed the last of the fittings today 8/21 as several students returned to start the school year.
- Uniform delivery date is targeted for 2nd week of September. Will need volunteers.
 - Request students bring paper receipt for proof of payment.

- Will have backup of the SHS Store spreadsheet. Helen Chen to sort and identify who ordered what items. Helen will work with Sally from the school store.

Volunteer (Shirley Combes for Aijun Meng)

- Sign up Genius
 - Using Signup Genius to coordinate and communicate with Volunteers.
 - Volunteers will identify their interest in the generic sign up. As more events and needs are identified, will create additional events.
 - Please share the volunteer link around so that people are aware and can opt into volunteer opportunities.
- Volunteer Status
 - Currently recruiting for Open House and concerts
 - All volunteers need to complete the name based background check from the school.
 - Sandy request that chairs and members submit check by the end of the week.
- Volunteer needs
 - Chairs to submit needs in writing for Signup Genius to be created with accurate data.
 - Plan for the upcoming events and provide notice preferable 3+ weeks to help get the volunteer coverage.
 - Events spreadsheet will be started to help identify events coming up and help with coordination.

Website (Sandy Anderson):

- Several updates have been made a few more are in the process.
 - Updated the store to make donations easier to locate
 - Will be uploading the SPA Minutes

Old Business:

• Open Board and Chair Positions (Sandy Anderson):

- Must be member of the SPA, with a current student at the school, and meet Stevenson High School Volunteer requirements.
 - Treasurer – Board
 - Communications
 - Orchestra Member-at-Large
 - Guitar Member-at-Large
- Need representation at the parent open house on 8/23 and 8/31.
 - Will email out via the Signup which slots have no coverage (Shirley)
- Dudamel concert at Ravinia has been cancelled.
- Storage Clean-up

New Business:

Transition Activates (Helen Chen and Sandra Anderson):

- Committees need to meet independently of the monthly meetings, suggest at least once a month. So that we can continue this format of Committee Reporting during the monthly SPA meetings.
- Continue to update the SPA Website as needed.
 - Contact information for board and committee members
- Recruit Treasurer for the Board
- Recruit Chairs persons:
 - Fundraising Chair – Bianca (Xixian) Bian, co-chair – OPEN

- Communications Chair – OPEN
- Orchestra Member-at-Large – OPEN
- Guitar Member-at-Large – OPEN

Nominations and Vote in new SPA Chair Members (Sandy Anderson):

Sherry Pi (Donations and Membership); Chen Huang (Hospitality); Volunteers (Aijun Meng). Helen X He (Fundraising). Committee members were approved.

Next Orchestra Concert 9/28/17 @7pm (Sandy Anderson and chairs):

Hospitality – discussed see to do section

Volunteers – discussed see to do section

Fundraising – discussed see to do section

Public Comments (Sandy Anderson):

None

To Do's:

This summer we have the following additional To Do's:

- Open House needs:
 - Update Signup Genius with Class Type for Open House (Aijun/Shirley – Done on Main site)
 - Update Newsletter with due date for uniform payment for this week's open house. (Sandy)
 - Print extra copies for open house
 - Post original and revised version to SHS SPA Web Page
 - Print Copies of Volunteer Sign-up sheet. Parents can complete sign up on line or on the paper and give to Directors. Aijun or Shirley will collect to get other volunteers added to the sign-up lists when done on paper. Confirming if there is a SPA Mailbox to pick these up at.
- SPA storage clean out (Rick) will work on, but he will need volunteers.
- Uniform Distribution - Rick will communicate when uniforms will be available; get uniform distribution scheduled and Sign-up Genius created.
- First Orchestra Concert of the year 9/28
 - Due by 9/15 Program Advertising and Data to Sandy, Helen, and Shirley for approval and we will get it to Julie Jensen.
 - Create Donation Flyer easy to follow opportunities, i.e. Amazon Smile, Red Robin Rewards, Matching programs for program. (Sherry)
 - Prepare SPA Membership and Donor List for Program. (Helen Chen)
 - Create Flyer to promote confirmed Fundraising opportunities. (Bianca)
 - Confirm Ads for the Programs from Hoffman and Solo Classics. (Bianca)
 - Hospitality
 - Snacks, water, tables provided by Sodexo
 - Collect dinner orders and funds
 - Place, pick up and deliver dinner order
 - Place and pick up cookies 4 trays
 - Dinner Helpers
 - Determine where ordering from Dinner @5:30
 - Alert volunteer chair of needs
 - Uniforms
 - Director Helpers with ties, cummerbunds, getting students organized 3-4 volunteers
 - Help needed 3:45 photo line-ups expected approximately 4pm
 - Alert volunteer chair of needs

- Request Director Helper before the concert, to get students in professional appearance before going to PAC for practice and concert. (3:45PM to 7:00PM shift, may assist with SPA food service or SPA Table and float as needed).
- Fundraising
 - Check supplies for flower sales
 - Pricing Sign, need new one created
 - Tissue paper and ribbon in storage room, may need one or two extra from Dollar Store
 - Purchase 2 bouquets of Roses
 - Sign for Vintage Orchestra Polo Shirts Donation of choice with minimum donation of \$5
 - Alert volunteer chair of needs
- Volunteer
 - Aijun to create event spreadsheet and email to chairs with expectations of Dates; times; number of people needed; task description, notice requested. Upcoming events include:

Uniform organization	Uniform distribution
Concert Hospitality	Concert Uniform/organization
Concert Dinner service	Flower sales
End of concert snack distribution	

Meeting Adjourned at 7:59 pm.

Next SPA Meeting: 6:30pm on September 11th in room 1414