

Stevenson High School String Parents' Association
Tuesday, June 6, 2017 Midi Room

ATTENDANCE: Enrique Vilaseco, Sujatha Karoor, Susan Le-Schlecht, Sandra Anderson, Helen Chen, Rick Wachtel, and Shirley Combes

Call to Order at 7:01pm by Sujatha Karoor

INTRODUCTIONS – (Sujatha Karoor and Sandra Anderson) Welcome

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

TREASURER'S REPORT: (Susan Le-Schlecht) April 2017 distributed to attendees.

DIRECTOR REPORT: (Enrique Vilaseco)

- We have been super busy! Lots of end of year activity.
- 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.

Upcoming Events:

Camp:

- No freshman welcome this year, instead doing Camp Aug 7th and 8th.
- String Camp is expecting 120 students, will cover basic class information, including instrument care, and tools to perform the work. Will host uniform fittings after camp hours on both days. Host, SPA parent meet and greet on both days one in early am and one in late am.
- Would like for SPA to provide healthy refreshments and snacks for the Camp Aug 8th and 9th. Orchestra and guitar camp is expected to have 120-150 students attending. Sujatha Karoor, Mr. Vilaseco, Sandra Anderson, and New Board members will need to purchase and supply snacks and drinks for both days. 2-3 volunteers will also be needed to help with uniforms. On the days of camp 2-3 board members will also be needed for parent welcome.
- During summer camp incoming freshmen will be measured/fitted for uniforms during camp. During the 1st week of school returning students will be measured for uniforms. Uniforms will be distributed the 2nd week of the school year. Pay by the end of the 1st week of school.

News Letter:

- Another newsletter will need to go out before the start of school: reminder of Camp, Uniform Ordering and payment, SPA Memberships, and uniform order forms. The newsletter will be drafted and sent during the summer. Sujatha Karoor, Helen Chen, Mr. Vilaseco, and Sandra Anderson will be collaborating using google drive.
- Rick to update uniform order forms and send them to Mr. Vilaseco to attach to another newsletter to come out later in summer before August.
- Mr. Vilaseco needs help putting the newsletter together as he will be traveling most of the summer.

- Mr. Vilaseco will need electronic and paper copy of the newsletter complete and ready to send by 7/24.

Boston:

- Trip to Boston with Baroque Ensemble, June 13 through June 15.
- Kids will leave school via bus to airport. Will be performing in Boston 6/14 for Baroque Ensemble. Will be the only High School Baroque Ensemble represented.

Fall:

- Excited for the Dudamel concert at Ravinia and will have 80 students, will need 5 Chaperones. There are tickets for 8 Chaperones.

Misc.:

- Mr. Vilesaco will be traveling to Europe 6/16 – 7/20

OLD BUSINESS:

Uniform collection (Rick Wachtel): Expecting cleaners to return uniforms to the school. Checked and they have not been returned yet. Uniform cleaning price is same as anticipated, may have some additional charged due to lost buttons and minor stitching.

NEW BUSINESS:

Update meeting agendas and meeting notes other transition activates (Sujatha Karoor and Sandra Anderson):

Create Meeting Schedule

Update Website with list of Board Members

Welcome new board members:

President – Sandy Anderson

Vice-President – Helen Chen

Treasurer – Susan Le-Schlecht (Returning)

Secretary – Shirley Combes

Recruit Chairs persons:

Uniforms Chair – Rick Wachtel; co-chair – OPEN

Hospitality Chair – Ritu Saxena; co-chair – Chen Huang (New)

Fundraising Chair – Bianca (Xixian) Bian, co-chair – OPEN

Membership/Donations Chair – Sherry Pi (New)

Volunteers Chair – Aijun Meng (New)

Communications Chair – OPEN

Orchestra Member-at-Large – OPEN

Guitar Member-at-Large - OPEN

Uniform Orders forms to go out in the summer (Rick Wachtel):

To go out by July 15th or 20th. Call John Grice for assistance with printing labels, letters, and getting the letters folded/stuffed in envelope. Will need to manually label letters. Will need 2-3 volunteers.

Will need to work with John Grice on arranging date and time. Secretary can print out the labels.

Julie will be the one to send out the letters once ready. After labeling take those to the mail room to be sent. Request due date for fees is 8/1/2017

Helen to check the price of the Polo for Orchestra and Guitar students

Helen, needs to speak with Sally to get the registration link for the fees to pay online

Rick needs to check with suppliers to confirm pricing and get pricing back to Helen for the payment pages to get updated.

Rick will need to know student class periods for fittings and pickup – John Grice can provide the list.

To organize tux for pickup (Can Class Periods manually entered on the order forms by students or during fittings if a field is provided?)

Helen to give the list of Students to Rick – Student Names and IDs not periods

Rick will need three parents to assist with fitting 12-2PM on 7th and 8th

Summer Newsletter (Sandra Anderson, Mr. Vilaseco, and Helen Chen):

Email, link to sign up for Volunteer – need to create a google form.

Need to create the draft of the summer newsletter, which will discuss SPA, uniforms, fees, volunteer opportunities.

Ravinia concert need chaperone and other logistics (Sujatha Karoor and Mr. Vilaseco): Need 5 Chaperones. Will have 80 students. Students will be required to show their student ID as proof of being a student.

Discussion on promoting SPA sponsored activities

Parent welcome during camp – coffee meet and greet 8:30 9:30 Monday and 11-12 Tuesday

Monthly SPA meeting need to decide date and time (Sandra Anderson): Meetings – Need to add a meeting in August. The meeting in January is the 1st day after winter break, need to see if that should be moved. Sandra to reach out to /Julie and CC Jgrice@d.125.org to ask for the Jan 8th day. May 14th spring concert which would be annual meeting. June meeting would be for Transition of board. Committees need to meet independently of the monthly meetings, suggest at least once a month.

Meeting in Midi Room from 6:30 to 7:30 p.m.

August	21	
September	11	
October	16	
November	13	
December	4	
*January	8	
February	5	
March	12	
April	9	
April	30	
May	14	Annual Meeting
June	4	Transition Meeting

*First day after Winter Break check with Julie about schedule.

Freshman welcome preparations (Mr. Vilaseco, Helen Chen, and Sujatha Karoor): Not occurring. String Camp replaces this event. See notes in Old Business for Orchestra and Guitar camp.

To Do's:

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

- Need snacks for the freshman camp this summer (cheese tray, fruit) and for the Meet & Greet (coffee/bagels/cream cheese/fruit??)
- Need 3 volunteers for uniform measuring (noon-2 each day of camp)
- Need help with mailing (week of July 17th)
- Need volunteer process set-up (??)
- Need 5-8 chaperones for Ravinia (9/14)

- SPA storage clean out – I think Rick mentioned he would work on that, but he will need volunteers.
- Need to plan for Parent Open House (8/23 & 8/31). No need for membership request this year. Will need a request for volunteers and donations and an update on fundraisers. Probably need a hand out and Board availability to answer questions.

Meeting Adjourned at 7:02pm.

Next SPA Meeting: 6:30pm on August 21st in the SHS Midi Room