

SPA December Meeting Minutes

Date: 11/18/13		Time: 7:00 pm to 8:00 pm	
Facilitator	Sujatha Karoor		
Note taker	Grace Zheng		
Attendees	Mr. V, Grace Zheng, Sujatha Karoor, Jason Cheng, Cheryl Sunder, Marina Strakhova, Rob Halliday,		
1. Financial budget	Cherly	Action Item	Person
Discussion	*Need to get donation determination letter for company match.	in process	Cherly
	* Need to set budget for award dinner, consortium concert, freshman welcome, all concerts, office supply and travel for next year.	On going discussion	All
	*Discussed fund raising ideas in the pass. Need to find legal ways to do fund raising through the school.		
	* Will discuss trip budget in next meeting. 19 Students will go on this trip.		
2. Winter Concert	All		
Discussion	*Sujatha will help bake cookies, Marina will get fruits. Order water from school and have it ready by 6:30 pm.		
	* Winter concert dinner from Noodles Company again. Marina will collect money on Friday 12/13/13.		
3. Consortium Orchestra Concert	Mr. V		
Discussion	*Order 98 T-shirts, \$6 each.		
	*Will order pizza for dinner, Symphonic Orchestra students will help serve pizza. Dinner at 5:30 pm. Water delivered by 5:00pm.		
	*91 students will arrive school at 3:00 pm for workshop. Consortium concert start at 7:00 pm. New students play 4 pieces. Concert Orchestra and Patriot Orchestra will each play 1 piece.		
4. Trip update	Rob		
Discussion	*Due to low number of student registered, the trip is shorten by 2 days and will only travel around Madrid. Mr. V will have a parent meeting to communicate changes.	Have a parent meeting.	Mr. V
5. Others	All		
Discussion	Send thank you letters to donation companies and individuals. Target more companies for donation.	get letter template and send out.	Sujada
	SPA name change only, no change to EIN#	submit all info needed for name change	Cherly

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