



Ingraham Performing Arts Booster Meeting

October 2, 2019 7:00 – 8:30 p.m.

Minutes

- Welcome, Introduction & Minutes: Minutes approved.
- Treasurer's Report (Dophie absent)
 - Budget Activity YTD (Jason): Jason highlighted the report Dophie emailed prior to meeting; updated cash balance as of 8/31/19 is \$16,346.34; in the previously approved budget "650- Brown Bear" as \$500, has been corrected to \$840.
- Fundraising Report (Mark, Shane, Jason)
 - Direct Ask Update (Jason): we've received \$2,000, halfway to goal; Jason will talk to Deanna to push this and check with AFE for update on funds received; it's important to keep this in front of people; kudos to Mark for getting letters out early.
 - Brown Bear (Shane): Shane is signing out tickets to students; price is \$10 per ticket. IPAB needs to sell 82 tickets to cover costs fronted by IPAB; students are selling to earn money for ASB and travel expenses.
 - Showcase Prep (Mark): Showcase is 2/1//2020 at Latvian Community Center; if we fill the seats, we can do better than last year. Jason: we'll need to encourage donations to create enthusiasm; it's nice for attendees to walk away with something tangible. We need to reach out to arts organizations and request donations (if you need a letter, Jason can provide you with one).
- Teachers' Report (Heidi, Katie, Shane)
 - Katie: Concerts are lined up, Field Trips are lined up and volunteers are signing up. Katie's leave begins 10/14/19, returning in February, possibly part-time. Anna Eifert is the teacher covering Katie's maternity leave.
 - Heidi: Orchestra - classes going well; the Intern is doing great. Theatre – all hands on deck for Peter and the Starcatcher (Nov 7, 8, 9, 15, 16 and 17). Jason has a lead on cheap curtains; Heidi will provide a list of questions to Jason to follow up on details.
 - Shane: Band concert dates are: 11/13/2019, 2/12/2020, 4/8/2020, 6/10/2020. Pep assembly and Homecoming game on Friday. On 10/12/19 Shane and Mark are driving U-Haul truck to Tumwater for competition. Need at least two more parent volunteers.
- FOI Liaison (Judy)
 - Attended FOI meeting; FOI aware of IPAB Direct Ask and will hold FOI Direct Ask until after IPAB's is over.
 - Judy checked with AFE regarding Amazon Smile, AFE is registered, but no response to inquiries whether IPAB could also.
- Liaison Reports (All)
 - Band (vacant liaison position) – no report.
 - Choir (Tina): Will coordinate with Anna while Katie is on leave, handle some of Katie's parent communications, help hem some choir uniforms, coordinate new uniforms as orders arrive.
 - Theatre (Gayle): There are 3 Theatre Co-Liaisons; they will meet on Sunday with Heidi and Special Projects person to review responsibilities and strategize.
 - Orchestra (Heather): Concert coming up; will keep in touch with Heidi as needs come up.
- Volunteer Needs (Rachel and All)
 - Website review: reviewed IPAB website created by Rachel; discussions about potential site revisions; site function is limited in order to keep budget at \$60/year; Rachel will review and make revisions and get back to us when completed.
 - November Concerts: Nov 5th Orchestra - Jason will work with Rachel to get concessions for bake sale and rep from IPAB to talk. (Correction: Band concert is 11/13/19); Alert: Missing 50 IPAB cushions, discussion about possible places where they might be.
 - Fall Play: Opens Nov 7 (6 performances) with 80 seats in Little Theatre; Heidi concerned there won't be enough seats for all who wants to see performances, but can offer tickets to parents first. Wednesday matinee for Broadview-Thomson 4th graders. Concession donations needed (brownies or cookies) for students to sell; will need Sign Up Genius.
 - IPAB Positions: Jason talked to Deanna who is willing to vacate Band Liaison position in order to engage new person for it; Dophie would like us to find a Treasurer replacement for her; possibly recruit two people as co-Treasurer roles.
- Communications (Deanna, 10 min.)
 - Website (covered by Rachel – see above)
 - PR for play (Deanna absent): Heidi to send link to families to purchase tickets; follow up on social media to get word out. Posters need to be hung in the community so people can see what Ingraham is currently working on.

IPAB Meetings: 11/6, 12/4, 1/8, 2/5, 3/4, 4/1, 5/6 at 7 p.m. in the Band Room.

Upcoming Events: Fundraisers: Winter Concert: Dec. 13. Student Showcase: Feb. 1. Band Concerts: 11/13, 2/12, 4/8, 6/10. Choir Concerts: 11/14, 3/26, 6/11. Orchestra Concerts: 11/5, 3/24, 6/9. Drama Productions: Starcatcher—11/7,8,9,15,16,17; **Winter Play—1/...** **Big Fish—5/...** Field Trips: Tumwater—10/12, Edmonds Jazz—11/8, DeMiero Jazz—3/5, **California--**

"The purpose of this organization is to support the performing arts at Ingraham High School by providing volunteer efforts and financial support to the programs, staff, instructors, and students."

Meeting Norms: start on time; adhere to agenda; adhere to speaking order; come prepared; assume positive intent; stay true to organization's purpose.