



Ingraham Performing Arts Booster Meeting

November 6, 2019 7:00 – 8:30 p.m.

Minutes - Draft

- Introductions and Minutes: Minutes approved.
- Treasurer's Report (Dophie)
 - Budget Activity YTD; as of September 30 \$2,300.50; in October we received more than \$7,000; Facebook fundraiser was a great addition (Deanna included a link to Alliance so money goes straight to AFE). We had costs of \$627.48 for direct ask/fundraising. Brown Bear tickets – IPAB members selling tickets can make checks payable to IPAB/AFE.
- Fundraising Report (Mark)
 - Direct Ask Wrap Up – we more than doubled our goal! Success credited to hard copied letters mailed out the first week of school, and Facebook presence that kept up the focus. This Spring we should prepare next year's letter so it's ready to go at start of 2020 school year. We overpurchased stamps and envelopes; can be used next year. Discussion about ending the drive earlier around 10/6 or at least by 10/10. IABC would prefer our campaign end before their Breakfast (second Friday of October).
 - Brown Bear Progress – IPAB needs to sell 84 tickets to cover our expenses. At last month's meeting, tickets were taken to sell by: Jason 20, Tina 20, Mark 10, and Judy 20. We need to track carefully. Ask Shane if you need more tickets to sell.
 - Pianos and Curtains – We now have enough pianos; only expense was tuning. The curtains arrived.
 - Winter Benefit Concert – Dec 13 "A Night at the Movies"; will do a 3 - 5 minute Ask and Pass the Hat; drum line will be there, sell Pizza and Bahn Mi for dinner. Shane to send info to Deanna to get the word out; tickets to be handed out to students before Thanksgiving break. Ticket money goes to ASB; students are handling the box office. Include QR code on the program and on the "hat" to make it easy to scan/give. Shane has 4 stagehands; we need 6 volunteers for concessions; need coolers, and ice; need volunteers to buy food and drinks in advance -Jason (Pizza), Deanna (Drinks). Jason will contact Sally to ask how many Banh Mi sandwiches were purchased last year.
 - Student Showcase Prep – discussion about having a nice package to give away at the end of the Raise the Paddle. Each board member will attempt to acquire 2 or 3 Arts items to put in the package to create fun and excitement; need 50/50 Raffle. Mark to set up a Google Docs to track what organizations we contact to avoid duplication; will electronically send IPAB members Procurement forms. Get out a Sign up Genius for Student Showcase well in advance to help publicize the event.
- Teachers' Report (Katie, Heidi, Shane)
 - Katie – (absent) Congratulations to Katie! Baby Etta Lou was born October 18.
 - Heidi – (absent)
 - Shane –Band getting ready for concert next week – need volunteers; Rachel and Deanna will prepare something for Shane to post. Jason will stand up and talk to the audience. LA trip - 8 students applied for scholarships; chaperones are set. Discussion about setting up a fund to subsidize chaperones for trips. Purchased a new trombone for \$900 to replace one that broke. Coaching invoice will be presented to Dophie soon.
- FOI Liaison Report (Judy)
 - FOI approved funds for band uniforms and a sewing machine; FOI Auction planning underway (3/28/2020? Judy to confirm date); FOI would like IPAB participation, possibly to have a table.
- Liaison Reports (All)
 - Band (Deanna) – Covered in Teachers' Report above
 - Choir (Tina) – Vocal Jazz at Nathan Hale went well; assembly performance went well. Vocal Jazz field trip to Meadowdale HS 11/8 – need one more volunteer (someone who has done the paperwork). Choir Concert 11/14 – Rachel will send out another Sign Up Genius. Anna Eifert needs help with distribution of the Uniforms and ironing shirts. Discussion of potential gift for Katie (gift card).
 - Theater - (Dave) Monica bought a Keurig to give to IPAB; question about whether it's self-sustaining; will try it out during the Theatre performances in November. Dave will see make sure there is creamer. Play starts tomorrow night. Musical opens on Memorial Day Weekend.
 - Orchestra (Heather absent) - Deanna did all the set up and clean up at last night's performance. Suggests liaisons be responsible for getting future volunteers so we're staffed at all events.
- Volunteer Needs (Rachel)
 - Treasurer –Jason will stand up before audience at the Theatre performances and put in plug for a Treasurer; we'd like to find the replacement by end of calendar year; if you know people who might be a good fit, let Jason know.
 - November Concerts – all set; just pushing out the Sign up Geniuses. Tina will search for Sally's email to see if there are detailed clean up instructions to aid volunteers.
 - Fall Play - Need a Board Member to volunteer to sell seat cushions at each performance. Rachel will email the IPAB group for sign ups.
- Communications (Deanna)
 - Website (Rachel) – IPAB.org; tab was set up on the site to store Newsletters. Direct people to the website whenever possible.

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



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IPAB Meetings: 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. Theatrical Productions: Starcatcher—11/7-9, 15-17; **Winter Play—1/...** **Big Fish—5/...** Field Trips: Tumwater—10/12, Edmonds Jazz—11/8, DeMiero Jazz—3/5, California—4/16-19

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