



Ingraham Performing Arts Booster Meeting

December 4, 2019 7:00 – 8:30 p.m.

Minutes

- Introductions and Minutes: Minutes Approved
- Treasurer's Report (Dophie)
 - Budget Activity YTD; we have higher than normal bank expenses and Alliance costs due to large amount of donations; student scholarship payments not reflected (timing); riser for Katie and trombone purchased by Shane will be reflected next month. The 3 November concerts made approx.. \$700 in concession sales. We ran out of concessions at Band concert, had too many donations at Orchestra concert, and just right at Choir.
- Fundraising Report (Mark)
 - Brown Bear Update (All). Still have tickets to sell, let Shane know if you want more. Debbie took Judy's 10 tickets, Jason sold 3, has 7 left, Mark sold his 20. Make checks payable to IPAB/AFE.
 - Winter Benefit Concert: Friday, Dec 13; Mark will do a 10-minute Give, and drum up excitement for Student Showcase. Put QR code and website address on everything (screen, program, trifold or donation box, collection/Pass the Hat baskets); donations can always be made online through IPAB.net. Mark will send the QR code to everyone, so we all have it. Discussed idea of Auctioning off one item at the Benefit Concert; decided against. Judy will get petty cash/cash box from Dophie and bring to event; we need more \$1 bills for making change. Need more volunteers to help with the concession stands. Judy will make a sign-up sheet for people interested and get plexiglass display frames.
 - Food: Paul Vahey to handle getting the Bahn Mi sandwiches; last year we ordered 90 pork, 45 chicken, 25 tofu; will do more pork and less tofu this year. Jason will get 11 pizzas; last year we had 10. Jason will bring beverages; Rachel will bring two coolers with ice.
 - Student Showcase: Latvian Community Center Sat, Feb 1, 2020.
 - Event tickets go on sale in January; Jason will work with AFE to get a link for ticket sales. Discount tickets available in advance, higher price at event (\$25 advance, \$30 at door, Senior discount (age 65) \$20/\$25).
 - 50/50 Raffle: this year will hold the Raffle earlier and have the winner use their winnings to purchase auction items; Mark's wife, Kerri, working on Raffle.
 - Dessert Dash: would like Tina to coordinate again this year; Rachel will help.
 - Decorations: Theme is "60 Years of Performing Arts"; possibly use Ingraham colors; Ruby helped with decorations last year; Rachel will ask her to help out. Mark will talk to Heather's parents since they met at Ingraham while in the performing arts programs.
 - Prizes: PNB, Hilton Seattle one night, STG Presents tickets, Paramount club seats, Taproot Theatre tickets, ACT theatre tickets, Watershed Pub gift card, and more requests are out.
 - Mark reported Liquor License applied and paid for; Jason will look for the paddles and will take care of deposit for Latvian CC.
 - Food: Deanna will handle again this year; Jason will reach out to Beechers and Central Market for appetizer donations; Fremont Brewery donating beer; Jason will check with AFE for a determination letter, then contact Total Wine to purchase at cost. Deanna will handle flatware and paper plates.
 - Day-of it's all hands on deck to set up tables and get space ready. Volunteers should plan to show up at 3:00 to set up.
 - Posters: would like Dave Seaver (Drama liaison) to reach out to Heidi to see if students can help make them.
 - Auction software: requesting FOI sponsor event and share license for software. Judy to follow up with FOI to see what she can learn. Mark will investigate potential back up plan.
- Teachers' Report (Heidi, Katie, Shane)
 - Katie - absent
 - Heidi - absent
 - Shane - absent
- FOI Liaison Report (Judy) – Nothing to report since no meeting.
- Liaison Reports (All)
 - Band – absent. Jason shared that Shane needs 4-5 stagehands for Winter Benefit concert, which we have now.
 - Choir –absent. Jason shared from Tina that on Dec 19 at McCaw Hall, the choir will sing carols in the lobby before the Nutcracker performance; friends, fans and family can save 25% by using the link, or call the box office and mention code: Nutchoirs. Ms. Eifert requests that volunteers make sure paperwork is completed.
 - Theater – absent.
 - Orchestra – Heather: nothing to report, will connect with Heidi and will help at the Winter Benefit.
- Volunteer Needs (Rachel)

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- Treasurer Update: two possible candidates to share the job and work together; one to do at-home book work and the other to handle more visible work/attend concerts/handle cash; Jason had hoped to meet with them before this meeting but didn't work out.
- Benefit Concert: Rachel will update Signed up Genius \$4 half sandwich, \$8 for full Bahn Mi, and pizza (Jason will price it out at Central Market).
- SPS Website Update: it's out of date, Rachel will connect with IT at SPS to add a link to IPAB website.
- Keurig Review: the machine went missing for second concert, then reappeared. Discussion about the environmental impact of Keurig and if we want to use it; decided Keurig will stay with Drama. We will use Starbucks coffee from now on at concerts; Jason will get back to Monica and Dave regarding the Keurig.
- Communications (Deanna)
 - Misc. Catch All: Wants to include a community section in the Newsletter before the Benefit Concert; if you know of events in the community, let Deanna know.

Upcoming IPAB Meetings: 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: 2/12, 4/8, 6/10. Choir Concerts: 3/26, 6/11. Orchestra Concerts: 3/24, 6/9. Theatrical Productions: **Winter Play—1/...** Big Fish—5/28,29,30 and 6/5,6,7 Field Trips: DeMiero Jazz—3/5, California—4/16-19

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