



# Ingraham Performing Arts Boosters

## Budget Meeting

### August 24, 2020 7:00 – 8:30 p.m.

## Minutes

- Come to Order; Minutes adopted.
- Treasurer's Report (Davida) - no reports have been received by Alliance for Education since April; we are under budget in revenue and expenses; GL accounting for income may not be accurate, since there were confusing entries; for last school year, we made close to \$31k and spent about \$30k, with a bank balance of about \$17k; there was a 20% reduction in revenue and expenses across the board, likely due to pandemic and school closure; matching gift donations were much lower than planned.
- Budget Meeting discussion:
  - Jason read a hard copy of last year's budget for Davida to update income amounts to correspond correctly.
  - Line item 520 previously the 10 Minute Give was renamed to Winter Benefit Concert.
  - We budgeted at a deficit last year, but we earned more than we spent; if this year's budget is at a deficit, we should be all right; concert concessions will be zero this year; we need to lower expectation on how much we can bring in; FOI has created a line item in their budget to spend money on IPAB (along with IABC).
  - Discussion about holding 2 fundraisers this year: 1) Direct Ask letter, 2) Telethon-type online event via Youtube to replace the Benefit Concert; or instead come out strong with the Winter concert, budgeting for it since it could be our only time, or even hold a second soft direct ask in lieu of concert.
  - Instrument costs lowered to \$2,500; some will break, but there will be less wear and tear, since no marching and no back and forth to/from school.
  - Teacher Input/Requests:
    - Heidi: since we won't be focusing on the physical things, like curtains and risers, we can pivot to supporting sheet music and engineering software; some software and online learning tools are being provided by the district; we could utilize coaching budget differently, perhaps using community members and guest lecturers; students sharing their work is important; unsure if it will be the whole Orchestra or solos or small group recordings; planning to prepare Theatre performances that will be shared, such as Scenes in the fall and Shakespeare in January; leave Drama Production Costs in the Budget; budget \$2k for Drama Choreography & Coaching.
    - Shane: leave all support lines where they are and see where we end up; include Sound Equipment for online platform and USB microphone for better sound quality; Shane anticipates Graduation next June is the only time the full Band will play together; consider budgeting Band Support at \$6k for engineering time, Protocols and online editing.
    - Katie: would like to have a performance/product after the end of the semester; for engineering, would be helpful if teachers were utilizing the same resource - will need to research; will experiment with an online supported engineering software students can use to record and edit themselves; a subscription cost will need to be budgeted; unsure about Lab Fees this year; would like to keep Choir Accompanist, utilizing small groups and more solos.
  - Davida sent out the revised draft budget for everyone to review; we will go over at the September 9 meeting.
- Direct Ask letter: Jason will review Rachel's draft letter, incorporate everything we've talked about during this budget meeting, and have something out to review; teachers need to provide mailing lists to Jason (as pdf mailing label or in Excel). Once approved, Rachel will print and tri-fold, Jason will print labels, and Debbie will stuff, label and mail. Rachel will buy new envelopes. Goal is to mail letters by Tuesday, 9/8.

**Upcoming IPAB Meetings:** September 9, October 7, November 4, December 2, January 6, February 3, March 3, April 7, May 5

**Upcoming Events:**

*"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.