



Ingraham Performing Arts Booster Meeting

April 7, 2021 7:00 – 8:30 p.m.

Minutes

- Come to Order; Minutes from March meeting approved and adopted.
- Fundraising Update (Rachel): there is no Treasurer's Report again this month; Davida was not able to prepare her report in advance of this meeting; we are currently recruiting for Davida's replacement; John Lembo, an attendee at the meeting, expressed an interest in the Treasurer role; Rachel will send John more information about the position.
 - Last month Rachel reported on the invoice from Alex, the guy in charge of streaming for the Showcase; after much back and forth, they settled on \$1,350.
- Board Recruitment: we are continuing to recruit for the 2021-2022 IPAB Board; here's where we stand as of this meeting:
 - President - OPEN
 - Vice President - Deanna Meyerhoff (Deanna mentioned to Rachel that she may be interested in a co-president position)
 - Secretary - Debbie Casselman
 - Treasurer – OPEN
 - Communications - Stefanie Malone
 - Fundraising Chair - OPEN
 - Volunteer Coordinator - OPEN
 - Band Liaison - OPEN
 - Choir Liaison - OPEN
 - Orchestra Liaison - Anne Bloom
 - Theatre Liaison - Dan Suiter
 - Paul Vahey - ?
- Creation of a Schedule of Performing Arts Events: Rachel expressed concern that we do not currently have a master schedule of Ingraham events to use to track events year by year; earlier this year the Twelfth Night production caught us off guard; motivated to create a document so we can pass on our institutional memory to future IPAB boards; during the meeting, a document was drafted with everyone present sharing their knowledge of events; this draft document now resides in Google docs; Rachel will send to the teachers for review and request they clarify events and dates (no teachers were present during this meeting).
- Grant Writing (Rachel): Shane drafted the Verity grant application and sent to Rachel for her review; the teachers are asking for about \$1,500 to purchase three carts on which to stack chairs; once Shane signs the grant application, Rachel will submit to Verity;
 - Dan suggested we also check with the school district surplus since they have a warehouse of chair carts.
 - Anne Bloom mentioned "Washington Grant Watch," a subscription-based site where one can buy a one-week subscription for about \$20 that has a database of all the grants available and can be filtered by need; Stefanie does grant writing professionally and may know about this site; discussion about the benefits of focusing on grant money to supplement our fundraising; Anne Goodchild, attendee at the meeting, knows a parent who is a professional grant writer, and will check with him regarding Grant Watch and also Grant Source, suggested by Dan Suiter.
- Musical Theater Budget (Dan, Beth): brief discussion regarding budget concerns for the musical theater productions; due to school being shut down, there was no revenue generated for last year's musical, but there were expenses; no musical revenue is being generated for this year's musical to offset expenses, and this year's expenses are greater; at this rate there will be no money in the budget to produce the Fall show; brief discussion about possible ways to generate revenue; IPAB could easily help with an Ask, and/or could utilize social media to request donations; more on this later.
- FOI Update (Debbie): last month's FOI meeting topics focused on FOI recruitment for open positions (many are the same as IPAB's open positions), Principal Floe outlined plans for students to return to in-person learning, and the upcoming FOI auction; Dan Suiter will plan to attend the next meeting on 4/19/2021 as the IPAB representative.

Upcoming Meetings: May 5

"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.