



Ingraham Performing Arts Booster Meeting

May 5, 2021 7:00 – 8:30 p.m.

Minutes

- Come to Order; minutes from April meeting approved and adopted.
- Fundraising/Budget Update (Davida)
 - The final reimbursements for the year still need to be processed, which will be in the last check run; Davida confused some W-4s with W-9s and will redo those. Final fundraising numbers from AFE are not available; Davida will forward once received.
 - The school year began with \$17,000 in reserve from previous year; we budgeted Income at \$22,000 and planned to end the year at around \$10,000. Actual ending balance is about \$26,000, much higher than anticipated. We did well with fundraising, but we did not have the expenses we expected. There wasn't a lot of ways to spend money during the pandemic. Shane asked Davida to watch for a check for approx \$1,550 from Educational Discoveries Tour, which is reimbursement for the 2020 Disneyland trip that didn't happen (check was mailed in March to Alliance); Davida checked and does not see it on her March Reports; discussion around how we prevent AFE taking 7% fees from the refund; Davida will follow up with AFE regarding the check and the 7% fee.
- Flow/Schedule for the Year: Rachel reminded the teachers to review the IPAB Yearly Calendar/Activities document created during the last meeting (located in Google docs) and continue to make contributions; great way to capture institutional knowledge and hand off to new board.
 - Discussion about recruiting for incoming Freshman and what should be sent now to middle schoolers; Heidi and Katie are working on a letter for the counselors similar to what Shane sent; Deanna will share Shane's email with the middle schools.
- Verity Grant: unfortunately, we missed the 3/15/2021 deadline so we should focus on the fall deadline (9/15/2021) and send in the same submission; if we resubmit in September and asked for a grant for chair carts, we can order them and have by November for the first concert.
- Teacher needs for support as we finish out the year:
 - Heidi: the District provided Adobe Premier Pro software for the musical; there's a big learning curve so Heidi needs someone who knows the software to be available for questions or troubleshooting; Anne Bloom offered her help – she has used it and could problem solve for Heidi; Dan knows an expert who also may be able to help.
 - Katie: would like help with incoming freshman outreach; auditions in June by appointment are likely to happen.
 - Stefanie will email Katie so when Katie is ready to provide some information to post, she can send to Stefanie (in raw form is fine) who will plug into the social media accounts; it was suggested we also post on Middle School Facebook groups.
 - Dan is connected at Hazel Wolf K-8 and can help with messaging for band/choir/drama and also in the Principal's emails.
 - Rachel suggested we use IPAB.net website too and add Heidi's costuming class to site; also Canva website is friendly, welcoming and simple to use.
 - Anne suggested we ask a Junior or Senior student who was involved in the program before COVID to make a quick video to email out to families - video is powerful and this kind of messaging is effective for engaging potential incoming students.
 - We could use snips of alumni videos from the February program; Stefanie will utilize those; discussion/reminder to check with the school office for list of students that did not provide a release for photos and videos; Stefanie will ask for help, if needed.
 - Sound for the Musical – Dan Suiter and Katie Wood will talk outside of this meeting and brainstorm.
 - Shane: may ask IPAB to pay for t-shirts for Wednesday afternoon Marching band students, or Shane will pull the money out of ASB funds; the students will pick the design for the shirts. Currently, Ingraham marching band is the only one approved to perform outdoor (a pilot program); Shane received an FOI grant for \$2k for PPE for students. Not planning to hold the Band picnic, though possibly a tailgate party in the parking lot at school.
- FOI Update (Dan): FOI said they budgeted for IPAB; we should receive about \$6,000; discussions are continuing on how to transfer the funds to IPAB without incurring AFE's 7% fees; this is a transfer, not a donation. Rachel will email Jim at AFE and cc Dan, Heidi, and John Lembo regarding the fees; Dan will follow up with Helen, the FOI grants person.
 - Dan will attend the next FOI General Meeting on 5/17/2021.
- IPAB Board 2021-2022 voted in, plus additional positions acknowledged:
 - President: Deanna Meyerhoff
 - Vice President: Paul Vahey

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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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- Secretary: Debbie Casselman
- Treasurer: John Lembo
- Communications: Stefanie Malone
- Fundraising Chair - OPEN (Board position)
- Volunteer Coordinator - OPEN
- Band Liaison - OPEN
- Choir Liaison - OPEN
- Orchestra Liaison: Anne Bloom
- Theatre Liaison: Dan Suiter
- Anne Bloom offered to take over the IPAB website (ipab.net); Rachel and Anne will discuss further offline.
- Debbie offered to create a doodle poll to set a meeting date for the August Budget Meeting
- IPAB items:
 - Rachel will deliver to Deanna the IPAB items she's been holding.
 - Review of other items: IPAB has items stored in Shane's instrument room with the lockers (eg A-boards for flyers, Trifold, a couple of tubs with coffee and tea supplies). IPAB items also reside above the sink and to the left (on top of the high cabinet).
 - Rachel will pass on Sign Up Genius information to Paul to hold until a new Volunteer Coordinator is found.

Upcoming Meetings: August budget meeting (date tbd)

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