

## PPAB Board Meeting Minutes — July 20, 2008

<b>Attendees (* indicates absence)</b>			
Myron & Sherri El, <i>Co-Presidents</i>	*Mike & *Julie Van Duzer, <i>Co-VPs</i>	Kevin Hesler, <i>Co-Treasurer</i>	Marcia Whitlock, <i>Co-Treasurer</i>
Nancy Baker, <i>Secretary</i>	*Lynn Morris, <i>Band Rep</i>	Lorrie Algate, <i>Choir Rep</i>	*Janet Lahr, <i>Dance Rep</i>
Shelly Skinner, <i>Guard Rep</i>	Becke Bolinger, <i>Orchestra Rep</i>	Tim & Denise O'Brien, <i>Theater Rep</i>	John Marshall, <i>Dept Chair/Band</i>
Ron Emmert, <i>Band Director</i>	*Bill Cunningham, <i>Band/Orch Dir</i>	Drew Stainbrook, <i>Choir Director</i>	*Martha Murphy, <i>Orchestra Dir</i>
*Karin Stratton, <i>Band Director</i>	*Monte Tapplar, <i>Theatre/Dance/Orch</i>	Jane Bentley, <i>Dept Secretary</i>	*Dawn Barringer, <i>Fundraiser</i>
Beth & Greg Lockwood, <i>Comm/PR</i>	Joe Handojo, <i>Concessions</i>	_____, <i>ISSMA</i>	*Bill & *Sherri Wolfe, <i>Market Day</i>
Heather Hennen, <i>MusicFest</i>	*Ed & *Ann Edwards, <i>Popcorn</i>	*Dale Schaffer, <i>Popcorn</i>	*Mike Bushman, <i>Props</i>
*Lu Hesler, <i>SCRIP</i>	*Steve & Becky Cline, <i>IMS Speedway</i>	*Alice Shaffer, <i>Uniforms</i>	*Becky King, <i>Ushers</i>

Meeting Date: July 20, 2008	
Location: Traders Point Christian Church, Zionsville, IN	
Start Time: 6:30 pm	End Time: 8:25 pm

Agenda Item	Discussion		
Call to Order	At 6:36 pm by Myron El	Welcome – introductions by all in attendance	
Financial Review	<ul style="list-style-type: none"> <li>We are currently in a stronger position than we have been for the past couple of years. Current bank balance is \$6,900.</li> </ul>		
Performing Arts Department Update:	<ul style="list-style-type: none"> <li>We are facing some challenges</li> <li>Down one person on staff</li> <li>New HS Principal, Troy Inman-positive towards Performing Arts</li> <li>John met with the superintendent earlier this month, feels encouraged that the staffing issue will be reviewed if higher numbers in choir classes increases.                             <ul style="list-style-type: none"> <li>Changes to classes/teachers: One semester of keyboarding instead of two; Ron E directing Crimson band; One less concert band per semester; All wind players will be in one class 1<sup>st</sup> semester-Marching Band (&amp; Guard will be that same period); John M to assist Drew S with Encores; Monte T will assist with Mystiques &amp; teach Choral; Ron E &amp; John M to direct Freshman Girls Choir; Martha M is no longer on a “temporary” contract; Drew S will have the four advanced choirs, freshman boys, and one or two other choirs.</li> </ul> </li> </ul>		
<b>Board Vision:</b>			
<ul style="list-style-type: none"> <li>Myron El cast vision for 2008-2009 year</li> </ul>	<ul style="list-style-type: none"> <li>Myron has been in music education for 30 years. He praised the performing arts department for their focus on quality of educational content.</li> <li>He met with John M earlier this year and they are completely in sync with their goals for this upcoming year.</li> <li>They <b>will</b> create an atmosphere of inclusiveness, objectivity and <b>transparency</b>.</li> <li>He <b>will</b> encourage a wider range of volunteers more in keeping with our diversity percentages of students in performing arts. <b>Will</b> do the same with representation on the PPAB Board.</li> <li>Introduced the Financial reimbursement form, this is an initiative to provide more organization into the process.</li> <li>He talked about respecting the organizational chart – to work within the organization’s guidelines.</li> <li>The executive team (Co-Presidents, Co-Vice Presidents, Co- Treasurers, Secretary, and department head, John Marshall) will be constantly working to make certain that we are working on solutions to various issues. Rather than discussing all minutiae on any given subject at the full board meetings, the executive team will discuss the options and then provide recommended solutions to the board to</li> </ul>		

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	<p>vote/act upon. The agenda will be published and all members are welcome to attend if there is a high interest in a given area.</p> <ul style="list-style-type: none"> <li>• Wants each performing group to take a month during the year to provide the volunteers needed for concessions and ushers at PPAC..</li> </ul>
<ul style="list-style-type: none"> <li>• Myron's goals:</li> </ul>	<ul style="list-style-type: none"> <li>• Communication among the board and to parents at large.</li> <li>• Develop policies and procedures to improve the effectiveness of our organization.</li> <li>• Celebrate and recognize our efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Communication:</li> </ul>	<ul style="list-style-type: none"> <li>• Board president or representative meet with parent groups early in the "season" for that group.</li> <li>• <b>Suggested having parent groups meet during fall general meeting.</b></li> <li>• Open invitation to Board meetings</li> <li>• Develop master volunteer spreadsheet</li> </ul>
<ul style="list-style-type: none"> <li>• Policies &amp; Procedures:</li> </ul>	<ul style="list-style-type: none"> <li>• Each area rep have a goal of getting five new parents involved</li> <li>• Each committee chair should work to identify, invite and coach a parent to learn chair responsibilities.</li> <li>• Each performing group will be responsible for one month of volunteer assignments to the Pike Performing Arts Center for usher &amp; concessions staffing.</li> <li>• Any expenditure outside of the approved budget <b>will</b> need the approval of the booster president and the department chair.</li> <li>• We will plan one month in advance for upcoming volunteer needs <b>and events.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Fundraiser:</li> </ul>	<p>The Piper Group (cheese &amp; sausage group) will be the vendor for this year's fall fundraiser. We have to be creative to make the sale work.</p> <ul style="list-style-type: none"> <li>▪ Start date is August 19<sup>th</sup>.</li> <li>▪ We are looking to get 90% participation of students selling.</li> <li>▪ We must support the kids and provide them a way to be successful.</li> <li>▪ Each kid to sell 10 items</li> <li>▪ Financial goal \$45,000</li> </ul>
<ul style="list-style-type: none"> <li>• More Fundraiser info from John M:</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation date is August 19<sup>th</sup>, which is the same date as Back to School night.</li> <li>• Flower bulbs will be included this year – generally raise \$18,000</li> <li>• Candy stuff</li> <li>• Candles</li> <li>• Good quality</li> <li>• Cookies &amp; brownies</li> <li>• Wednesday morning 7/24 @ 9:30 am meet with directors, then at 10:00 am <b>student representatives</b> will meet with the Piper group people to detail the prizes, etc of the fundraiser.</li> <li>• Marketing tools they presented were very positive. \$32,000 was raised two years ago with that group.</li> <li>• Our old profit margin was 46%, now is a 50% profit margin for our sale. 30-day time period to get the money to the company.</li> <li>• Brochures (sales) are due 9/2</li> <li>• Product delivery 9/30</li> <li>• Money due back from the kids 10/14</li> <li>• They provide service; they will credit our account for any undeliverable merchandise, except for cheese. YIPPEE!</li> <li>• They will set-up our orders by class for us on site.</li> <li>• They strongly suggest that we not ask for the money up front.</li> <li>• They will do the kick-off presentations. John feels that they will be very enthusiastic.</li> <li>• Grand prize (they provide) Play Station PSP (<b>\$175 value</b>), every time you sell 10 items, you get another raffle ticket towards it.</li> <li>• Then 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place prizes -- \$100, \$75, \$50, prizes, etc.</li> <li>• The initial threshold is to sell 10 items. After that students will be eligible to <b>receive</b> money in their student account (in increasing</li> </ul>

## PPAB Board Meeting Minutes — July 20, 2008

	<p>amounts depending on the volume sold). Still working on the specifics of the breakdown of percentage in the student account. Additionally, after 15 items sold, the student will be eligible to go on an outing, then as their sales increase, they would be eligible for free pizza &amp; pop, next increment, eligible for free admission.</p> <ul style="list-style-type: none"> <li>• We will encourage the teachers to talk up <b>the fundraiser</b> to their classes by providing gift <b>incentives</b> based on their student's participation. At 70% selling of 10 items, then the teacher is eligible for spa day, manicure or pedicure, body &amp; skin care basket (\$100), restaurant gift card, etc.</li> <li>• The vendor offers more specific record keeping so that we can determine the percentages of each group and what worked and didn't.</li> <li>• We need to determine if we would go out and solicit the internal prizes for the sale.</li> </ul>		
<ul style="list-style-type: none"> <li>• SCRIP:</li> </ul>	<ul style="list-style-type: none"> <li>• \$3,600 balance currently in SCRIP inventory</li> <li>• Plans to have a SCRIP representative at each parent meeting to encourage participation.</li> <li>• Proposes that we focus on <b>online</b> ordering for SCRIP (other than orders for holidays). Order online by midnight on Monday, <b>pick up and pay for on Thursday</b>. Perhaps <b>students can pick up their items</b> from Jane during the week. Maintain an inventory of approx \$3,000, limited amount of cards on hand.</li> <li>• Currently have movie tickets for Georgetown Cinemas for \$7.00 that expire in September. Please call Lu Hesler if you have a large or small group that could use these soon-to-expire certificates.</li> </ul>		
<p>ISSMA Marching Band State Semi-Finals:</p>	<ul style="list-style-type: none"> <li>• Saturday, October 25, 2008—20 bands will participate at Pike in the ISSMA Class "C" Semi-State Marching Band Contest.</li> <li>• The Pike Crimson Rage Marching Band will be competing at Ben Davis in their class competition. So volunteers will be needed from all other areas so that the marching band parents can support our band at Ben Davis.</li> <li>• Will ask for volunteers to work in 3 or 3½ hour shifts for the competition we are hosting. Please mark your calendars and invite others to volunteer also.</li> </ul>		
<p><b>2008-2009 Board Meetings:</b></p>			
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Team..... Monday, August 11..... 7:00 pm</li> <li>• General Meeting..... Wednesday, September 24 ..... 7:00 pm</li> <li>• Executive Team..... Wednesday, October 15..... 7:00 pm</li> <li>• Board Meeting..... Tuesday, October 28..... 7:00 pm</li> <li>• Executive Team..... Tuesday, November 18 ..... 7:00 pm</li> <li>• Board Meeting..... Tuesday, November 25 ..... 7:00 pm</li> <li>• Executive Team..... Tuesday, December 16 ..... 7:00 pm</li> <li>• Board Meeting..... Tuesday, January 13..... 7:00 pm</li> <li>• Executive Team..... Tuesday, February 17..... 7:00 pm</li> <li>• General mtg/Showcase ..... Monday, March 23..... 7:00 pm</li> <li>• Board Meeting..... Tuesday, April 14..... 7:00 pm</li> <li>• Board Meeting..... Tuesday, June 2..... 7:00 pm</li> </ul>		
<p>Adjournment</p>	<p>The meeting was adjourned at 8:25 pm</p>		
<p>Next Executive Team Meeting: Monday, August 11 at 7:00 pm          Next Board Meeting (also the General Meeting): Wednesday, September 24 at 7:00 pm</p>			