

**MINUTES FROM THE MEETING OF THE PARENTS OF PERFORMING STUDENTS
BOARD OF DIRECTORS MEETING**

**THURSDAY, NOVEMBER 14, 2016 AT 7:00pm
WELLESLEY HIGH SCHOOL LIBRARY: 1938 Room**

A meeting of the Board of Directors (the "Board") of Parents of Performing Students ("POPS") was duly held on Thursday, November 14, 2016 in the 1938 Room of the Wellesley High School Library. The members of the Executive Committee of the Board present for the meeting present and participating were:

Darlene Howland, President
Patti Ayer, Vice President
Peggy Ho, Secretary
Michael Scholl, Treasurer
Susan Kinney, Publicity Coordinator
Denise Grossi, WHS Drama Rep

Sabrina Quintana, Director of Performing Arts and Allison Madden, Assistant to the Director of Performing Arts attended by invitation and participated throughout.

Other participants included: Kim Hornung, Patti Rabbett, Amy Van de Wel, Linda Messori, Heather Schaefer, Deb Berger, Brian McManimon, Myra Tucker, Elaine Gillim, Dawna Dewire, Janet Sozio, Karen Haddock, Martha Collins, Phyllis Hill, Lisa Dalrymple, and Amy Zhang.

At 7:04pm, Ms. Howland noted that a quorum was present and called the meeting to order.

Ms. Howland began the meeting by welcoming all present and inviting introductions by all participants in the room.

After introductions, Ms. Howland asked for comments or questions regarding the minutes from the last meeting. There being no discussion, upon motion duly seconded, it was **VOTED** to approve the minutes from the previous meeting.

Ms. Howland then requested a report from the Treasurer.

Mr. Scholl noted that the July 1 starting balance for POPS was \$31,704 and reviewed the income and expenses set forth on Exhibit A hereto. He explained that the organization's balance as of November 13 is **\$19,565**; but cautioned that reconciliations from the *Beauty and the Beast* performance still need to take place. Future expected expenditures include costs from the dance program, payment for Laura Kinhan (speaker at the upcoming Jazz event), CPA costs and other administrative costs.

Mr. Scholl reported that the selection of new banking relationship is pending. He expects that the POPS accounts will move to First Commons Bank, pending administrative clean-up.

Ms. Howland noted that the organization is still looking for elementary school representatives – people are needed to help build connections with the elementary schools. Discussion ensued around how to generate more interest at the elementary level.

Ms. Howland then turned to an overview of the fall's performing arts performances.

1. **Accatober** – October 21 and 22, 2016 – this is the first year this concert was held on two nights. There was an issue with parents leaving on the second night after their students performed. It was suggested that faculty address this issue perhaps in an announcement at the beginning of the show.

2. **Beauty and the Beast** – November 10-12, 2016 – this show was a great success both artistically and financially; it presented one of the biggest opportunities to raise funds from the greater community (concessions and business and family advertisements in the program).
3. **WHS Orchestra Concert** – November 15, 2016 – for non-ticketed events (such as this) POPS will be collecting donations at the door; the board discussed logistics around fundraising at the various upcoming events. It was noted that it is helpful to have students participate in the fundraising. School will provide Ms. Ayer with a document that tracks which concerts are ticketed and not ticketed – this will be helpful going forward to help coordinate fundraising efforts. Ms. Kinney undertook to draft a protocol for fundraising and the handling of money.
4. **WMS Much Ado About Nothing** – November 17-19, 2016 – Publicity for this performance has begun, as have dress rehearsals. Board members noted the nice publicity for the show in the Wellesley Townsman. POPS will have a presence at these performances.
5. **WHS Jazz Concert** – Monday, November 21, 2016 – Publicity for this concert will come out in local papers this week; it has also been covered on social media.
6. **December** – Ms. Howland noted that there are many December concerts and all are posted on the POPS website.

It was noted that there is a need to locate storage space for fundraising materials and concessions at both the middle school and the high school.

The board engaged in discussion around coordination of poster publicity. A desire was expressed to find a way to hang posters around town efficiently. It was agreed that POPS should leverage key club members and create a calendar of all events as well as a list of places where posters may be hung. One issue identified is that the posters need to be created at same time. Brian McManimon undertook to design the poster for December events.

Ms. Howland then requested a report from Sabrina Quintana. Ms. Quintana presented roses to all board members to thank everyone for support this year. She also extended thanks to the teachers and staff for supporting all students in their performances. And a special thank you was given to Allison Madden for her 'support of all things'.

Ms. Howland then provided the following updates:

- **Turkey Trot** – Well over \$1,000 has been raised, which will be matched by Turkey Trot.
- **Website Update** – Significant updates to the site have been made. Going forward, there is still a need to resolve the photo and video gallery page – there is a desire to password protect this page, and logistics are still being determined. This will incentivize people to go to page, where they will see donation button.
 - Ms. Howland asked for a subcommittee to be created to examine the privacy and permission/waiver issues around publicizing photos and videos of students. Ms. Quintana will represent the high school. Linda Messori and Sue Kinney will participate as well.
- **Job descriptions** – Ms. Ayer has been working on the job descriptions with the various board members. These documents will live on the POPS website so that there is continuity from year to year. In addition to elementary reps, the following positions are still unfilled: (i) a point person for fundraising/development, (ii) a yearbook person, and a dance representative at WMS.
- Ms. Howland and Elaine Gillim have been holding meetings to research history around budgeting and resources at the town level. They will attend the School Committee meeting on 11/29 and asked for others to join in force to make a statement. Questions being asked at the meeting will include: 1)

revolving account – where does funding come from and how is it used; 2) ticket income from concerts and performances – does it all come back to performing arts; 3) full time positions for BrianMcManimon and Allison Madden; 4) stipends for performing arts staff for after-school activities – compare with athletics and WHS clubs; 5) instrument budget – is this sufficient?; 6) instrument repair and depreciation.

Ms. Howland then turned discussion to the development of a POPS Grants Policy. Ms. Howland circulated a draft set of guidelines. Ms. Ho undertook to create a grant application form to accompany the guidelines.

Ms. Howland closed the meeting, reminding the Board that a social gathering will be held at Sue Kinney's home on December 7.

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There being no further business or action before the Board, the meeting was adjourned at 9:01pm.

Exhibit A

**Wellesley POPS
Treasurer's Report**

	SUM of Deposit	SUM of Withdrawal
Attire	\$31,704	\$0
Donations	\$6,806	\$5,489
Grant	\$1,504	\$0
POPS Admin	\$0	\$20,146
Senior Awards	\$0	\$338
WHS Choral	\$0	\$400
WHS Drama BB	\$674	\$310
WHS Drama Tech	\$13,506	\$7,670
	\$478	\$1,105
Grand Total	\$54,671	\$35,457

Balance @ 11/13/16

\$19,565.87