

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

**MONDAY, JUNE 12, 2017 AT 7:00pm
THE HOME OF DARLENE HOWLAND**

A meeting of the Board of Directors (the "Board") of Parents of Performing Students ("POPS") was duly held on Monday, June 12, 2017 at the home of Darlene Howland. 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
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.

Also joining were honored members of the faculty and staff of the Wellesley Public Schools Arts Department and other participating parent board members.

At 7:40pm, Ms. Howland noted that a quorum was present and called the meeting to order.

Ms. Howland began the meeting by welcoming all present. She then congratulated all board members and performing arts faculty staff on the great accomplishments from the 2016-17 academic year. These included:

- A redesign of the Wellesley POPS website
- Improved corporate governance with minutes of each meeting: detailed and posted to website
- Identification of reps for all WMS and WHS teachers
- Consistent post-concert acknowledgement (flowers/gifts)
- Growth in fundraising to enable POPS to give \$20,000 in grants to WPS
- Fundraising events such as:
 - Turkey Trot
 - Cyclebar
 - California Pizza Kitchen Dinner
 - Sunfest
 - Donations at door of non-ticketed events
 - Donations made online or checks mailed in
- Enhanced commitment to advocacy where POPS became a respectful but vocal voice in support of proposed performing arts budget which included a full time Tech Director at WHS and additional funds for performing arts
- We had fun!
 - Dinner and a show events: Little Shop and Shrek
 - Fall Social hosted by Patti Ayer
 - Holiday Party hosted by Sue Kinney
 - End of Year party hosted by Darlene Howland
- Through the year, we brought performing arts parents together through Step Up Concert receptions for band, choral and orchestra
- We matured our POPS organization:
 - Increased number of volunteers to better divide work
 - Enhanced our collaboration with WEF

- Defined our roles through job descriptions for Reps and Committee chairs
- We improved our grant-making process:
 - Defined POPS Grant parameters.
 - Created a POPS Grant Application Form.
 - Set up a clear POPS Grant timeline.
- We organized ourselves by creating POPS space in the WHS 'props closet' with materials organized into bins for use by all PA Reps at WHS
- We made POPS more visible in the community:
 - POPS magnets
 - Lobby displays for each PA event in WMS and WHS
 - Newspaper, FB and twitter mentions of group
 - New Letter from POPS president for each concert cycle
 - POPS president speaking before WHS concerts
- We improved the annual WHS Banquet by:
 - Involving teachers in planning
 - Making the event free for students and their parents
 - Developing new ideas for senior recognition
- We collaborated with WPS:
 - POPS president served on PA Director Search Committee.
 - POPS Board member served on the WPS Fee committee.
 - President and POPS Advocate met/communicated with Director of Performing Arts throughout the year.
 - We worked with WPS Business Office to set up a plan for the receipt of donations.
 - President and Advocate met with Asst. Superintendents of Business and Instruction to better understand Performing Arts finances and budget process.

Ms. Howland then described additional goals for the 2017-2018 academic year. These included:

- Creation of a POPS logo
- Enhancement of the POPS Website:
 - Review Weebly Store tool.
 - Set up page with links to You-tube videos of concerts and events.
 - Have website continue to grow with organization.
- Focus on orchestra and choral Attire at WHS; streamline ordering process to better involve parents of performers rather than POPS volunteers in ordering
- Musical program: add option for donors to be in WMS spring musical as well as WHS fall musical to increase revenue.
- Elementary school Reps: have Rep for each school-- work with PTOs to make this a PTO position.
- Dance: help to grow the dance program at WMS and WHS so they are seen as part of PA
- Double Roles: have co-Reps and co-chairs for more positions to help share duties and prepare for smooth transition.
- We look to our financial governance processes:
 - We would like to set up a Quickbooks account.
 - We will meet with treasurers from other Wellesley non-profit groups to expand knowledge base.
 - We will provide more details in treasurer's report to better serve decision-making around spending.
- We will work closely with the new Director of Performing Arts to partner going forward.

- Instrument Donation Program: work with Steve, Sergey and Dave to set up program so families can donate instruments to WPS to grow our stock.
- Grants: fundraise enough to continue to give at least \$20,000 to WPS PA.
- Publicity: We need more writers. Divide responsibilities into print and social media for the future. Continue to work with Bradford staff to make sure quality of Senior Profiles is high. Create a publicity template form for teachers and Reps to fill out.
- And More!

Ms. Howland then delivered the Treasurer's Report, which was prepared by Michael Scholl. Mr. Scholl noted that it has been his pleasure to serve as Treasurer these past few years. He noted that our taxes have been filed.

When all deposits/payments are completed for this fiscal year, Mr. Scholl estimates that we will have \$9,558 remaining in the bank account.

Mr. Scholl noted that during the Fiscal Year 2016-2017, POPS handled \$71,175 in payments and pass-throughs.

Ms. Howland closed the meeting, encouraging the board and guests to remain and enjoy the food and camaraderie.

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There being no further business or action before the Board, the meeting was adjourned at 8:01pm.