

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

**THURSDAY, SEPTEMBER 1, 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, September 1, 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
WHS Drama Rep, Denise Grossi

WPS Attendees: Dr. Sabrina Quintana, Director of Performing Arts; Allison Madden, Assistant to the Director of Performing Arts; Russell Wilson, IVEP Coordinator; Brian McManimon, Tech Director WHS; Lauren Connors, WMS Choral; Kevin McDonald, WHS Choral; Dr. Sergey Khanukaev, Orchestra; Dave Adams, WMS Band & General Music; Matthew Polletto, Schofield Music; Julie Verret, Fiske Music.

POPS Parents: Elaine Gillim, Dawna Dewire, Tyler Ayer, Kim Hornung, Lisa Dalrymple, Amy Zhang, Myra Tucker, Deb Berger, Catherine Todd, Jane Thompson, Patti Rabbett, Ann King, Heather Schaefer, Jason Kim, Laura Kelly, Christin Gillooly, Rachel Rottersman.

Ms. Howland noted that a quorum was present and called the meeting to order.

Ms. Howland began the meeting by welcoming all present to the first meeting of the year and providing background as to the purpose of the group. This was followed by spirited introductions by all participants in the room.

After introductions, Ms. Howland asked for a report from the secretary. Ms. Ho moved to suspend the reading of the minutes. Upon this motion, duly seconded, it was **VOTED** to waive the reading of the minutes from the previous meeting.

Ms. Howland then requested a report from the treasurer. Mr. Scholl reported that POPS is in strong financial shape with a current balance of \$28,420 in the bank. He announced the finalization of three grants to the Wellesley Public Schools, as follows:

\$4,952.00 for the purchase of a Baritone Saxophone
\$1,890.00 for the purchase of a Euphonium
\$2,015.00 for the purchase of a Tenor Saxophone

Mr. Scholl noted that he is working to finalize the paperwork for a few additional grants made in the prior academic year.

Finally, Mr. Scholl noted dissatisfaction with the service at our current bank, TD Bank. After discussion, it was agreed that we identify a new bank, ideally a Wellesley-based institution with a local branch.

Upon motion duly seconded, it was **VOTED** to approve the opening of a new bank account at a local Wellesley Bank, to be selected by the Treasurer.

Ms. Howland then turned to discuss goals for the 2016-17 academic year.

1. The Board agreed that volunteering should be fun. We plan to divide the work among many to lighten the load. We also plan to have a more social component to our group.
2. The Board will be asking all parents of performing students to become members of POPS. This membership does not mean that the parent needs to volunteer or take action, but it does mean that the parent supports performing students and the staff.
3. The Board will assign a POPS Parent Representative to each member of the performing arts faculty of the Wellesley Public Schools. The POPS Reps will work to:
 - a. Enhance parent communication
 - b. Assist with front of house management during performance events
 - c. Identify liaisons to help with POPS public relations work (provide content to Ms. Kinney to facilitate greater media coverage)
 - d. Leverage Key Club students (Wellesley High School volunteer group that provides community support) to collect donations for POPS and/or handout programs
 - e. Identify with the help of the faculty any students with financial need and make sure they receive the financial help they need
4. The Board commits to raising funds to support the performing arts in the Wellesley Public Schools. We are looking to hold fundraisers, seek corporate sponsorships, and raise money at events. We have historically engaged in a grassroots effort; we would like to keep fundraising low key, but expand our efforts. We will consider mailings, membership dues, etc. Board members noted that ticket revenues from performances do not go back to POPS. It was also noted that POPS is a 501(c)(3) organization.
5. The Board seeks to fund special requests from teachers through our grant program. Parameters for these requests will be established.
6. The Board commits to publicizing the performing arts at the Wellesley Public Schools to build awareness and support in our community. Ms. Howland described the new Facebook site, Twitter handle, and website (for both POPS and the Wellesley Performing Arts).
7. Board members committed to be a presence at town budget meetings, school committee meetings and the administrative offices for the Wellesley Public Schools.

Ms. Howland then noted that the following new board positions have been created to help support these goals:

- Performing Arts Advocate
- Tech Representative at WHS
- Elementary School Reps

While the Performing Arts Advocate position has been filled, Ms. Howland stated that there are openings for the other roles and invited those with interest to speak with her.

Ms. Quintana then introduced herself to the Board and provided an update as to the state of performing arts at the Wellesley Public Schools. She noted that her goal is to provide inspired, high quality teaching to Wellesley students. In the short term, she hopes to improve communications from her office. In the long term, she hopes to write a new curriculum for students.

Ms. Quintana invited Mr. Wilson to discuss plans for this year's program. Mr. Wilson noted that IVEP Music lesson registration night will be on September 22 and asked for a few representatives from POPS to help out. Prior to this registration event, students at all seven elementary schools will receive a 45 minute instrument demonstration from faculty.

Ms. Quintana noted that last year, the program had over 600 students taking music lessons from over 50 faculty members.

Ms. Quintana also announced the exciting schedule for the 2016-17 performance year. She noted that the season has started already with the Rice Street Singers performing for the New England Governors Association. The full calendar of events will be posted on the POPS website and the performing arts website.

Ms. Howland noted that the Board will meet four times during this academic year. She also stated that the Board will be revising its grant strategy so that it is a more streamlined process.

Finally, Ms. Howland provided the following updates:

- Vice President Patti Ayer: Turkey Trot – POPS is a recipient of funds from the Turkey Trot this year. The organization will match up to \$1,000 that we raise. Jonathan Gillim will lead the POPS team. Details will be publicized shortly.
- Website Update – Ms. Howland and Dawna Dewire, former WPS parent (website redesign) described the vision for new website
- Publicity – Ms. Kinney described the evolution of the publicity effort for POPS. She noted the desire to improve communications and strengthen the already solid relationships with local newspapers. However, she urged all Board members to provide content. We are seeking individuals to join the publicity committee – we need publicity representatives at the middle school and at the elementary schools to coordinate and get content to provide to Ms. Kinney.
 - Twitter handle: @WellesleyPOPS
 - Facebook page: <https://www.facebook.com/WellesleyPOPS/>

Ms. Howland invited Board members who have not committed to a specific role to consider the following open positions:

- Fundraising—write letters and solicit money
- WHS—Drama concessions coordinator
- WHS—Musical program book—layout coordinator and business ad partner for Deb Berger
- Musical Potluck
- Yearbook Photos
- Senior Recognition
- WHS Performing Arts Banquet Coordinator
- WMS possible rep for band
- Elementary School Reps

Ms. Howland closed the meeting with a reminder that the Board will be holding its first social gathering of the year at Patti Ayer's home on Thursday, September 8, 2016 at 7:00pm. WPS Performing Arts faculty and staff are invited! All POPS board members are encouraged to bring along other parents who have children involved in the Performing Arts.

* * *

There being no further business or action before the Board, the meeting was adjourned to allow for smaller committee meetings between WPS staff and POPS Parent reps.