

To: IMADA Members
From: Trina Schell, IMADA President
Re: December 7, 2010 Meeting Minutes
Date: December 30, 2010

The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7 pm, Tuesday, December 7, 2010 in the Guidance Office of the Ipswich Middle/High School. Members in attendance included: President Trina Schell, Vice President Lucy Lockwood, Treasurer Terri Murphy, Anne Brown, Kathy Butler, Julie Meneghini, Michelle O'Connor, and Alicia Zampitella.

President Trina Schell chaired and opened the meeting at 7:20 p.m. Prior to that time, meeting attendees unloaded cases of the 2010/2011 IMADA program book from Alicia's car and stored them in the IMADA closet for distribution at upcoming school performances.

1. **November 2010 Meeting Minutes**

Trina Schell motioned to accept the minutes, Terri Murphy seconded, and the motion passed unanimously.

2. **Treasurer's Report**

Treasurer Terri Murphy submitted the November report and noted new activity, most of which was the result of The Company's fundraising for the Scotland trip.

Terri reported IMADA has a grand total of \$73,869.74 in the IMADA accounts. After deducting the amounts earmarked for specific programs, there is a total of \$21,103.81 uncommitted. Trina Schell motioned to accept the treasurer's report, which was seconded by Lucy Lockwood, and passed unanimously.

3. **New Business**

Trina Schell opened a discussion about voting procedures for faculty requests. She suggested that we do not take a formal vote on a faculty request while faculty members are present, so that no one feels awkward voting against a faculty request. Rather after IMADA discussion and possible faculty presentation/comment, we ask faculty to leave the room while IMADA members take the formal vote. The group discussed the proposed change and unanimously agreed to it. Terri Murphy, as Treasurer, volunteered to inform faculty of this change.

Trina Schell opened the floor for discussion about the frequency of e-newsletter and e-reminder distribution. Anne Brown suggested sending 1 monthly newsletter near the start of the month and reminders a maximum of one time per week (to be compiled and sent on Sundays). The group agreed with Anne's suggestion.

In a related issue, Alicia Zampitella requested the mail chimp email address be changed from hers to Anne's.

Trina Schell distributed a sign-up list for volunteers to distribute the IMADA program book at December 8 and 14 IMS concerts and the December 15 and 20 IHS concerts. Most slots were filled.

Trina Schell reported on the possibility of a *Roomful of Blues* concert in March. The band will be releasing a new album this winter and are willing to perform at the IPAC as a joint fundraiser for the North Shore Jazz Project and the IHS music trip to England. The IHS Jazz Band would be asked to open the concert. Gerry Dolan has responded favorably to the proposal and is negotiating a Friday date.

4. Old Business: Committee Reports

Budget Committee: Terri Murphy reported that the screen mounting in the art room is not done yet. Paul Bedard said he does not feel confident doing it himself. Kathy Butler said she'll ask her husband if he can do it. Terri will follow up with both.

Terri reported that the advertising banner approved at the November 2010 meeting was made and displayed for *Once On This Island*. Of the \$1,050 approved, \$750 has been paid and \$300 will be paid in spring to cover the banner changes to advertise the spring show.

Terri announced that the Natti violin sculpture is in place above the entrance to the auditorium. A plaque has been ordered and will be in place soon. Alicia Zampitella suggested IMADA might want to fund lighting to showcase the sculpture sometime in the future.

Annual Fund Campaign: Anne Brown reported that current donations are less than 2009 donations at the same time (exact difference was not known at meeting time). After some discussion, the group decided to send to those who have not contributed yet a second Annual Fund letter in February 2011.

Fall Concert: Nothing to report.

Program Book: Alicia Zampitella picked up the programs. Compliments were paid to Terri Murphy and Alicia for creating a beautiful program.

Terri passed around a list for members to volunteer to distribute programs to advertisers.

Alicia requested help editing next year's program (since Terri will not be involved), and photographing concerts.

Thanksgiving Breakfast: Nothing to report.

Email/Website: Lucy Lockwood discussed the results of the meeting she held with Anne Brown, Tracy Halliday, and Alicia Zampitella about the goals of the new IMADA website. She explained that they discussed the 3 groups of people who might visit the website (1. People looking for information about IMADA or school events 2. People who want to get involved. 3. Businesses/donors who are considering donating). The homepage should be able to address the needs of all 3 groups. Lucy distributed a draft homepage, which was favorably received. The group will continue to work with Tracy Halliday on redesigning the website on for an end-of-January launch.

There was discussion about what fine arts material should be on the IMADA site versus the Ipswich Public Schools site, but no decision was reached.

Seat Plaque Campaign: Nothing to report.

Robin's Art for the Arts: Nothing to report.

Art Show Receptions: Nothing to report.

Middle School Art Show Receptions: Kathy Butler reported that the Middle School Art Show will be held Tuesday, January 4. She requested help making phone calls to remind parents of the event.

High School Art Show Receptions: Nothing to report.

Front-of-House, Middle School Play: Nothing to report.

Front-of-House, High School Play: Terri Murphy distributed a sheet with the front-of-house fundraising totals for *Once On This Island*. DVD Sales \$55, Concessions \$362, Messages/Roses \$525 for total of \$1,142. After expenses, net income was \$758.86.

Scholarship Committee: Nothing to report.

Mass HS Drama Guild Festival: Nothing to report.

Fine Arts Award Night: Nothing to report.

Concert Clothing Closet: Publicity: Nothing to report.

Grant Writing: Terri Murphy reported that she went in front of the Ipswich Cultural Council board about IMADA's request for a grant to help pay for IPAC signage. Terri has not yet heard a decision.

5. Fine Arts Department Updates

Nothing to report. Gerry Dolan was unable to attend.

6. Upcoming Events

Wednesday, December 8 - MS Instrumental Concert

Monday, December 13 - HS Portfolio Art Show

Tuesday, December 14 - MS Choral Concert

Wednesday, December 15 - HS Small Ensemble Concert

Monday, December 20 - HS Large Ensemble Concert

HS Groups to Nursing Homes, etc.

7. Adjournment

The meeting adjourned at 9:05 p.m. The next meeting is scheduled for **Tuesday, January 11, 2011 at 7 p.m. in the Guidance Office** of the Ipswich Middle/High School.