

To: IMADA Members
From: Becky Gayton, IMADA Secretary
Re: November 2, 2010 Meeting Minutes
Date: December 6, 2010

The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7 pm, Tuesday, November 2, 2010 in the Guidance Office of the Ipswich High School. Members in attendance included: Anne Brown, Betsy Johnson, Terri Murphy, Julie Meneghini, Tracy Halliday, Becky Gayton, Lucy Lockwood, and Trina Schell. Representatives from the Performing Arts Department included Scott Ames and Gerry Dolan.

President Trina Schell chaired and opened the meeting at 7:00 p.m.

1. The meeting was opened with the reading and approval of the October minutes. Trina Schell motioned to approve, Lucy Lockwood seconded – motion passed.

2. Terri Murphy submitted the Treasurer's Report for the month
Income:

- A. Deb Faust is working on a tech. raffle. The funds will funnel through IMADA and IMADA will pay for the raffle tax.
- B. Scott Ames and Terri Murphy presented some funding requests for the IPAC – noted with Budget Committee report below.
- C. Deb Faust requested some Company funds be made available for the Scotland trip. To do this, Terri had to cash in part of The Company's CD. \$7,000 was taken out of the CD. \$4,000 was paid to the tour company and \$3,000 was placed in Savings for the Company's use at a later time.

A balance of \$29,315.70 remains in unencumbered funds, with \$29,077.98 available once anticipated income and expenses are taken into account. Betsy Johnson made a motion to accept the Treasurer's Report, Steve Veiga seconded – motion passed.

3. Terri Murphy reported on the Budget Committee recommendations (see attachment for details).

- A. Scott Ames and Deb Faust requested \$1,822.99 to purchase strip lighting equipment that will mount at the bottom of the cyclorama to help light the back of the stage. When needed, the lighting can be moved and mounted in the pit on the rails – to light the front of the stage where there are many shadows at present. Terri mentioned that funds from the IPAC seat naming fund could be used to help offset the cost of this project. Terri motioned to approve/Anne seconded. Motion Carried.
- B. Scott Ames and Deb Faust requested \$6,319.00 in funds for new 11 additional microphones to enable 24 actors to be outfitted at one time. Our sound board can accommodate up to 24 channels. The new equipment will enable many of the "minor" parts to be heard by the audience and use the sound board to its full potential. Some of these microphones would be additions, and some would be replacements for ones that are broken. The ear and tear on the microphones brought up a discussion about the middle school funding and if they should be asked to contribute to the upkeep of theatrical equipment. Anne Brown was going to contact Joanne Cuff at Central Office to see if she could get some information on how much funding the middle school has, and Gerry Dolan was going to talk to Cheryl Forester-Cahill. The budget committee suggested IMADA fund \$5,000 and the Middle School fund \$1,319 out of its drama fund.

A discussion ensued as to whether it is IMADA's mission to maintain the theater facility and its equipment. Many stated how glad we were to see the drama dept. coming forward to make requests. We concluded that this type of funding fits within the goals and mission of IMADA as the drama program is an educational program and an integral part of a student's education be it on stage or behind the scenes.

Julie Meneghini brought up the recent Middle School play and asked if the new microphones would help solve the technical problems she experienced as an audience member for that show. Scott Ames replied that it would help somewhat in that more students would be able to have dedicated microphones. However, he pointed out that his mission as technical director is to educate tech students in the proper use of tech equipment rather than doing the work for them. Therefore, there will be human error that will always occur when a sound technician does not turn up a microphone on cue, and other things of that nature.

Terri made a motion to approve \$5,000 be set aside for microphone equipment, Betsy seconded. Motion carried unanimously.

- C. Scott Ames requested \$1,300 for a professionally created banner to advertise upcoming Company productions. The banner will have a panel that can be easily changed for each show. \$750 will cover the cost of the initial banner, \$350 will cover the cost of the new panel for the spring 2011 production, and \$200 will be used for color posters for the spring production.

A discussion ensued regarding the cost of the banner, whether it gets people to a show, etc. It was agreed that if banners are to be used, they should be of professional quality to reflect well on the program and quality of the productions. The budget committee had concerns regarding who would pay for the annual cost of \$700/year to change the panels on the banner. It was also discussed that the cost of poster printing should be covered in the drama department budget in future years.

Scott said that the cost of future panels and printing could come out of ticket receipts, but that much of the funds this year were being directed to the Edinburgh trip.

Terri motioned to approve the \$1,300. Trina seconded. Motion carried.

4. Old Business: Committee Reports

Budget Committee: See above with Treasurer's report. Terri also reported that the bronze sculpture in honor of Mrs. Natti is coming along and will be ready for the December high school concerts.

Annual Fund Campaign: Anne Brown reported on the Annual Fund. Total deposits thus far are \$8,060. We received approximately \$10,000 last year, but that was over the course of the entire year. Again this month, there was discussion purchasing software specifically designed to manage database information.

Program Book: Terri Murphy brought us up to date on the Program Book. All of the ads are closed and have been given to Ann Gram. There was somewhat less in ad revenue this year, but that translated into four fewer pages which will reduce printing costs slightly. Terri is waiting for the final quote from the printer.

Thanksgiving Breakfast: Nothing to report.

Email/Website: Lucy is bringing a group together to discuss goals, design and maintenance of a new site. She will be contacting people who may be interested to set a meeting time.

Seat Plaque Campaign: Nothing to report.

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

Middle School Art Show Receptions: Nothing to report.

High School Art Show Receptions: Nothing to report.

Front-of-House, Middle School Play: "Sleepy Hollow" had a total net income of \$438.02. This is less than previous years but, in part, it was due to buying a great deal of candy which will last into the winter middle school musical production. Twelve dozen roses were ordered and not all were sold. There will be an email going to reminding cast members that there will be a DVD available for sale.

Front-of-House, High School Play: Tracy Brown will get volunteers. Still looking for someone to "manage" the position.

Scholarship Committee: Nothing to report.

Mass HS Drama Guild Festival: Nothing to report.

Fine Arts Award Night: Nothing to report.

Concert Clothing Closet: Nothing to report.

Publicity: Nothing to report.

Grant Writing: Terri reported that a grant has been written to fund instrument purchases. At October's meeting we approved a match of \$2,300, but when the grant was written it was decided to request \$2,500. Therefore, Terri asked the group to approve an additional \$200 for IMADA's match, should the grant be successful. We should hear on that in December. In addition, Terri reported that she wrote a grant to the Ipswich Cultural Council regarding partial funding for signage to identify the IPAC wing of the building. The aluminum letters would match those of the Roundy Gymnasium on the opposite side of the complex. She defends the proposal before the ICC committee on Monday, November 8.

5. Fine Arts Department Updates:

Gerry Dolan reported on an upcoming fundraiser for the England trip. An A Cappella group will perform in January along with some of the select IHS ensembles. Tickets will cost \$10 and the money will offset the cost of the coach busses, instrument rental, bass coffins, and other misc. expenses not covered by the tour company.

On November 17 there will be a meeting for parents regarding the spring concert tour in England. Parents may want to meet with the trip's nurse, Debbie Cole, at that time. December 13th is the deadline to sign up for the trip and all payments must be received at that time.

This year the HS musicians are having the "most successful Pep Band season of all time." They want to perform on Thanksgiving, but unfortunately cannot since it is not a home game and the cost of bus transportation on a holiday is too expensive.

Gerry Dolan is working on restoring the Doyon School general music position hours that were cut this fall. As of now there will be no grade level choral concerts as there were in the past.

6. Upcoming Events

Friday, November 12 – Sunday, November 14: IHS Musical Production *Once On This Island*.

Saturday, November 20 – Senior District Auditions.

Wednesday, December 8 – IMS Instrumental Concert, IPAC, 7:00pm.

7. Adjournment

Next business meeting is planned for Tuesday, December 7, 7:00 pm in the guidance office.