

To: IMADA Members  
From: Becky Gayton, IMADA Secretary  
Re: November 15, 2011 Meeting Minutes  
Date: December 5, 2011

\*\*\*\*\*

The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7 pm, Tuesday, November 15, 2011 in the Chorus room of the Ipswich High School. Members in attendance included: Anne Brown, Betsy Johnson, Terri Murphy, Becky Gayton, Alicia Zampitella, Julie Meneghini, Kathy Butler, Steve Veiga, Lucy Lockwood, and Trina Schell. Representatives from the Performing Arts Department included Gerry Dolan.

Lucy Lockwood opened the meeting at 7:10 p.m., President, Trina Schell chaired.

1. The meeting was opened with the reading and approval of the October minutes. Two changes to the minutes were requested. First, the attendance for the October meeting should include Kathy Butler. Second, the date in the first paragraph needs to be changed from February to the October date. Trina moved to accept the revised minutes, Terri seconded, motion passed.

2. Terri Murphy submitted the Treasurer's Report for the month (see attached documentation).

- A. Terri reviewed the income noting the additions from the Program Book and the Annual Appeal.
- B. Approximately \$45,000 is available for projects
- C. Gerry will speak to the Fine Arts faculty for ideas on large projects IMADA can help with.

Lucy made a motion to accept the Treasurer's Report, Ann seconded – motion passed.

3. Terri Murphy reported on the Budget Committee updates and recommendations.

- A. There have been some sales of the Robin Silverman note cards and additional cards need to be printed. Some discussion relative to the images used. Ultimately we decided that it would be best to approve the purchase of the original designs and Anne will get in touch with Rick about getting new images in time for new cards to be printed for Arts for the Arts. Betsy motioned to approve, Lucy seconded, motion passed.
- B. The Drama Department requested \$1,000 to promote the upcoming performances. This would pay for the banner changes - \$375 each change (there would be 2) and printing of color posters and flyers. The Budget Committee members recommended the expenditure. Some discussion relative to asking them to use their current available funds of \$250. Trina motioned to approve the funds without requiring the use of the \$250, Lucy seconded, motion passed.

#### 4. Old Business: Committee Reports

**Budget Committee:** Included with Treasurer's report.

**Annual Fund Campaign** Nothing to report.

**Program Book:** Alicia reported that the book was done and the PDF uploaded to printer 11/15/2011. There was some discussion relative to increasing the price of the ads – we agreed to table that until spring. We will also need to start looking for a new graphic designer so there can be one trained before Alicia steps down.

**Thanksgiving Breakfast:** Anne circulated a signup sheet requesting volunteers.

**Robin's Art for the Arts:** Discussion relative to location was led by Steve who had looked into using Town Hall for the event – it didn't seem feasible due to cost. Some discussion relative to using the Masonic Lodge ensued. Steve will investigate the option.

**Art Show Receptions:** Nothing to report.

**Front-of-House, Middle School Play:** During the run of the October play there were no order forms available to order DVD/CDs. Becky did video the production and has had a couple of inquiries. We decided to ask Cheryl to email the form and ask that the form and check be mailed to IMADA. If we get orders, Becky will make the disks.

**Front-of-House, High School Play:** We started with some discussion relative to selling carnations rather than roses. The group agreed to look into carnations, but in the ensuing days it was ultimately decided that the profit margin on the carnations was not worth the effort. There is no one to manage Front-of House for *My Fair Lady*. After a review of what was required, Becky volunteered.

**Scholarship Committee:** Terri reviewed changes to the scholarship policies. Some discussion relative to amounts and if the Robin Silverman Scholarship should always be the largest. We decided that the Robin Silverman Scholarship should be the largest or equal to the largest of the IMADA scholarships (as it was this year). Rather than set an amount now, it will be decided each year by the committee based on the quality of the applications and money available.

**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

**Quarterly Event Posters:** Nothing to report.

**Grant Writing:** Terri went to the ICC to defend the grant request for support of the transportation of the art clubs' field trip to the Museum of Fine Arts. Terri is in process of working with Debra Faust and Scott Ames for a \$1,000 grant from L.B. Foster for improvements to sound in the IPAC. (Ideally they would have preferred to purchase a remote-control follow-spot. However, a quote was obtained and determined to be too expensive.) Terri asked for the group's approval to match the grant so that the drama department would have \$2,000 for the project and it was approved. In addition, Terri completed working with Laurie Colitti on a grant for the Institution for Savings - \$15,000 over 3 years for instruments for the kids in the elementary school bands and orchestras.

## 5. New Business:

A. Terri introduced the idea of a retirement dedication gift for Deb Faust – a sculpture that would mimic the one currently in place for Theresa Natti. Steve will talk to Brian Carman and will get an estimate.

B. Anne and Terri brought us up to date with what they've found for database software. They have investigated 3 web-based systems each with advantages and different price points. Terri and Anne will participate in webinars to see which system would be most appropriate for IMADA.

C. Discussion ensued relative to soliciting contributions from alumni. Some ideas included a special page in the program book and place on the web site.

D. We discussed the Taste of Ipswich. Becky will ask Gerry Beauchamp about partnering opportunities.

## 6. Fine Arts Department Updates:

We mentioned the need for a project for the use of IMADA funds. One suggestion was the need for new risers which would cost approximately \$12,000. Gerry will ask for additional ideas. The budget for the schools is due on December 1, so they will have a better idea of what they're looking for.

## 7. Adjournment

Next business meeting is planned for Tuesday, December 6 at 7 pm in the guidance office. The January meeting has been changed from January 10 to the 17<sup>th</sup>.