

To: IMADA Members
From: Becky Gayton, IMADA Secretary
Re: October 5, 2010 Meeting Minutes
Date: October 26, 2010

The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7 pm, Tuesday, October 5, 2010 in the Guidance Office of the Ipswich High School. Members in attendance included: Anne Brown, Alicia Zampitella, Steve Veiga, Betsy Johnson, Terri Murphy, Kitty Bartholomew, Julie Meneghini, Tracy Halliday, Becky Gayton, Lucy Lockwood, and Trina Schell.

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

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

2. Lucy Lockwood reviewed vacant positions and opportunities for volunteers. She offered a hand-out delineating each of the positions and the corresponding responsibilities. She also noted that this is just a starting point to highlight immediate needs and if anyone thought that there were changes needed they should let her know.

One note was that Anne Brown is now doing the monthly newsletter.
Changes should be sent to Lucy via email at lucyl@foruse.com

3. Terri Murphy submitted the Treasurer's Report for the month

Income:

- A. The fundraising raffle for the trip to France for the England trip raised \$51,680. These funds are just a pass through and are earmarked for specific students going on the trip. The 5% tax to the MA State Lottery has been paid. Betsy Frost won.
- B. Program Book Ads are doing well. They are about ½ way to goal
- C. Annual appeal is doing the same – about ½ way to goal
- D. The fall fundraiser – performance turned a profit, but will be discussed later in the meeting

Expenditures:

- A. Photo Suite (Adobe) – was purchased via Tech Soup for IMADA use
- B. IMacs for the Music Department
- C. Started to purchase the projection equipment for the Art Department
- D. Deb Faust requested some Company funds, held by IMADA, be made available for the Scotland trip. This is shown as a \$6,350 payment to AHSTF tour company and transfers between accounts.

A balance of \$26,222.94 remains in unencumbered funds. Betsy Johnson made a motion to accept the Treasurer's Report, Steve Veiga seconded – motion passed.

4. Terri Murphy reported on the Budget Committee recommendations.

- A. Terri brought us up to date on the purchases for the Art Department – laptops and software has been purchased. She called Epson directly for clarification on the projector and the technical consultant suggested a less expensive model that will work better for the art teacher's purposes, so she was able to purchase the whole package from the local Epson distributor in NH. With the Mass State Educator pricing on the projector and document camera, costs were cut by approximately \$380.00. They also helped design the screen so it could be mounted on the ceiling, but hang well below the light fixtures. Carts were also ordered – the per room total was approximately \$2,070 rather than the \$2,200 budgeted.

- B. Violin Sculpture update from Brian: The molds are done and ready to pour. Casting should happen this week. They're waiting to combine this pour with another pour to save some money.

Voting – Budget Items

- A. Gerry has offered to use \$400 of his discretionary funds to pay for the printing of the music raffle tickets and has requested IMADA fund the remaining \$283.29 balance. Some discussion relating to the best use of funds evolved. Trina motioned to support the \$239.29 expenditure, Becky seconded – motion carried.
- B. \$150.00 petty cash for each fine arts teacher in the middle and high school - \$1350.00 Some discussion relating to the number of teachers that use the funds and when was the practice was initiated. Last year, 7 of 9 teachers used the funds – many during the summer when no other funds were available. Steve motioned to approve, Lucy seconded – motion carried.
- C. Art All State – the fee has been increased from \$125.00 to \$250.00 per student accepted into program. Brian Carmen is requesting we fund half for participating students. We do help fund music students attending band, orchestra and choral All State Competitions. Anne moved to fund the students, Betsy seconded – motion carried.
- D. Fall Fundraiser – earmarked for musical instruments for the school. Profits from the fall fundraiser were almost \$4,000.00. Additionally, a parent has come forward to encourage us to participate in his company's grant program. Discussion included the increased probability of funding if we match funds. The parent suggested we request \$2,300. Trina moved we set aside \$2,300.00 to purchase instruments, Ann seconded – motion carried.

5. Old Business: Committee Reports

Budget Committee: Included with Treasurer's report.

Annual Fund Campaign: Ann Brown reported on the Annual Fund. Total deposits thus far are included on the Treasurer's Report. We are about half way to goal. Additional discussion raised the question about purchasing software specifically designed to manage database information. Also discussed was the possibility of creating an IMADA FaceBook page encouraging donations from Ipswich High Alums.

Fall Concert: The performance went well. It was a little nerve wracking at first because only 80 tickets sold on line prior to the event. Avoided the need for police detail. Betsy reported that there was a "good buzz" after the show. An accounting of the profits was distributed and is attached.

Program Book: Terri Murphy brought us up to date on the Program Book. Requests have gone out to former advertisers with about two thirds having responded already, and some new advertisers joining. Deadline for accepting advertisements is October 11. Terri is collecting the information from the teachers; Sandy Bemis is photographing the students.

Thanksgiving Breakfast: Nothing to report.

Email/Website: Nothing to report.

Seat Plaque Campaign: Nothing to report.

Robin's Art for the Arts: Art Show Receptions: Steve spoke with Gerry – a date needs to be set – April 2, chosen. Ginger will come up with a theme

Front-of-House, Middle School Play: Tracy Brown is still managing calls requesting volunteers. We still need someone to manage the sale of roses and concessions and coordinate with the custodial staff. A description of each duty is written in manual form. Lucy will talk to some Middle School parents about volunteering. Pam sends home a letter requesting volunteers as well.

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

Scholarship Committee: Nothing to report.

Mass HS Drama Guild Festival: Nothing to report.

Fine Arts Award Night: Nothing to report.

Concert Clothing Closet: Open for picture days

Publicity: Nothing to report.

Quarterly Event Posters: Nothing to report.

Grant Writing: ICC grand due October 15th. Terri is writing a grant for the signage on the front of the PAC. “Social Responsibility Grant” mentioned above in the Budget Committee Vote D, is due October 15th as well. This will be written by Terri for a matching grant to purchase instruments.

6. Fine Arts Department Updates:

No Report

8. Upcoming Events

Becky – since this is a reporting of the previous month’s agenda items (in this case, October) – you just need to cut and paste the calendar items on the October agenda here. Does that make sense? I don’t have last month’s agenda on my computer so I couldn’t do it for you.

IHS Musical – Once on this Island - Fri., Sat. & Sun., Nov. 12 - 14

9. Adjournment

The meeting adjourned at 8:30 p.m. The next meeting is scheduled for **Tuesday, November 2, 2010 at 7 p.m. in the Guidance Office** of the Ipswich Middle/High School.