

To: IMADA Members
From: Becky Gayton, IMADA Secretary
Re: October 4, 2011 Meeting Minutes
Date: November 14, 2011

The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7:08 pm, Tuesday, Oct. 4, 2011 in the Guidance Office of the Ipswich High School. Members in attendance included: Trina Schell, Lucy Lockwood, Steve Veiga, Alicia Zampitella, Terri Murphy, Kathy Butler, Ann Brown, and Becky Gayton. Representatives from the Performing Arts Department included Gerry Dolan, Virginia Eaton and Gail Pepe.

President Trina Schell chaired and opened the meeting at 7:15 p.m.

1. Steve opened the discussion with a suggestion that we look into another site for Arts for the Arts. Town Hall is appropriate. Some discussion continues outlining the benefits including the ample parking and better lighting; however, there is a concern about whether or not we could get a temporary beer/wine license for that location. Steve is going to look into the following:

- A. Is the space available on March 31, 2012
- B. Can we get the liquor license
- C. What is the room charge/custodian fee
- D. How will we manage credit card processing

Additional discussion revolved around the use of a “smart phone” for credit card processing.

2. Trina recognized Ginger Eaton. She extended a “Thank you” to IMADA for all the support they have received. She described her work with Gail Pepe relative to the 21st Century Classroom and noted that the workshop they developed has been picked up nationally. They will speak at the NAEA 2012 Conference in NY.

3. Additional topics discussed with Ginger and Gail included the need for additional IMADA members. Ginger stated that she frequently mentions IMADA to her students and will make a point of encouraging parents to join, specifically parents of her Art Club kids.

4. Minutes – presented by Becky Gayton. Approval motioned by Trina, seconded by Ann – motion to approve carried.

5. Treasurer’s Reports (attached) – Terri reported that our income for the period included the Annual Fund, which has shown an increase, as well as income in support of Project Trio from EBSCO. Expenses included paying the band and mailing the Annual Fund Drive letters. Total available after committed income is \$41,655.88.

6. Terri Reported for the Budget Committee – Discussion opened with a notation that each of the Fine Arts teachers will be receiving \$150 in “petty cash” again this year. Some discussion relative to whether the teachers use this money ensued. Of the nine teachers to receive the funds, six did use them last year. A vote was taken to approve the expenditure and passed unanimously.

Terri is working on the following grants:

New England Biolab – deadline 11/1/11 – Film equipment for HS Visual Arts Dept.

Institution for Savings – deadline 11/1/11 – Helping Laurie Colitti write grant for Musical Instruments.

Terri asked around looking for ideas on what to apply for. Brian's idea for NEB includes a camera for his film class. Right now he has only one camera for the class and could use 3 more. The total cost would be approximately \$4000. NEB usually gives \$2000. Discussion about IMADA matching the funds followed. Terri noted that agreeing to match funds helps when applying for the grant. The motion to match the funds up to \$2500 passed.

The Institution for Savings Grant is being written for Winthrop & Doyon Schools. The Winthrop School Grade 4 has 100% participation in band. All school-owned instruments are being loaned out right now and there is need to lend instruments to children who cannot afford to rent or buy their own.

7. Gerry reported for the Fine Arts Department:

A. Former student teacher, Lindsey Sherman, is filling in for the Orchestra Conductor position.

B. All of the performing groups have the largest numbers ever. Students are now helping teach. We will have a student teacher for second semester.

C. Mr. Patch has suggested that we get new choral risers. Ours are now dangerous for students, especially with the larger groups. Gerry will work with Barry on that purchase.

D. The Art Department also has a record number of students. This could be partially due to the cut back in electives elsewhere. Classes are very full.

E. Gerry brought up the idea for a long term construction project to turn the court yard space next to the pace into an Art Gallery.

F. Deb Faust is retiring. Though hoping for another English/Theater teacher, it's not in the budget right now. There may be an option of hiring a part time Theater Arts teacher who will also manage the Company.

G. There will be a Halloween parade, though there is some concern relative to the route it will take. They would like the group to meet at EBSCO and march across the bridge – however our group is so big that is difficult at best. Most likely the band will meet on the other side of the bridge, possibly the Visitor's Center, and join the parade from there.

8. Scholarship Committee – Trina opened discussion about the scholarships this year. It seems that we may want to do fewer but larger scholarships. Some additional discussion relative to whether the Robin Silverman scholarship should be the largest. This was never the intent, but IMADA could contribute more to that scholarship so that it remains the largest. Discussion continued around the quality and number of applications. Terri wrote the initial procedures and will write a draft of new procedures for the next meeting.

9. Data Base – Ann has been maintaining a database using Excel. Terri did find some software that would allow us to do more tracking of volunteers, donors, etc. Ann downloaded a trial version and found that it would be a very useful tool. The free version only allows for 500 entries, after that it's \$270 per year for up to 1000 and goes up from there. Terri will do some additional investigation and bring screen shots to the next meeting.

10. Middle School Play – October 21-23. This is a one-act play. There will be no concessions as there is no intermission. Roses and messages only.

11. Program book – Information and ads are being compiled. We are working on having the final product ready for the My Fair Lady production.

12. Annual Fund – Ann reported that as of last week deposits we in excess of \$6000. Better than last year at the same time.

13. Meeting adjourned at 9:00. Additional Agenda topics were tabled until next month as the meeting was running long.