

Minutes-Westborough Fine Arts Education Association (WFAEA) Monthly Meeting

Tuesday, June 11, 2024

In Person (WHS Library)

Voting privileges: One vote per paid member; membership forms available online

Present: Lisa Chace, Jeannie Chong, Jessica Crandall, Laura DeCoste, Kelly Doering, Laura Fairbanks, Eric Hammond, Kim Keough, Chris Martin, Jen Niece

Meeting called to order at 7:05 p.m.

Executive Board

Reports President: Lisa

Chace

- Year flew by; amazing events; great newsletter

Vice President: Jessica Crandall

Treasurer: Jen Niece

- See next page

Secretary: Kathy Swanson

- Approve May 7, 2024 meeting minutes
- Motion by Jen Niece to accept the minutes, seconded by Eric Hammond, approved unanimously.

Director of Fine Arts Report: Chris Martin

- Uniform Committee: Meeting 6/12
- Wrap up & Look ahead
 - Pops and senior banquet went smoothly
 - Great final issue of the newsletter
 - Thanks to entire board, especially Jen and Lisa
 - For the 2024-25 school year:
 - All dates are in the calendar except Jazz Stock
 - All staff returning (no new hires)
 - For theater, due to intensity of May schedule, will hold One Acts in the fall, musical in winter/March (auditions around Thanksgiving), and Night Under the Stars in spring
 - Theatrical Ensemble II and Theater Arts II classes will be grouped together and will put on a production
 - The musical will move to a weekend format: Friday/Saturday for two consecutive weekends
 - Considering 3-4 day trip to New York City to consume the culture (this is not a performance or competition)

General Business

- Newsletter: Senior issue out! Amazing job to Jeannie, Kelly, and all contributors!
- Senior Banquet: Quick debrief
- Presentation and vote on 2024-25 WFAEA Budget (Jen Niece)
 - Motion by Jess Crandall to approve the budget, seconded by Laura Fairbanks, approved unanimously
- Nominate/Vote on 2024-25 WFAEA Board Slate (presented by Jeannie Chong)
 - President: Jessica Crandall
 - VP: Laura DeCoste
 - Secretary: Lisa Chace
 - Treasurer: Carissa Heinrich
 - Motion by Kelly Doering to approve the slate, seconded by Eric Hammond, approved unanimously
- Other Positions for next year
 - Concessions: Laura Fairbanks
 - Newsletter: Jeannie Chong & Kelly Doering
 - Pops Night Coordinator : Open
 - Senior Banquet Coordinator: Open
 - Band-O-Rama Coordinator (Grades 5-12): Open
 - Shadow for Web Master: Open

2024-25 WFAEA Meetings - Zoom/In Person, at 7 p.m.

- Tuesday, September 10, 2024: Zoom
- Tuesday, October 8: In person
- Tuesday, November 12: Zoom
- *No meeting in Dec*
- Tuesday, January 14, 2025: In person
- Tuesday, February 11: Zoom
- Tuesday, March 11: Zoom
- Tuesday, April 8: Zoom
- Tuesday, May 6: Zoom
- Tuesday, June 10: In Person
- *Note: WHS Open House will be Sept. 5*

See you all on September 10 at 7 p.m. Congratulations to all the graduates and have a wonderful summer!

Meeting adjourned at 8:10 p.m.

June 2024 Treasurer Report

May Events:

Pops Night:

Tickets: \$3,700 from 278 tickets

Grant: \$1,000 from Walmart – used to cover expenses

PayPal Fees: \$80.29

Expenses: \$962.30 (boutonnieres, food, decorations)

Net Profit: \$3,700 + \$1,000 - \$80.29 - \$962.30 = **\$3,657.41**

Senior Banquet:

Tickets \$2,025: 160 people

Expenses: \$1,698.27 (food, paper goods, tablecloths)

Net Profit: \$326.73

Only 81 out of 160 attendees were paying guests so the higher price of \$25 helped us cover costs. Also, we had a lot of items in the closet that we didn't need to purchase this year: water, utensils, dessert plates, napkins, which is all dependent on the level of donations to concessions and other events during the year.

Other Income, 5/7-6/10:

\$150 in Membership from 2 new members, total members to 23 and dues to \$2,950 (budgeted \$3,000)

\$180 in General Donations

\$60 in Concert Dress Purchases

\$88.02 in Interest

\$1 from PayPal Giving

Other Expenses, 5/7-6/10:

\$8,000 in Scholarships: 4 Passion (\$1,000 each) 14 Participation (\$100 each), Corinne Sciarappa Memorial Scholarship (\$1,000), 8 Unsung Hero (\$200 each)

\$910.04 for Liability Insurance

\$558 for Directors & Officers Insurance

\$449.96 from Projects for lighting and backdrops for the studio space used by photography students, which will enable them to control and manipulate light to create mood, atmosphere, and emphasis

\$400 from Projects for headsets for the WHS auditorium so students in the booth can communicate with students backstage during theater productions, concerts, and other events

\$34 for 2 months (May & June) of Marq software for newsletter (Admin. Expense)

\$5.46 in PayPal fees in addition to the \$80.29 in Pops PayPal fees

\$250 for Clinicians to Thomas Reynolds for GMS festival on 6/7/24

\$60 for brass plates for the Seats of Recognition.