

Westborough Fine Arts Education Association

Meeting Minutes – May 12, 2020 Zoom Virtual Meeting

In attendance: Beth Kinsky, Kelly White, Alyssa Dver, Chris O’Keefe, Katrina Banks-Binici, Judy Brown, Shona Plunkett, Connie Hastings, Pauline Sciarappa, Jennifer Niece, Lisa Chace, Laura Frogel, Michelle French, Chris Martin

Treasurer’s Report – Chris O’Keefe

May 2020

No significant change from the Financial Reports of last meeting

Expenses: \$23,134 to date

- Includes \$1400 for Director & Officers Insurance and Liability Insurance and \$100 for the gift for Gabby for working on the Ad book
- Only outstanding expense is for scholarships – which should come in around \$5000 depending on the applicants.

Income: \$19,946 to date

- No new income is expected this year

Revolving Account Balances: no change from last month

- \$7,830 in the uniform replacement fund
- \$335 in the activity fund
- \$4,769 Project fund

Proposed Budget

The 19/20 budget was copied over to 20/21 with the following exceptions - -

- Membership - decreased membership income to the amount we actually raised this year. If we do not start school on time, membership enrollment and the ad book will be challenging.
- Raffle - Estimated \$1000 for raffle income and \$600 raffle expense with the expectation we would run raffles at whatever events we do manage to hold next year.
- Scrip - budget consistent to FY 19/20
- Scholarships – Removed \$2000 income we get from Marino/DD and decreased the amount we paid out by the same \$2000
- Gala Ticket Expense – increase the expense \$350 to allow for more “decorations” (ie: balloons)
- Broke expense for District Acknowledgement out from Publicity – now its own line under Outreach
- Clinicians Expense – Adjusted the amount to be in line with the new policy on clinician payment (decrease from last year’s budget by \$400)
- Drum Major/Color Guard Expense – decreased amount for 50% of \$600 tuition for new drum major and 30% for returning drum major and 50% for color guard captain
- General Admin Expense – decreased as we won’t need to pay for website for next year. (2 yr. subscription)

Meeting Minutes – Katrina Banks-Binici

Minutes from the April 18, 2020 meeting were reviewed and approved with one addition: Laura Frogel and Shona Plunkett will assist with the Fine Arts Senior Banquet.

Fine Arts Director Report – Chris Martin

- Scholarship email was sent to seniors. He has received 15 applications to date, including 4 Passion for the Arts scholarships.
- Banquet RSVPs were due yesterday
- Board of Health will need to review and approve concert/band uniform returns. We are proposing a “drive-thru” type process during the week between Memorial Day and the first week of June. One plan is to have only those students not returning to WHS fine arts (seniors, transfers, etc.) to drop off their uniforms; returning students would keep their uniforms for next year. It was suggested we remind students to remove marching band pins before returning uniforms.
- Disney trip refund checks will be distributed at the beginning of June.
- Scrip student balances earned for the trip can be added to the student account for future use or refunded.
- Chris shared a thank you note from Gabby for the gift card.

Fine Arts Banquet

To date, 44 students have registered and Shona and Laura anticipate that will increase to 50. A \$1000 budget for the senior gifts calculates to \$20/student. Several customized gift options were presented and discussed. We voted and approved a tumbler with straw with the WFAEA 2020 logo and approved to give Shona the authority to make the final decision on the size, logo image to stay within budget. Inside the tumbler we would place a Uhlmans gift certificate (\$5), and a baked good from Yummy Mummy, i.e., cake pop (\$3). We need to consider how food will be wrapped given COVID concerns. Pauline Sciarrapa presented different gift bag options. Bags will need to be clearly labeled to make distribution to seniors easier. Distribution is planned for the Thursday, Friday, and Saturday of Senior Week and safety protocols (masks, gloves, etc.) will be followed. Chris Martin will provide the names and address of seniors.

Emails will be sent first to seniors to request photos, then parents and then we will fill in with photos taken by Michelle French. We will reach out to the elementary school fine arts teachers for photos of the seniors in the younger grades.

Slate for Open Board Position

We will vote at the June meeting for the following positions:

Co-Presidents: Beth Kinsky and Kelly White

Vice President: Alyssa Dver

Treasurer: Chris O’Keefe

Secretary: Jennifer Niece and Katrina Banks-Binici

WFAEA Outreach

Beth, Kelly, Lisa Martin will focus on incoming freshmen. Chris Martin will recommend a few people who have been active in the arts but are not members yet.

It was suggested we review the names in the back of the Ad Book for families who placed ads but are not members yet.

Next meeting is June 9, 2020

Meeting adjourned at 8:20 pm