

Westborough Fine Arts Education Association
Meeting Minutes – June 15, 2021 Zoom Virtual Meeting

In attendance: Beth Kinsky, Kelly White, Alyssa Dver, Chris O’Keefe, Jennifer Niece, Chris Martin, Lisa Chase, Jessica Crandall, Deb Cushman, Michelle French, Pauline Sciarappa

Treasurer’s Report - Chris O’Keefe

- As we close out the 2020-2021 school year, we have raised \$11,416 and spent \$18,231, giving us a deficit of \$6,815.
- These figures include \$318 for the pottery kiln and \$1,819 for the projection art project that have not been paid yet.
- Anticipate an additional \$200 expense for the senior banquet.
- Financial activity since the last meeting:
 - Donation of \$200 from Karen Amlaw to offset the Senior Song expense
 - Seat of Recognition was sold for \$40
 - Paid out \$592 for Senior Banquet – there is an additional \$200 outstanding
 - Paid out \$4,800 for scholarships, almost double what we paid out last year
 - Paid \$400 for the recording of the Senior Song \$200 of which was offset by a donation by Karen Amlaw
- Scrip program netted \$643 this year (\$200 more than last year)
- Revolving Account Balances – no change from last month
 - Uniform Replacement \$8,025
 - Activity Fund \$335

Meeting Minutes - Katrina Banks-Binici & Jennifer Niece
Minutes from the May 4, 2021 meeting were reviewed and approved.

Director of Fine Arts Report - Chris Martin

- Thank you to outgoing board members for all their work
- Mill Pond beginner band summer camp for 5th & 6th graders
- Strings Alive month-long summer camp for incoming 4th-12th graders to build skills
- Amy Crossin, Mill Pond art teacher will stay as 0.2 teacher next year
- All teachers who had moved to the remote program this year will be back next year
- 2 Tri-M students will be part of WFAEA next year

General Business:

Mini-grant Proposal from Melinda Jaz:

The costumes department is sorely lacking the basics that should comprise their shop. In the past, we have borrowed sewing machines and used recycling bins for storage. The students need to have the correct materials to learn to maintain a costume shop. While these materials would most directly support the 5-person costumes team, they will in turn support the entire Center Stage community for many years to come. Ms. Jaz is looking to find an adult with a sewing/costumes

background to visit several times next year to strengthen the skills of our Costumes Crew. Having the requested materials would make that feasible. She will use the Center Stage budget for the smaller items needed, but the below would be \$590.

2 Laundry Carts, \$346

These will keep costumes organized and clean. They will also allow the crew to have mobile containers for their materials and supplies to easily move between the storage area and work room each day when working on the productions.

Sewing Machine, \$147

The department needs to own a functioning sewing machine for quick repairs, in addition to learning to sew costumes from patterns.

Iron and Ironing Board, \$35+ \$62

Center Stage does not currently own a set, so students and directors have been taking items home to be ironed.

Motion to approve \$600 for Ms. Jaz's proposal was seconded and unanimously approved, and the money will come out of the current budget.

Senior Recognition Night

Thanks to Chris M. and WHS Fine Arts staff for a beautiful night.

Approval of 2021-2022 budget:

FY 21 and FY 22 are similar as both years we are/were expecting "business as normal;" however, a couple of notes/changes:

- Pops Ticket – decreased anticipated income as it will be a reinvented/new event and increased the expense to allow for more decorations.
- Membership - decreased membership income to more accurately reflect the amount we raised this year
- Raffle – removed income and expense - not sure if we will run one
- Restaurants - decreased as we have not raised \$ in last 2 years and have had hard time getting someone to run the program
- Scrip - decreased income and expense to reflect what was done this year – really is easy money if we can get more people to participate; note: all deposits in Scrip acct = income and all "refunds" to purchasers & admin charges (\$79/yr & \$8.50 ship/mo or \$102) = expense
- Seat of Recognition: estimate that we will sell 10 seats @ \$40 and expense of \$10 each (if it is not part of membership in '22 – easy \$)
- Ad Book Expense – decreased to more accurately reflect the amount we spent last time we produced book
- Senior banquet - move back to “regular event” - self-funding but supplement \$150 (income is tickets, expenses are food & mailing)
- Activity Fund/Kids in Need – cut in half as we haven't spent out of this category in 3 years

- Scholarships – decreased the amount to more accurately reflect the amount we will spend this year and then adjusted it to balance the budget.
- Wish List – increased this expense to allow more “mini grants”
- 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 – increased because we need to pay for website for next year
- Liability/Director’s Insurance - decreased to reflect actual paid last 3 years

Motion to approve the 2021-2022 budget was seconded and unanimously approved.

Election of 2021-2022 Executive Board

- Elisabeth Kinsky, Co-President
- Lisa Chace, Co-President
- Debra Cushman, Vice President
- Jennifer Niece, Treasurer
- Jessica Crandall, Secretary

Motion to approve slate of Executive Board seconded and unanimously approved.

Remaining Non-Board positions:

- Website Administrator: Brian Niece
- Social Media Coordinator: Michelle French, Jess Crandall
- Fine Arts Program Guide: Connie Hastings will help guide, need 2+ volunteers
- Senior Banquet: Pauline Sciarappa will help guide, 2 volunteers needed
- Uniform Distribution/Collection Chair: Kelly White + 1 volunteer to shadow
- Newsletter Contributor – quarterly: Beth Kinsky + 2 volunteers needed
- Scrip Program: Jen Niece
- MICCA Co-Chair (Concessions/Volunteer Coordinator): Kim Keogh, Shona Plunkett
- Will have 2 Tri-M student reps for WFAEA who will attend meetings

Adbook:

- May change from a print format to a digital format with sponsors displayed on screens at auditorium entrance and/or on stage; also a way to promote WFAEA with our logo projected

Upcoming Events:

- Summer Activities & Meetings

- Program guide brainstorm / discussion of major fundraiser: Deb Cushman, Jess Crandall, Lisa Chace, Alyssa Dver
- Membership & fall member drive, including reaching out to lower grades & incoming freshmen: Jess Crandall, Beth Kinsky, Kelly White
- Scholarship committee formation: Committee is usually Director of Fine Arts, Parent of alum, Senior parent, Parent of younger grade; For summer discussion of issues: Deb Cushman, Beth Kinsky, Pauline Sciarappa
- Calendar and form updates for next year

Motion to adjourn at 8:35pm, seconded and unanimously approved.

Next meeting: tentatively September 14, 2021 online at 7pm