

Westborough Fine Arts Education Association
Minutes October 11, 2022 7:00 PM, Zoom Meeting

WFAEA is holding its meeting virtually, but with all present, visible and with the ability to hear and participate we conclude that members joining the meeting by Zoom are present.

Present Lisa Chace, Jessica Crandall, Deb Cushman, Jen Niece, Michelle French, Lisa Martin, Kathy Swanson, Elisabeth Kinsky, Kim Keogh

The meeting was called to order at 7:04 pm by Lisa Chace.

Treasurer Report - Jen Niece

September Income:

\$2,005 in Membership from 16 members

\$100 in General Donations

\$7.48 from Amazon Smile

\$5.47 in Interest

September Expenses:

\$785 for the preparation & filing of the annual tax return

\$50.25 in PayPal fees

Project Funds available: no change in September and no requests yet as of today.

\$1,500 for Wish List items

\$9,000 for larger Projects

\$3,200 for Clinicians (\$100 per ensemble + \$50/day for food & travel)

Mr. WHS will need to find another way to bring in money with something such as Give Butter due to tax implications. Committee will be notified so that there is ample time to get it squared away in plenty of time.

Future consideration of having a \$30,000 cushion in general fund and the expenditure/cushion was requested. Jen Niece explained it is based on the past several years calculations.

Members will look to see if such a large amount is needed as a cushion. A subcommittee will explore it in the future.

Secretary- Kathy Swanson

A motion was made by Michelle French to approve the September 13, 2022 minutes and Jen Niece seconded this motion. A vote was called and the minutes were approved

Director of Fine Arts- Chris Martin was not able to attend.

General Business

- Annual Audit - Jen Niece needs 3 members that were not board members last year, to assist in the audit as part of WFAEA rules. Auditors will pick 3 deposits and withdrawals and bank accounts on quicken. Jen would show the statements to confirm. It's for the previous fiscal year. Kathy Swanson, Michelle French, and Lisa Martin will do it and Jen will set up a time to do it.

- Membership notes Jess Crandall
 - 14 non-members opting into emails Jess reached out to people that had inquiries and hoping to increase membership
 - More opportunities to get younger families involved. Going to parent group meetings may be a way to let families know about the WFAEA and volunteer opportunities. It was suggested that presidents or Chris Martin make a little announcement at the beginning of WFAEA events. Newsletters and band o rama and choral collage will be good opportunities to recruit more.
- Uniforms distributed - thank you to Chris, Liz and Jeanie Uniforms were distributed. It went well. The issue of new uniforms will be coming up. Directors are ready to move forward with this and we will be reaching out soon to discuss and have a plan going forward.
- Business ads - Deb/Beth with Lisa/Jess; starting in October; need to update website. Brian made screenshots of levels of contributions to share with the membership. Kathy Swanson will check on a portable white board screen to show the advertisements from the patrons. Website will be updated and made live once it is all ironed out.
- WHS Fall One Acts Concession 11/4-5 - Will there be an intermission? Check with Chris. Kathy Swanson will head concessions Plan on October 24-25th for sign-up genius. Plan on having it in DWing hallway or someone walk around with resfreshmants - possibly TriM students.
- Band O Rama 11/16/22 - Lisa Martin, Michelle French, Liz Burow; sign up genius; no updates. New Memo went out asking all students to pay \$15, for dinner and t-shirts pizza and crudite, Pizza from Montis.
- Newsletter - first issue mid-November; how can we help? Beth K will work on it.

Upcoming Activities

- WHS Choir Concert - Thurs 10/20
- WHS Open House - Thurs 10/27
- Band O Rama - November 16, Sign Up Genius to go out sooner, They'll send it out
- WHS Fall One Acts Concession - November 4-5, Kathy; concessions
- Kindness Week -Westborough Connects-November 12-18; last year students created notes of appreciation to fine arts teachers and we delivered them Kim and Jen N will do this

Adjournment -next meeting will be November 15, 2022 Proposal to adjourn the meeting by Jessica and seconded by Deb. at 8:00 pm

Voting privileges- one vote per paid member; membership forms available online!