

## SLHS PCA Executive Board Working Session

### Meeting Minutes

August 13, 2013

#### Call to Order:

Karin O. welcomed everyone and meeting was called to order at 5:30p

Meeting Attendees: Karin Ottman, Sheri Zimmerman, Heather Young, Mary York & Rita Gigliotti

#### Treasurer's Report:

- Overdue 2012-13 Fees – any collections made by Finance Office will be credited accordingly
- 2012-13 Final Report – all expenses have been submitted and cleared
- 2013-14 Preliminary Budget – Heather Y. and Rita G. continue to work details. Heather Y. recommends adding more line items to provide better visibility. Once finalized, Executive Board will perform virtual review and provide comment. Goal to present at September General Member meeting; post for 30 days; approve at October General Member meeting. Heather requests to switch tracking system to QuickBooks.
- Tax filing – Shashi K. confirmed submission
- Additional Comments – Heather Y. suggests concerted effort to use CHARMS to track individual student's fundraising 'earnings;' requests that the PCA credit/debit card be used as much as possible when making purchases; mentions that SunTrust account needs to have address changed (currently lists Marcia O.); also mentions that a \$32/month bank fee showing on statements – Karin O. will follow-up to see if that can be waived

#### Director's Report:

- Total current enrollment for all classes is 176 students
- 2013-14 Annual Student Fee – max allowed by policy is \$150; anything consumable can be included; last year was \$80 but did not include the Pyramid Workshop t-shirts; vote to set this year's fee at \$100 (Free & Reduced fee is 50% of regular = \$50); fee will cover all ordinary expenses for the year including District Chorus Auditions
- Summer Initiatives:
  - 1) Closet Clean-out – Karin O. will try to get this on the schedule for one day next week
  - 2) Music Library Shelving – Mary Y. presented shelving analysis and recommends a 6' steel bookcase (4 total) from Office Depot; Reston store will give the 10% 'back to

your school' credit as well as an additional 10% discount off the retail price – can have delivered to school for no additional charge; Rita G. needs to work purchase details with the Finance Office

3) Prop Storage Container Build – still looking for carpenter volunteer

4) Cables Tested – Kevin D. just needs to find time in schedule

5) Selling Items – Kevin D. preparing to pack up and take to used electronics' store; will negotiate as much credit as possible toward new purchases

- Summer Mailing – labels printed, student volunteers scheduled for week after Rita's return from vacation, just need to follow-through with finalizing design and then coordinating printing
- CHARMS upload – Heather Y. has started, needs Freshman information
- 2013-14 Chorus Activity Calendar – only change from prior is to remove RTC Caroling the last weekend before Christmas, assume most people won't be around
- Additional Comment – Rita G. suggests that we may need an outside storage shed, SingStrong merchandise and supplies could be kept separate, Marcia O. has a lot of inventory in her garage. Before committing to that, vote to 1) clear out closet and then 2) get everything into one location so an accurate assessment of needs can be made

#### **President's Report:**

- Open Board Positions – Still seeking 2<sup>nd</sup> Member-at-Large
- Committee Review – Keep working to fill all open Chair Positions before BTC Night
- Updates to By-laws – After rush of BTS activity, Mary Y. to coordinate a virtual review by Executive Board; after which any necessary updates will be made; posted to website for 30 days; and voted at next earliest General Membership Meeting
- 2013-14 PCA Meeting Calendar – General Membership meetings will take place at 7p on the 4<sup>th</sup> Wednesday of each month, except where a holiday conflicts. Karin O. took the action to set up calendar dates for the year and provide to Pete to put on website.

#### **Vice-President's Report:**

- Volunteer Survey Results – similar comments to what was received in the year-end survey, i.e. people don't mind volunteering as long as they get specific assignments with clear direction
- Volunteer Opportunities & Tracking system – Sheri Z. requests that we make SignUp Genius the standard method for volunteer assignments for all events because Excel spreadsheet can be easily created that she can use to track all volunteer hours worked throughout the year

- Additional Comment – Karin O. suggested that we try to use the students more next year, and ask them to use SignUp Genius too so we can get a handle on how much student time is volunteered throughout the year as well

### **Committee Reports:**

- PR/Publicity – Vote to order 2000 magnets, plan to hand out at Block Party - give to all students - and then to Administration/Teachers/LHMS; seek out knowledgeable volunteer to research better Program publishing software; would help to create a 'generic' Program checklist so the 'basics' always covered; discussion about President sending a monthly 'Buzz' to families highlighting near-term events and volunteer needs
- Uniforms – Mens Warehouse can handle all alterations, including gowns; girls getting close to making a final selection
- Block Party – Maui Wowi confirmed; grocery bags ordered; need volunteers
- Back-to-Chorus Night – scheduled for Sep 12<sup>th</sup>; Mary Y. will coordinate dinner (Subway); Mary Y. will try to find last year's form checklist; forms need to be reviewed and updated; Rita G. working Welcome Letter; Karin O. needs to confirm a Notary; Karin O. and Rita G. working agenda and presentation for evening
- Claire's Gourmet – Karin O. has done preliminary work and has representative scheduled to come to BTC night to present, still looking for a volunteer to take over
- Reston Triathlon – get the SignUp Genius up now, date approaching fast, event POC not responding to Karin O. emails
- Election Day Bake Sale – no new status
- Tag Day – no new status
- SingStrong – an early Fall meeting is planned with Chris V. to clarify expectations of our volunteers; recommendation made to invite him to the October General Membership meeting to present and discuss
- Restaurant Nights – need to set dates & locations and get on calendar now, Chair?
- Spring Trip – going to NYC; have confirmed April weekend and that we can do a joint trip with Madison HS Choral Dept; everything must be done and settled by early November; make note to be sure to include price of t-shirts in cost; Karin O. and Trudy H. have started work on contract and information for the first meeting; Rita G. requested and received tentative itinerary with estimated cost from travel agent
- Website Administration – updates in process; Pete Y. has completed creation of generic 'slhspca(position title) email addresses tied to each officer's personal email addresses

**Special Topics** -- none

**Unfinished Business** -- none

**New Business** -- none

**Meeting was adjourned at 7p**