

SLHS PCA
Meeting Minutes
June 12, 2013

Call to Order

- PCA President, Karin Ottman, welcomed everyone and meeting was called to order at 7:30pm. May 8, 2012 Minutes were approved.

Introduction of 2013-2014 PCA Board – Karin Ottman, President

- President, Karin Ottman returning
- Vice-President, Sheri Zimmerman returning
- Secretary, Mary York replacing Stephanie Freidin
- Treasurer, Heather Young replacing Marcia O'Brien
- Web Master, Peter Young returning
- Member-at-Large (1), Amanda Owens
- Member-at-Large (2), OPEN

Treasurer's Report – Marcia O'Brien

- \$2000 in 2012-13 fees still need to be collected
- Budget template has been forwarded to Rita G.
- Detail Budget discussion to be scheduled for one of the summer executive board meetings
- Need to confirm whether Shashi K. will do taxes one last time this year

Director's Report – Rita Gigliotti

- Summer Initiatives →
 - 1) New Uniforms: PLAN/Boys – work with a tux shop; shop sends rep to school to measure 1st then boys go to shop for alterations; boys buy directly from them. Sheri Z. volunteers to coordinate.
PLAN/Girls – select a committee of parent volunteers and students of representative sizes. Jo B. volunteers as one parent representative. Research options and narrow to a reasonable number. Request samples of top choices in various sizes and conduct 'fashion shows' to determine best choice. Implement change for 2013-2014 school year? Full implementation or staggered by group? QUESTION – do we still have a credit at Southeast? If so, should we use it to buy pearls?
 - 2) Closet clean-out: PLAN -- empty entirely, clean, redo. Recommend as a joint Parent/Student project. Discussed possibility of soliciting new Container Store for donations, but concluded new location (in previous B&N space) probably won't be open 'til after we need project to be completed. Stephanie F. volunteered to take task of refreshing Girl/Guy Emergency Kits and made recommendation that a Parent Volunteer manage the Kits in future, possibly implementing a 'sign out sheet' process to identify 'repeat users.'
 - 3) Music Library shelving: PLAN – get rid of current assortment of miscellaneous shape & size cabinets and replace with whole wall of open shelving that filing boxes can sit on and easily slide in-n-out of. QUESTIONS – School funding available? What storage arrangements can be made for props? Is a portable 'C' container somewhere outside on school grounds an option?

- 4) Prop build: PLAN – build a portable storage unit for mic stands. Needs to be able to roll. Basic carpentry skills needed. Estimate 1 day build + 1 day to paint & dry.
- 5) Cables tested: PLAN – test all cables to determine which ones work and which need repaired. Need to get a tester. Probably a couple hour task for a 2-person team. Kevin D. can perform soldering repairs at home if no other capable volunteer available.
- 6) Selling items: PLAN needs to be decided on – either take pictures and try to sell on eBay or similar on-line site; or take everything to one location and trade.

President's Report – Karin Ottman

- How do we get more volunteer participation?
- Should we have Sheri Z. send out another survey this year?
- Sports Boosters had approached us this year asking to share effort on offering family dinners on evenings of events. Should we follow-up with them?
- Sports Boosters also recommended establishing a 'mandatory' annual family commitment. Estimated 4000 volunteer hours on behalf of PCA during 2012-13. If spread over 250 families, would equal 16 hrs/family/year.
- Concluded that setting a 20 hrs/family/year expectation at Back-to-Chorus Night would be good approach. Important key to success – get all activities and jobs populated in SignUp Genius at very beginning of the school year! Also important to send reminders prior to events; track hours worked; acknowledge volunteers throughout year at every event and every way we can; gently nudge and encourage families who do not regularly participate. Sheri Z. volunteered to track hours if Event Chair would submit SignUp Genius data at conclusion of each event.
- Mary Y. volunteers to make "I'm a Proud Parent of a SLHS Chorus Student" with individual volunteer names and assignment for all events. Good practice to build community spirit inside department, but has additional benefit as a record of who showed and who didn't.

Website/Electronic Communication Report – Peter Young

- CHARMS – Used for email communications and tracking forms. After some discussion, determined that this is helpful tool that is worth the money and effort. Annual renewal fee of \$150 due by Aug 1st.

PR/Publicity

- Event Programs – Microsoft Publisher very difficult tool to work with. Need to research other options. Online-sharing capability optimal. Recommendation to create a generic 'Program Item Checklist' to ensure that nothing gets inadvertently left off.
- Do we want to do magnets again this year?

Committee Reports

- How many and which Committees need to be established for 2013-2014? At July meeting, each Officer will take assignments to renew or recruit individual Committee Chairs.
- BLOCK PARTY – Date? Should we participate? How?
- CLAIRE’S GOURMET – start at BTC Night; possible pick-up date of Nov 5th which is Broadway Night auditions. Comment made that we can continue ordering (and earning!) throughout the year so perhaps we would like to order extra and use at various event Concessions?
- BACK-TO-CHORUS NIGHT (Sep 12th)
- TAG DAY (Nov 16th)
- PYRAMID WORKSHOP (Oct xx)
- PYRAMID ‘EVENTS’ @ Hughes (Feb 2014) New Format – ½ elementary schools on 2 separate nights; events will be one/week on two sequential weeks with the same day-long workshop held for each

Other Discussion Items

- 2013-14 Calendar still being worked

Upcoming Events

- Summer Board Meetings – tentative dates of Thurs, Jul 11th and Thurs, Aug 8th
- Establish schedule and create SignUp Genius lists for Summer Initiatives

Meeting was adjourned at 9:30pm.

(NOTE: List of meeting attendees attached to Master Copy of Minutes)