

PCA Meeting Minutes 11/13/2018

In attendance: Heather Smith, Stephanie Hando, Leslie Moore, Grace Yakubisin, Stacey Gimbert, Mitsuyo Sprague, Amy Guerber, Rita Gigliotti

Call to order: 7:13

1 PCA Vice President's Report (Leslie Moore):

- Thanks to Sherri for new fundraising rollout
- Shareable for future years
- Thanks to trip chairs for good start
- Grace and team for special event/restaurant night successes
- Congrats to smooth Broadway Night start!!

2 CHORAL DIRECTOR'S REPORT (Rita Gigliotti)

- Pyramid workshop today
- 8-10 Broadway Night flyers to each teacher today
- Video message to MS parents
- Broadway Night: Elementary and Middle Interest Meeting: Wednesday Nov 28th Lecture Hall, powerpoint, list of interested families goes back to ES teachers for approval, no auditions
- Nov 29th, theater & cafeteria for high schoolers: start in theatre with everyone, break out and parents
- Budget question: inventory for Bob, need a few items for general chorus supplies. Total is \$441. Take from New equipment or Miscellaneous office expenses? Amazon and Home Depot
- Keyboard \$6880, SLHS will cover \$4000
- Stacey: Possibility of revoting budget if we earn more than expected from fundraising
- Teacher help for Broadway Night: Heather Smith will reach out to teachers once Amy
- Silver diner for Broadway Night
- Conflict of interest form: needs to be signed by the Board

3 TREASURER'S REPORT (Stacey Gimbert)

- Membership goal reached, donations coming in
- \$6400, \$7150 71% of goal

- 54 members in PCA
- Thank you notes to donors going out
- Corporate matches not coming in as hoped. Some from Verizon
- In kind form needed for composer (donation receipt)
- Expenses: Clinicians \$2200 out of budget, more may be needed in future or when budget is revisited
- EScrip income-checks not online, expense-payment out may be a little more expense for shipping
- District fees also show up revenue and expense
- Liability insurance paid
- Late IRS 990, 2017 explanation of officer transition, extension requested for 2018
- VA dept of agriculture, fundraising. Next on agenda
- Safe-??
- Restaurant night checks??

4 CURRENT BUSINESS

- PCA Membership: see above
- NY Trip:
 - Scholarships
 - Total need \$6684 including 5 staff and 6 kids
 - Who will ask Shelters? Rita or Susan \$1090 needed this week
 - PCA will front check \$2415 for current payment but **MUST be paid back** as it is not in the budget
 - 12 chaperones for 73 kids, 5 chaperones not covered only 1 per 10.
- Restaurant Nights
 - Nando's 5-9
 - KIT language needs to say KIT
- Scrip Program (Julie Byrd)
- Concert Business
 - December 13th: when can we set up for the concert. Bob prefers weekend. Sarah M is the week before
 - Reservations for seating: good to let parents know that best seats are middle ½ way back, not front.
 - headset : Kevin will check headsets to see why they were not working. Katie and Rita on top of things to get things in a better place. Katie could not communicate due to headset problem
 - Music around the World

5 NEW BUSINESS

Is a December PCA meeting needed?

- 2 days before concert, maybe yes due to trip and Broadway Night, move to first week of December to avoid concert week
- December 4th?? MS chorus night
- Photos with Santa next Friday, day after Thanksgiving: at Reston Town Center kids help kids happy, entertained.

6 ANNOUNCEMENTS

Broadway night:

- Rita working on fee clarifications
- Makeup: covered by students who get own kids
- Not doing color program this year
- Budget is still a work in progress
- 40 elementary and 40 middle cap # of students
- Rita talking to art department
- Tee shirt from art Department

7 ADJOURNMENT

8 CALENDAR

- Nando's Fundraiser Nov 19 5-9pm
- Broadway Night Kickoff Nov 29, 7pm
- Winter Concert Dec 13, 7pm
- PCA Meeting TBD

8:32 meeting adjourned