

Orchestra Parents Association Executive Board Meeting Minutes Tuesday, September 9, 2014

Meeting attended by: Will Burck, Robin Chimniak, Lisa Gruman, Donna O'Donnell, Daryl Silberman, Mike Smith, Dawn Tiangco, Nancy Vickers

Meeting called to order at 7:30 p.m. by Nancy Vickers

Vision of OPA Organization for 2014-2015 – Nancy Vickers

- A. Fund raising
- B. Membership building for a broader sense of community
- C. Social time after concerts, orchestra community building
- D. Triangle of support for students involved in orchestra
 - 1. Parents
 - 2. Teachers
 - 3. Students
 - 4. Students individually responsible for learning their music and holding up their end of the triangle, with parent support.
- E. Involvement with directors/instructors for four continuous years.
- F. Orchestra, continuous four-year program.
 - 1. Parents are an integral part
 - 2. All students involved in success of program, audition and nonaudition
 - 3. Differentiation of responsibility level between high school and middle school

OPA Membership – Nancy Vickers

- A. Kick-off at initial general meeting on September 23, 2014
 - 1. Introduction of all new parents to OPA's purpose
 - 2. Introduction of committees
 - 3. Live music featuring students from 7:15
 - 4. Meeting to start promptly at 7:30.
 - 5. Refreshments
- B. Invite freshman parents via phone calls.
- C. Invitations handed out at curriculum night
- D. Information to be included in Friday announcements
- E. Directors Darryl Silberman and Will Burck integrally involved for support of membership
- F. List serve on web site to be updated with current parent body
- G. Information available on HomeAccess.
- H. APP 101

Fund Raising – Will Burck

- A. Specific purposes of fund raising
 - 1. Additional money for Instruments, sheet music, rosin
 - 2. Items the budget no longer covers due to cutbacks
 - 3. Wish list
- B. Student executive board membership required for involvement in funds allocation

- C. Means of raising funds
 - 1. Apparel sales - T-shirts/hoodies
 - a. Apparel chairman needed
 - b. Financial investment upfront
 - c. Pros and cons of carrying inventory compared to preordering
 - d. Possible use as door prizes at events
 - e. General fund has money for buying apparel
 - 2. OPA could offer to match funds raised by orchestra entities (i.e. Warrior Strings or Student Exec) dollar for dollar up to a cap, maybe \$500
 - 3. Repeat chocolate candy sale
 - 4. Chimney donations at Prism
 - 5. Possible donations at Pops Concert
 - 6. Discussion of charging fee for membership in Warrior Strings
 - a. Extracurricular activity; requires use of instruments, directors' time.
 - b. Create more of a student-driven operation
 - c. Directors will check with peers at parallel schools regarding if and how fees are handled

OPA Schedule and Structure – Nancy Vickers

- A. Two general meetings per year
- B. Monthly executive board meetings
- C. All meetings open to orchestra parents throughout the year
- D. Meetings short and to the point; 1 hour maximum length
- E. Calendar of meetings at WVHSmusic.org, under "Parents" tab, under "Orchestra Parents Association" tab

Committees – Nancy Vickers

- A. Reports at each meeting
- B. Advise if committee needs help, additional personnel
- C. Committee work folders discussed.
- D. Positions still available are listed at WVHSmusic.org, under "Parents" tab, under "Orchestra Parents Association" tab
- E. Dawn Tiangco discussed using Volunteer Spot or Sign-up Genius for volunteer sign-ups

MEAC overview - W. Burck

- A. Status, 501(c)(3)
- B. Discussion of matching gift programs at donors' places of employment
- C. MEAC funds not deposited into checking account until funds are asked for.
- D. Sometimes check is written directly to vendor, sometimes money is fronted to OPA from MEAC for OPA to pay vendors

Treasurer's Report – Lisa Gruman

- A. Discussed new format for report
- B. "Reconciliation," what's left in checking account from 2013-2014
- C. "Patron of the Arts" category
 - 1. Aim of patrons money, for scholarships, guest artists
 - 2. Money left from last year's donations
- D. Will Burck made a motion to roll leftover money into a private lesson fund.
 - 1. Donna O'Donnell moved for a vote on the motion.
 - 2. Dawn Tiangco seconded the motion
 - 3. The motion passed unanimously
- E. Private lesson fund - financial help with lessons for students
 - 1. Could be achieved through application process
 - 2. Could be director driven - directors would chose by need and talent.
- F. How to achieve funding private lessons if patron money is not available
- G. How much should be paid toward private lessons per student.
- H. Bare bones policy already in writing from past experience, which can be built upon
- I. General Fund, money left from last year
 - 1. New budget numbers based on previous year's numbers
 - 2. Fund raising money
 - 3. Hospitality
 - 4. Insurance policy for bonding required premium payment this year
 - 5. Private lesson fund
- J. Funds now allocated and available to reimburse student who received financial help with private lessons spring 2014.
- K. Budget will be available in orchestra room for perusal and on Edline before voting on budget at kickoff meeting.

Meeting adjourned at 8:50 p.m.