

FORESMA Meeting

November 14, 2022

Eagle Staff Middle School

In attendance: Kelly M, Claire J, Jessi D, Brian M, Hannah G, Ben O, Amanda F, Jami K, Phyllis F, Anne R, Caroline F, Susanne J, Peter P, Laura K, Adrienne A, Agnes M, David B, Brooke D, Karen D, Meredith L

Called to order at 7:03pm

Secretary's Report (Kelly Mazzola, Secretary)

- Approval of October 10th meeting minutes as well as the October 24 emergency meeting minutes. Jessi moved and Brian seconded. Approved unanimously.
- On November 5 the board took an email vote and approved a \$450 expenditure to provide:
 - \$250 for 500 3"x3" die cut stickers (stickers that outline the shape of the attached RESMS music graphic)
 - \$100 for 250 Dine Out postcards to advertise the dine outs planned for winter and spring
 - \$75 for cider and cups to hand out at wreath pick up on November 21
 - Total spent on these items was \$359

Music Directors' Report

- Principal Stowell talked about Mr. Aguilar's leave of absence and reports that he is doing well. Not sure when he'll be back
- Mr. Quong will help support Mr. Orlin while he is out.
- Mr. Orlin is trying to keep everything as normal as possible. Focusing on getting ready for the winter concerts.
- Instrument needs. Some repairs are needed. FORESMA will work with Mr. Orlin to address any pressing issues. Unsure about what is going on with the quotes for needed instruments.
- Trip updates. Deposits are due soon and we hope everything will work out for the trips to take place.
- December caroling update. Hoping to hear whether or not that will be happening soon.

Hannah Gorham (Orchestras)

- Greenlake lights performance on Dec 10. Volunteers have been recruited and families will provide their own transportation to the event.

- Focusing on Dec 6 concert.
- Don't have a lot of needs right now. Orchestra is looking for alternate trip plans, like festivals, in case the Atlanta trip gets cancelled. Jazz Band will still have the trip to Idaho for the Lionel Hampton festival.
- The orchestra played during lunch on Halloween.

President's Report (Claire Jenkins & Jessi Detert)

- Livestream and/or recording of concerts– Peter is available to volunteer to help with the livestreaming for at least one of the winter concerts.
- Will look at renting or borrowing camera equipment for the concerts.
- Orchestra Concessions update (David)
 - Reviewed profits and donations from the Spring concert concessions.
 - Jessi suggested having the sandwiches cut in half and charging \$5 for December.
 - David will put together a Microsoft form to survey number of sandwiches needed for the concerts.
 - Amanda, Susanne and Caroline and Jessi have volunteered to help with the concession stand.
 - Will have a QR code so people can pay for food with PayPal.

Fundraiser Report (Meredith Lee, VP Fundraising)

- Evergreens sales made a \$4277 profit and exceeded our goal by 35%
- Pickup for orders will be at school on Monday, November 21 2pm-6pm. Have enough volunteers.
- Dine outs are coming. Will send home postcards with the evergreen pick-ups.
- Music stickers are being made. They will be handed out with the postcards and sold at the concerts.
- QR code will be available for extra wreaths being sold.

Treasurer's Report (Kirsten Blair & Brian Moynihan, Treasurer Co-Chairs)

- Program fee final update: \$10,500
- Financial monthly status report.
 - Have all the revenues from the Evergreen sale, but haven't paid yet, so it's a little inflated.
 - Our revenue for the month is \$12,300. We are in a good financial position.
- Financial audit update.
 - Thank you to Laura, Amanda and Melinda who worked on the Financial Review.
 - Overall, we are in good shape with bookkeeping. Last year balanced out perfectly. We are meeting all the 501 (c) 3 requirements as well as State requirements, insurance, etc.

- We missed a few documents, including a few receipts for rental instruments. We need to do a better job of keeping track of the Stripe transactions for donations.
- Recommend using a payment reimbursement form and a deposit form for individual checks that is itemized and can be easily found.
- Will make sure that Verity has copies of checks available online so that we don't have to make copies of checks.
- We use WA PTA as a template and tailor the rules and practices to our needs. Will try and write down all of the processes for future treasurers. Brian will post the recommendations from the report on the Google drive.

Communications Report (Holly Iosso & Susanne Johnson, Comm. Co-Chairs)

- Will do sign-up geniuses for the concerts

Future agenda items:

- Field trip updates
- December concert updates
- Begin bylaws annual update/revision discussion

Action Items:

- We will look at renting or borrowing camera equipment to livestream winter concerts
- David will send out a sandwich survey
- Treasurers will make sure Verity posts copies of checks
- Treasurers will write down processes for future Treasurers to follow
- Susanne will do the sign-up geniuses for the concerts

Adjourned at 8:03 pm

Next Meeting: December 12, 7:00-8:00 pm via Zoom