

## FORESMA Meeting Minutes

December 12, 2022

7:00-8:00pm via Zoom

In attendance: Jessi D, Susanne J, Anne R, Hannah G., Phyllis F, Claire J, Tracy H, Holly I, Adrienne A, Kirsten B., David B., Melinda B.

### Secretary's Report (Kelly Mazzola, Secretary)

- Approval of November meeting minutes Jessi motions to approve, Claire seconds approved unanimously.
- The Board took a December 2 email vote to approve \$400 expenditure for concert recording rental equipment (FYI: Final expenditure turned out to be \$359)

### Music Directors' Report

Orchestra: Hannah Gorham

- Greenlake lights performance update
  - Played at the Greenlake pathway of lights. Successful and rainy performance
  - There are a few pictures that will be shared on the website.
- December concert update
  - Thank you to everyone who helped move the concert due to the teacher's illness.
  - There is a link to watch the livestream published on the website and Hannah will share with families in the morning

Band: Ben Orlin is sick and absent. Jessi gave his report:

- Thank you to Susanne for picking up instruments from the repair shop in time for the concert. We will ask Ben to emphasize instrument care with students.
- December band concert update

Livestreaming notes:

- Shout out to Karen Dugan and Peter Pauzauskie for their help!
- Karen had created some PowerPoint slides to use during the livestream. There was a miscommunication and we ended up with the digital Program for our slides instead and the font/formatting wasn't optimized for viewers at home. Peter and Karen did get creative and were able to get the Donate slide with QR code up on the stream.
- We should definitely be using the Live Event feature of Teams, and not a Teams meeting.
- Although it would be nice to have 2 cameras that we could switch between, the single-camera setup worked pretty well (Karen was a great camera op!). A single camera setup is much simpler and less expensive.

- Camera rental cost (Camera, Tripod, HDMI cable, HDMI-USB adapter) was \$120 for a single day. When we typically have a Tues/Thurs concert schedule, we would have to pick up Tues after 3pm and return Thurs by 10am for it to count as a 2-day rental (\$240). For earlier pickup we'd need to pay the weekly rate (\$360).
- We did record the stream via Teams (not sure where or how to access), and also captured the video on the camera's internal recorder. Do we have the login for the YouTube channel to be able to upload?
- We recorded in 4K (camera default), but the file size was huge and we ran out of room on the 128gb SD card. We'll be sure to use a lower resolution (1080 or 720) next time to reduce it to a manageable file size.

#### President's Report (Claire Jenkins & Jessi Detert)

- Livestream and/or recording of concerts – budget for funds to rent or buy
  - Discussion about renting vs. buying equipment. Concerns raised about storage and about equipment becoming outdated. Group decided to continue renting.
- December Concert Concessions update & recap
  - thank you to Melinda & Dave Bullaro, Julie Kennedy, and Lisa Vanderford-Anderson
  - concessions and donations totaled almost \$1900 during the band concert. We've decided to count everything together instead of trying to break down the concession sales vs. donations.
  - Next time would like to hold food aside for performers.
  - Would like to have a pay station or someone with a cashbox handling sales.
  - For the concert in March, recommend having 150 sandwiches. Should have more pork. Everything seemed to go well. All notes and recommendations are in the shared drive.
- Prep for Bylaws annual update/revision discussion in January– who can assist with this?
  - Will send out bylaws for review and revision in January.

#### Fundraiser Report (Meredith Lee, VP Fundraising)

- Mod Pizza dine out update
  - Raised \$319. Seemed low compared to other dine-outs. MOD seemed overwhelmed and an hour behind on their orders during dinnertime. Next time we want to have several restaurants on the same night to spread the burden.
- Tutta Bella dine out update
  - Dine Out happening right now through the 15<sup>th</sup>. Hoping that it is smoother by having several locations and several nights.

#### Treasurer's Report (Kirsten Blair, Treasurer)

- Financial monthly status report

- Revenue from concerts and remaining revenue from evergreens. Someone's \$400 donation was double-matched by Apple.
- Expenses included instrument repairs and advertising for evergreens.
- Current assets are over \$50k. All spending categories have money left except for instrument rentals. Would like to move \$2000 out of the \$5000 from equipment purchases toward renting instruments. Kirsten moves and Kelly seconds. Passes unanimously.
  - Annual tax filing for the year was just completed
  - Soon, year-end donor statements will be prepared, and 1099-NECs will be filed for a few contractors we paid during the year.
  - Request to increase the budgeted amount for instrument repairs.

#### PTSA Report (Anne Running)

- PTSA is planning on doing a direct ask sometime in late March. Traditionally, we kick off the ask at the spring concert until spring break. Anne will share our dates with the PTSA – March 28 and 30 and it will end April 7.
- Their next meeting is January 10.

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

- Spent time handling cancellation of caroling events.
- Will put something about the uncertainty of future events on our website.

#### Future agenda items:

- Give Lively fundraising tool used for Spring Direct Ask– details, use again? Will have an offline discussion
- Next Meeting: January 16, 7:00-8:00 pm at RESMS (3rd Monday) via zoom
- Bylaw review

#### Action Items:

- Jessi will follow up with Ben about instrument repairs and purchases so they can be completed before March.
- He will make sure that they have enough coaching support for the marching season. Mr. Calhoun was brought up as a potential teacher.
- Gifts for teachers – suggestion to support the businesses who are supporting us and purchase a gift card from Tutta Bella. \$75 each for all 3 teachers.
- Holly will write up wording for the website and have Jessi approve it before it is published.