

FORESMA gathering at Jessi's

8/22/23, 7:00pm

In attendance: Adrienne Andrl, Anne Running, Holly Isso, Kay Lambert, Jessi Detert, Brian Moynihan, Kelly Mazzola, Meredith Lee, Phyllis Fletcher, Sherry Lueders, Kirsten Blair

President's Report - Jessi

Meetings:

The first FORESMA meeting will be on Monday, Sept 18 at 7pm. It will be in the Orchestra Room.

- Explain the programs and FORESMA, talk about the program fee
- Recruit volunteers. Possibly looking for people to help with communications and evergreens.
- *Meredith* is thinking about doing a slide show. She will collect photos and put something together.
- *Kelly* will bring a sign-in sheet that collects contact information
- *Current FORESMA volunteers* will wear their flight crew t-shirts and wear name tags that includes their role.
- *Adrienne* will sell flight crew t-shirts and bring stickers.
- *Adrienne* will talk about having a t-shirt design contest this year. Would like to ask kids to design the t shirt and have the students vote (after designs have been vetted). Possibly in October and hopefully order by November.
- Possibly have a clothing exchange for concert and marching band attire that kids have outgrown.

Meetings this year

- Patrick and Hannah can meet on the 2nd Mondays of the month, so we will do that.
- Would like to do a combination of in-person and remote meetings. Different people are able to attend different meetings. We want to meet in person before big events like concerts.
- We will meet in person in September and October. Dec and Jan will be remote. Feb meeting will be in person to talk about fundraising.

Back to school communications:

- FORESMA First week of school letter. Teachers send out – paper in backpacks and emailed to listserv. It will discuss the September meeting and the program fee.
- *Holly will connect with Anne* to see if we need to include anything in the back-to-school packets sent out by the PTA. Possibly with a QR code that links to our website.

Instruments Purchased

- The board voted virtually and approved the purchase of 3 saxophones. They were purchased on 8/15/23 for \$3645.
- *Kay* will help *Hannah* purchase 5 guitars, 3 violins and 1 audio recorder with accessories before the school year. *Kay* will work with *Cynthia*, *Hannah* and with the treasurers to ensure we use the correct process and buy the correct instruments.

- There doesn't seem to be a good inventory of instruments that are owned by the school/the district/purchased by FORESMA. *Jessi* will try and develop a better system to track instruments.
- *Sherry* can put together a gift-letter-template for instruments purchased by FORESMA and gifted to the school. This will be useful to provide proof of ownership.

Other expenses:

- *Brian* will work with Patrick to buy the AV and stage equipment budgeted for this year.
- Phyllis has already reserved (but not paid for) the hotel rooms for Idaho.
- The Storm has asked us to play in June 2024. We need to guarantee a certain number of attendees and also purchase for tickets for the kids. It is not in the budget, so the kids would have to pay for their tickets. We could possibly support logistics or transportation.

Fundraising:

- Will sell t-shirts in January so it doesn't compete with other efforts.
- Will extend the evergreen sales to allow more time for people to order. This will move the delivery date to after Thanksgiving.

Communications:

YouTube and Instagram:

- Our YouTube channel and Instagram page have not been used since John left because we don't have the passwords. We need to decide if we want to maintain these, if possible.
- In the past, people have contacted us through YouTube to ask us to perform.
- *Phyllis* will contact the teachers to see if they want to continue to have YouTube and Instagram. She will also follow up with John about the passwords.
- We could change the YouTube channel to be a "RESMS Performing Arts" channel instead of just marching band. We could stream concerts and have several FORESMA admins and a shared password.
- Would like to continue this discussion at the October meeting. If we decide to use these platforms, we will be prepared to stream the December concerts.

Posting photos of kids:

- Hannah had a bunch of photos of the Ballard parade and Holly wasn't sure about posting kids' faces on the website.
- Sherry says that SPS doesn't allow faces on websites unless you have permission from the parents.
- This rule doesn't seem to apply to parade footage because it is a public event.
- Kids could sign a media waiver, or Holly could send pictures to teachers to see if those kids are allowed to be online before posting.

Updated job descriptions

- *Adrienne, Kirsten and Brian* will work on splitting the treasurer job up between them to make it more equal.

- *Brian* will put together a description for an AV person who can help stream concerts and do sound, etc.
- Kay and Jessi are encouraging board members to think about recruitment and updating job descriptions. *The board* is asked to review and update job descriptions in the shared drive.

ACTION ITEMS:

- Meredith will collect photos and create a slide show for our September meeting.
- Kelly will create and bring a sign in sheet for the September meeting.
- Adrienne will sell flight-crew t-shirts and bring stickers to the September meeting.
- Holly will connect with Anne to see if we need to add anything to the PTA back-to-school packets.
- Kay will help Hannah purchase instruments.
- Jessi will improve the tracking system for instruments.
- Sherry will put together a gift letter template.
- Brian will work with Patrick to purchase the AV and stage equipment.
- Phyllis will work on the YouTube and Instagram question and report back in October.
- Adrienne, Kirsten and Brian will divide the treasurer duties.
- Brian will create an AV person job description.
- Everyone is asked to update their job description in the shared drive.

The meeting adjourned at 8:12.

Next meeting on Monday, Sept 18 at 7pm in the Orchestra room.