

FORESMA Meeting

December 11, 2023

7pm

ZOOM

In attendance: Kelly Mazzola, Jessi Detert, Phyllis Fletcher, Kay Lambert, Meredith Lee, Kirsten Blair, Holly Iosso, Michelle Peters, Hannah Gorham, Brian Moynihan

Music Directors' Report

Hannah Gorham (Orchestras & Guitar)

- Concert was successful and got a lot of great feedback from families about the bake sale and raffle and FORESMA. Students had an awesome time. Excited about the kid who won the raffle.
- Greenlake pathway of lights – told her at the last minute that they were ready for the performance with only 4 days notice. Hannah explained that middle schoolers need more time to prepare something. She asked that they call her next year.
- Hannah has a question about the budget. In transportation, there is an expense that she doesn't recognize. She thinks it might be a guitar purchase that was pulled from the wrong place. Kirsten will look into it.
- Music t-shirt distribution – the turnaround was really quick and all the shirts are distributed.

Patrick Gordon (Bands & Jazz Band)

- Lionel Hampton trip update (Phyllis Fletcher in Patrick's absence)
 - Phyllis shared a spreadsheet outlining expenses for the trip to Idaho.
 - Mr. Gordon's goal is to bring 48 students, which would fill one bus. This would include all the kids in Jazz 1 and Jazz 2, plus chaperones and teachers.
 - Ticket cost is based on last year as they haven't published this year's cost.
 - In an effort to lower parent costs, Phyllis added the Royal Room payment that the kids earned over the summer.
 - This cost is up from last year because the trip is an extra day to allow the kids to be adjudicated.
 - Last year, all kids were able to pay the \$390. She hopes it is the same for the higher cost this year.
 - The fees cover the costs for the chaperones: Mr. Gordon, Jazz 2 director and 3 other adults including 1 other school district employee. All volunteers need to be at least 21 years old and have a level b certification.
 - He is unable to publicize the trip until the district approves the paperwork. He needs to know if parents will be asked to pay \$523 or \$482 with the FORESMA subsidy.
 - Kirsten would like to use the Royal Room money to pay for scholarships to ensure that all kids can go.

- Idea to send out a survey ahead of the trip permission slip, to get a sense of how many people would need a scholarship. Phyllis will tell Patrick about the idea. This is what they do at Ballard High School.
- Jessi motions that the \$1400 from the Royal Room be set aside for scholarship needs for the Lionel Hampton April 2024 trip. Meredith seconds, motion passes.
- If there are fewer than 48 students, assumption is the cost will go up. This should be mentioned on the survey. Presumably, if there are fewer students, the Royal Room money could be used to subsidize the extra costs.

Secretary's Report (Kelly Mazzola)

- Jessi motioned to approve the minutes, Meredith seconds. Motion carries.

Fundraiser Report (Meredith Lee, Sherry Leuders)

- Jazz Band fees collected: \$1,155 (no change since Nov.)
- Holiday Evergreens: Sherry did a phenomenal job
 - \$3822 raised + \$143 day-of sales = \$3965 Total raised
 - Clothing rack was a good addition
 - Need to add fairy lights or better signs to call attention to the room in the dark.
- December 5 & 7 concerts
 - Raffle raised about \$700
 - Concessions went smoothly
 - Using the stripe was great – went much more smoothly.
 - \$377 in orchestra or over \$1000 in band in concessions. In cash it was \$1800 for band. People also donated with the website. We will net about \$3000 on concessions from the concerts.
 - Bahn Mi ordering – there is a new owner and we had to pay in cash. This should not be a problem in the spring.
- Fall Dine Out Updates: Ridge Pizza Dine Out - \$500 raised!!
- Already made \$200 on spirit wear.

Treasurer's Report (Kirsten Blair & Brian Moynihan & Adrienne Anderl)

- Jazz Band 2 Teacher payment update: FORESMA started to pay jazz band director directly. We are working on getting a contract and making sure everything is done correctly.
- April 2022 Climate Pledge Arena transportation \$2000 invoice- resolved! FORESMA is not responsible for paying this
- Funds raised are slightly behind at this point, but we are still ok.
- The IRS filing is due on the 15th. We are filing an extension. It will be done by early February.

Financial Review:

- Overall, things look good. No major concerns.
- Record keeping keeps getting better from year to year. There were a few minor things that we noted on the last page of the report.
 - The monthly financial reports – making sure we have them for every year of the month instead of just months with meetings.
 - Need to match the dates on the monthly reports with the bank statements. So the 1st of the month to the last day of the month.
 - One question on the review – who prepared the budget. It is not entirely clear – we should make a note on the budget “this budget was prepared by...” Jessi says it was Kirsten, Brian, Jessi and Meredith this past year. He doesn’t think we need a formal committee, as they would do on the PTA, but at least write down who prepared it.
 - When we donate equipment to the school, it is not noted anywhere. Suggests a letter of donation to indicate that we donated something to the school. Moving forward, we should record it.
 - Jessi wonders if we can just put all of the donated instruments and equipment on one letter to give to the school.
 - Brian will look to see if there’s a form letter and send it to Jessi, who will write it.
 - Jessi started a list and we could continue the list and write down when we sent the letter to the school.
 - Brian recently purchased 7 new mic stands and cable for the stage, which was used at the concert.

PTSA fundraiser – Michelle Peters

- They are hovering around \$40k waiting for corporate matches.
- Will pause actively fundraising with a few events coming up.
- The goal was \$100k, but they didn’t expect to get it. This has eclipsed the spring drive. Will try again in the Spring.

Communications Report (Holly Iosso & Susanne Johnson)

- Emails from teachers has been very effective.
- Clothing closet was great. Would love to have a catchy name to help promote it.

Future agenda items:

- Woodland Park Players Grant opportunity. Kay will follow up with Hannah and Patrick and share the form with them.
- Bylaws review & approval (Jessi & Kay) - We have to do this every year as a non-profit. Jessi will draft and email and we can vote on them in January. It is more of a formality.

Next Meeting: Monday, January 8, 7 pm via ZOOM

Adjourned 8:07pm