

**New Mexico School for the Arts (NMSA)
Parent Association
NMSA-PA**

Meeting Minutes

December 1, 2012

I. Call to order

President, Cathy Weber called to order the regular meeting of the NMSA-PA at 11:05 am on December 1, at the school's location.

II. Sign Roll Call Sheet

Roll Call Sheet

Those in attendance were asked to sign in. According to the sign in sheet, the following persons were present:

Lauren Smith	Sherry Garcia	Tammy Orr
Stephen Koehler	Jacob Cohen	Wanicha Burapa
Chriss O'Neill	Giselle Piburn	Brian Johnson
Cydney Martin	Leonardo Civate	Mariana Camionschu-Civate
Charles Hoy	Nancy Bowman	Cathy Weber
Joey A. Chavez	Lori Sunshine	Shelley Robinson
Megan Stavrowsky	Lois Harvie	Karen Conley
Tom Osgood		

III. Introductions

Introductions were completed.

IV. Distribution of minutes from November Meeting

To save time, the draft minutes are sent to those providing a readable email address next to their name on the sign in sheet or are available before the meeting by emailing any one of the following individuals, Cathy Weber, Chriss O'Neill (chrissoneill@gmail.com) or Sherry Garcia (sherry_711@msn.com). A limited number of copies will be available at the meeting. Approval of minutes is at the end of the meeting to give everyone a chance to read them.

V. Review, Additions and Approval of the Agenda

A Christmas Parking Lot item was added to the end of the agenda for today.

VI. Assign a Timekeeper

No timekeeper was needed for today.

VII. Treasurer's Report

Chriss O'Neill reviewed the additions and reductions to the account balance as provided in a printed report. Since the last review, \$6,513.00 has been added for the BIRCH event and approximately \$595 from the Applebee's ticket/raffle sales so far. Chriss reported that not all the expenses have

been submitted yet nor all the income from the Applebee's. A balance of \$14,140.09 is currently reported.

President Weber reminded the members that approval should be obtained before purchasing anything for an event for which reimbursement is desired. There are pink forms in the finance office that should be completed and submitted with two signatures (Chriss, Riis or Principal Montoya).

VIII. Old Business

- a. School Communication: Joey Chavez asked if everyone got information about the Arts Exchange Day. He reviewed how announcements are made daily to students and informed the PA that parents can have announcements read by completing a form and submitting it to the office. The school recites the Pledge of Allegiance daily in English and Spanish which is in compliance with requirements. Department bulletin boards are up as well. Mr. Chavez maintains folders for all committee volunteer time, can provide the information to the State and this is in compliance for parent, student, faculty and administration communication. There was a discussion regarding tracking of volunteer hours and that Gayle McGuiness keeps track of the hours and completes a report. Cathy Weber will check with Gayle to make sure this is how the volunteer hours are being tracked. Mr. Chavez also has a log to track "in-kind" donations. Liaisons were asked to remind parent volunteers to go on the website and complete volunteer hour forms. There was a comment that students are saying that they aren't hearing the morning announcements due to the noise. There was discussion about whether students are listening and that the school is using a variety of communication tools in an attempt to reach everyone.
- b. Ticket Sales for School Performances: Chriss O'Neill reported that Leonora followed up with Riis and for now the school will continue working with the Lensic to sell tickets for school performances. Leonora will present more detailed information at the January meeting. There was discussion about why we don't sell more advance tickets to performances and enlist parents to sell tickets as this is a better way to get a broader audience. This can also be part of the discussion in January when Leonora presents on this topic.
- c. New Location on Website for Volunteer Hours: Chriss O'Neill initiated a discussion regarding the current methodology for tracking volunteer hours. She noted that under "Parent/Student Information" on the NMSA website is the form to be used to track volunteer hours. Discussion ensued regarding whether event coordinators should be responsible to complete volunteer hour information to insure that it gets done. However, many people felt that this was too much responsibility for liaisons especially when things get hectic at an event or people step in who were not necessarily slated to volunteer. It was determined that if volunteers are "trained", clear guidelines are provided, if informed about why it is important to NMSA's "grade", and if reminders are provided in multiple ways to complete volunteer forms that parents can be trusted to complete the volunteer forms themselves. This is especially important for those types of volunteer activities that do not have an event lead. **ACTION ITEMS:** There will be an article in the newsletter about the two ways to complete volunteer forms and the link will be sent out as well. Another part of the article will describe that receipts are needed for in kind contributions. In addition, Chriss and Cathy will check with Cindy and Gayle and information and forms will be provided at the January meeting. It was suggested that a clarifying email go out to all parents to clarify this issue. Finally, a question arose regarding what date volunteers can go back to in reporting volunteer hours they may not have reported. Mr. Chavez stated that volunteer hours back to July 2012 are the limit. The website is www.nmschoolforthearts.org. A final discussion on this topic was initiated by a question regarding whether parents can assist the school by distributing flyers about events. The answer was yes and another member suggested that

santafe.com was a great website to get information out. **ACTION ITEM:** Cathy will ask the development office about the website and Chriss will let Natalia know.

IX. New business: No New Business for this meeting

X. Officer/Committee/Task Force Reports and Updates

- a. **Parent Fund Raising Events:** Tom Osgood spoke about the BIRCH Visual Arts event. There is discussion that it might be better to have an anonymous purchase like last year. We also need a venue that allows the artwork to be displayed longer than three days so that it can be viewed and students can write papers about it. There was discussion about the auction and that the artwork was taken off the walls as it was auctioned. The money that was raised this year was about the same but the number of items sold was fewer. Students felt the auction was competitive and felt weird. It was announced that remaining items would be sold soon.
Applebee's Pancake Breakfast and Raffle of 12/8: Nancy Bowman described how the breakfast and raffle will work, the prizes and the need to be cleaned up and out of the restaurant by 10:55 a.m. There was discussion about ticket sales and that last year the entire school sold tickets whereas this year it is only theater students. This may need to be reviewed for next year and there will be a big push this week.
- b. **Student Social Events Committee:** Chriss O'Neill presented that the dance went very well and that Dr. Seagraves thanks everyone who helped with it. The one critique is that we need a better clean up committee next year. The kids loved that it was free and that refreshments were free. Extra refreshments were placed in the parent association closet.
- c. **Yearbook Update:** Megan Stravrowsky reported that the yearbook students are busy selling advertisements to keep the cost of the yearbook for students to \$25, if possible. They need to raise \$8450 for this year and to have funds to start off next year. They will start selling ads now until February 1; after that they will know how much they have to calculate the cost of the yearbook and start those sales. The yearbook committee has six students, 2 seniors, 2 juniors, 1 sophomore and 1 freshman. They meet on Thursdays from 4:30-6 and welcome any students to stop in. They sold the cameras and are now awaiting candid shots. They hope everyone will buy a year book. **ACTION ITEM:** If we have any pictures from events, please upload them to the website or send them to: nmsayearbook1@gmail.com. **ACTION ITEM:** Suggestion to have an assembly and tables at events to show parent's old yearbooks and talk about the meaning of having them in the future.

XI. Administration/Staff Reports

- a) **Arts Exchange Day 12/3/12 Update:** Mr. Chavez reviewed the events planned for the day and indicated that everything is in place. They could use more help setting up for lunch in the gym. Parents are welcome to attend the morning events (films and discussions).
- b) **Admissions:** Chriss O'Neill sent around a registration packet for new students. She reported that the admission process has been streamlined and no longer requires references and as much paperwork. January 17, 2013 is the application deadline for next school year. All this information is on the school's website. There is an emphasis on recruiting from the balance of the state.

XII. Departmental Parent Liaison Reports

- a. **Dance Department:** Shelley Robinson reported that the performance at the Cross of the Martyrs was a huge success and the weather was excellent. It was not a fund raiser but it took a lot of energy. The Dance Department parents are planning a fund raiser and will let us know.

- b. **Theater Department:** Nancy Bowman reported that there are so many rehearsals going on right now. Applebee's is also a performance event. Students have monologues coming up. Thanks to Mr. Chavez all the students are getting stage time and it is the best ticket in town.
- c. **Music Department:** Karen Conley reported that they are working hard to get volunteers for the Music Department and there are going to be two great performances for choir and instrumental. Mr. Chavez has assisted with the sound system because there is a lot of logistics just like in theater. The Winter Showcase is on December 6th at the Scottish Rite Temple and they are selling tickets at the door. All State is coming up on January 12. All 27 students got in but now they will audition again for seats and vocalists. Popejoy has tickets. Chriss will check with Natalia to see if she got information.
- d. **Visual Arts Department:** Already discussed by Tom Osgood.

XIII. Additional Agenda Items:

Christmas Eve Parking: We will hold this event again this year. Parking will be \$9.99 starting at 4:30 p.m. Once the spaces are filled the volunteers can leave. There will be no farolitos or bischocitos this year. Volunteers are Joey Chavez, Steve Koehler, Nancy Bowman, and Cathy Weber.

Announcement: There will be a coffeehouse at the school on December 21 which is the last day of school before winter break.

XIV. Set Future Agenda Items:

- a. Riis Gonzales will address the Parent's Association regarding: New Building location and NMSA Development.
- b. Leonora Lorenzo will provide information about ticket sales for school performances/events.

XV. Approval of Minutes from November 3, 2012

Jake Cohen moved to accept the minutes of the November 3, 2012 meeting with correction noted. Wanicha Burapa seconded. The motion passed unanimously.

XVI. Next Meeting

The next meeting is Saturday January 5, 2013 at 11:00 a.m.

XVII. Adjournment

President Weber adjourned the meeting at 12:37 pm.

Minutes submitted by: Sherry Garcia, Secretary