

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

Meeting Minutes

April 13, 2013

I. Call to order

President, Cathy Weber called to order the regular meeting of the NMSA-PA at 11:04 am on April 13, 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:

Cathy Weber	Sherry Garcia	Lauren Smith
Lois Harvie	Joey Chavez	Stephen Koehler
Leonora Lorenzo	Jake Cohen	Chriss O'Neill
Tom Osgood	Tammy Orr	Megan Smith Stavrowsky
Steven Marble	Wanicha Burapa	Charles Hoy

III. Introductions

Introductions were skipped today.

IV. Distribution of minutes from March 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

Three items were added. Notion of auction at Art Spring-Charles Hoy; Music Dept. pay back of money for uniforms-Jake Cohen; and Art Spring- Megan Stavrowsky

VI. Assign a Timekeeper

President Weber acted as timekeeper.

VII. Treasurer's Report

Chriss O'Neill provided a balance sheet which was reviewed for the additions and reductions to the account balance. This report showed a balance of \$19,357.40 minus \$750.00 for "I am Dirt production", leaving a balance of 18,607.40 as of April 10, 2013.

VIII. Old Business

- a. Draft Bylaws for Parent Association: Cathy Weber explained that a small group had just met to work on finalization of the By-laws. (Sherry Garcia, Cathy Weber, Lauren Smith, Charles Hoy and Tom Osgood). Even after finished, the Bylaws can be amended if necessary. The Committee finished review up to Article VIII, Financial Affairs which is the most challenging section and also is part of a discussion item for today's meeting.
- b. Parent Association Financial Procedures for Bylaws (Need Subcommittee)- Cathy Weber indicated that as stated above, this is a challenging section due to concerns that will be discussed later and suggested that she needs a small committee and would like Chriss to be on the committee as Treasurer.

IX. New Business:

- a. Parent Association Donation to NMSA Arts Institute at ArtSpring (Decide on Amount)- Cathy Weber described the early years of the parent association's fund raising efforts and that in two years the group was able to raise \$40-\$50,000. At first, the Development Program was small or did not exist so the parent association was an important part of funding for the school. However, because the same small group of parents was paying for everything related to the fund raising efforts and had no method to be reimbursed, they asked that some of the funds remain in the parent association and that an account be established so that there would be funds to buy items for raffles or prizes, food- the seed money for fund raising. Since the Development Program has become more structured, some of the events that are highly successful have been taken over by the Development Program for fund raising. (Like 99 for \$99 which is now BIRCH and the letter-writing campaign). The issue with the payback for chorus uniforms was also discussed relative to the funding discussion. It is now unclear which events (with parent volunteers and contributions) raise funds for the kinds of requests for funding that come to the Parent Association and which events (still using parent volunteers and contributions) are going to the Development Program. In addition, the Parent Association had been asked to pledge an amount of funding to be provided to the Development Program of \$25,000 for this year. It was agreed that the PA needs funds for operating and that there is some question about pledging versus volunteering extra funds. It was also agreed that it is important to work with the Development office for fund raising but it has become unclear which events will belong to the Parent Association for fund raising and which to the Development Program. It was determined that a list of the Department fund raising events the PA wants to continue to sponsor and have the funds come to the PA to use for school needs (like the chorus uniforms and "I am Dirt") will be developed and a

meeting held with Riis. Also the PA suggests that putting a target amount in the budget for the PA to pledge isn't a good idea. The outcome of the meeting will be presented at the May PA meeting.

- b. Teacher Appreciation Day- Christi Hield was unable to attend this meeting so this topic cannot be discussed.
- c. Call for Nominations for May 4, 2013 Elections for 2013-2014 PA Officers and Committee/Task Force Chairs – President Weber asked if there were nominations for these positions. There was discussion about possible nominees. It was determined that a special announcement would be sent out clearly stating that the PA will have nominations at the May 4 meeting and will vote at the same meeting on these positions. It was also suggested that Department Liaisons notify parents of the nomination / election process for the May meeting.

X. Officer/Committee/Task Force Reports and Updates

a. Parent Fund Raising Events:

Decide on 2013-2014 Events and provide information to Gayle McGuinness by May 1 – President Weber explained that events need to be on the calendar or getting dates is very difficult. It was decided that an ad hoc group would decide which events / months and submit to Gayle. The group: Cathy Weber; Chriss O'Neill; Leonora Lorenzo; Lois Harvie; Shelley Robinson.

- b. **Student Social Events Committee:** Chriss reported that the prom will be held on May 18th with a Great Gatsby/1920's theme at the Country Club. The Visual Arts Students will be getting back from a trip to the Georgia O'Keefe Ghost Ranch that day. Tickets will be sold for the prom and tickets must be purchased prior to the event, no "at the door" sales. Dr. Seagraves will be sending out an email about volunteers.

- c. **Yearbook Update:** Megan reported that the year book will go to the printer this week but there is still time to submit pictures and advertisements. They have sold 100 year books at \$25.00 each and have raised the money to pay for the true cost of each year book which is \$37.50. They are lacking dance department photos if any can be submitted. She is also asking for scanned copies of any NMSA newspaper articles. They are obtaining extra year books that will sell for \$35. Cathy and Chriss will add year book ordering to the information for the registration packet. Chriss will also ask Julie if there are any development pictures. Megan thanked the PA for the donations to buy the cameras, it was very successful at getting candid pictures.

- d. **PR Report:** Charles Hoy presented that progress has been made to develop an advertising form that goes across departments. There was discussion about why all NMSA performance events don't have nice programs like ArtSpring as this would be a good advertising strategy. Funding and the amount of work on Department Heads were stated as the primary reasons.

- e. **Residential/Out of Town Committee Report:** Lois presented that the students could use some home-cooked meals for the last six weeks of school. If people can provide this for seven people, that would be great. Lois will send the link to "how to donate meals" to Cathy and Cathy will send it to folks here who can send it on to others. A question was asked about how many residential students there will be next year. Since they are still applying for the residential program, it is unknown how many there will be.
- f. **Graduation Committee:** Leonora reported that graduation will be on Monday June 3 at 6 p.m. at the Convention Center. There will be three rehearsals, two prior and one the day of graduation. There will be a senior picnic during senior week off. There will be no reception at graduation this year due to the venue. It will last 1- 1 ½ hours. Seniors will receive 8 tickets to give to whom they chose and those seats will be in the reserved section. They can get more tickets. There are 800 seats and anyone else can come but it will be first come first serve. The speaker is unknown at this time and they are still working on the format.

XI. Administration/Staff Reports

- a) **School Culture and All School Arts Day 3/28/13 Debrief:** Joey Chavez reported that the Culture Day event went really well. They built a tree and students placed leaves on the tree with their wishes for culture of the school. The negatives were written in chalk on the sidewalk and washed away the next day at the request of the students. The "I am Dirt" performer John Moreno said that he had never seen a school where students are so engaged and he's been doing this a number of years. The performance lasted longer than normal because the students participated. \$3,000 was spent for this activity; \$750 was from the PA. There will be a debrief meeting on Friday and the students still want to paint trashcans in the hallway as a way to get the trashcans noticed to keep the school clean. The Students Advisory Board for Culture Concerns is voluntary and is different from other student groups as they work on things that students want for culture. There was discussion about the banners and future ideas for signs.
- b) **ArtSpring May 10 & 11:** Chriss presented for July Gomez regarding the schedule for ArtSpring and the cost of tickets. Questions about what events could be attended for what tickets were answered. Julie may need help with decorations on Friday. Email Julie Gomez at JGomez@NMSchoolForTheArts.org if you would like to help decorate at the Eldorado Hotel on Friday, May 10th for the Gala Event."

XII. Departmental Parent Liaison Reports

- a. Dance: No report.

- b. Theater: Lost and Found was a great success. Cathy reported that they are trying to make DVD's of each show for each student as a sample of work for their portfolios. They actually had to turn people away for the Saturday show.
- c. Music: Jake reported that the soiree was fabulous with different numbers and variety of music. Recitals were the week before vacation. Tuesday and Wednesday this week there are performances for recitals at 6 pm at St. Francis auditorium. Cost is donation. Charles mentioned an article in the New Mexican, GenNext section.
- d. Visual Arts: Tom presented that there was a 9th grade show at Warehouse 21 that went very well. The Senior Show will be at the Red Dot Gallery on April 26th. They are working on a T-shirt fund raiser for the trip to Ghost Ranch but it is not yet finalized.

XIII. Additional Agenda Items:

Payback of Chorus Uniform costs- President Weber explained that this has been resolved and that no further payback is required. The matter was part of which fund raising events are PA and which Development issue that will be discussed with Riis. NOTE: The Chorus students will be performing on April 22 at Copeland High School Auditorium in Rio Rancho.

Donation from PA to Development- There was discussion about whether or not to present a check from the PA to Development at ArtSpring and if so, how much. As part of this discussion, the PA agreed that it was better to provide funds for the Visual Arts Department to print T-shirts as a fund raiser for Ghost Ranch than to have a request for funds for the Ghost Ranch trip. Tom will present information on funds needed at the May meeting.

MOTION: Jake Cohen moved that the PA donate \$7,500 to the Arts Institute. Charles Hoy seconded. Passed Unanimously.

Auction at ArtSpring- Charles Hoy asked if there was any sense that having an auction during a performance event was not appropriate. There was much discussion about the auction and the item was tabled for the June meeting since the PA input would not affect this year's event.

XIV. Set Future Agenda Items:

- a. Charles asked that discussion of alumni be added for the next agenda.
- b. Nominations for officers and standing committees and election.

XV. Approval of Minutes from March, 2013

The minutes were approved unanimously.

XVI. Next Meeting

The next meeting is Saturday May 4th at 11:00 a.m.

XVII. Adjournment

President, Cathy Weber adjourned the meeting at 12:40 pm.

Minutes submitted by: Sherry Garcia, Secretary