

Hoover Performing Arts Boosters
Minutes of the Meeting

Wednesday, 6:00 p.m., April 18, 2018

- Kristy called the meeting to order and reviewed this evening's Agenda.
- Minutes from the March 2018 meeting were reviewed and Approved.
- Budget and Financial Review
 - Marie distributed the budget for review. She also reported that there was not a lot of activity this month.
 - Kristy reported that any tax filing extensions need to be done soon. Also, we need to create a list of upcoming auctions next year and submit the list, with dates, in order to get our permission processed in time. We will go ahead and submit all potential dates/events to be safe.
 - Reminder that all incoming and outgoing checks need to be cashed by the end of the year so we can close the books on time.
 - Kristy asked how new process is going with the teachers, and reminded everyone that we need to be doing a double count on all deposits. It doesn't necessarily have to be a Board Member, just be sure to get a second count before handing in to Marie.
 - Kristy also discussed that we will soon be taking a final accounting on Boosters general account balance to see what we will have left that we can contribute back to the disciplines. We plan to put the money towards an item that will benefit all the disciplines (such as Mobile Theatre).
- Upcoming Events
 - Spring Concerts
 - Several concerts are coming up. We will need more help, need to get more volunteers. We will need approx. 2-3 adults per concert. Remember adults have to be the ones to handle money.
 - Ms. Jordan will send her template out to Boosters and other teachers to help their volunteer sign-up process. If each teacher sends this form out with their volunteer requirements, and request it to be signed and returned you will have a better chance of getting commitment from parents. It has been very useful and works very well for Ms. Jordan. May be good idea to offer an incentive

as well. Perhaps first 3 students that turn in the form get in to event for free.

- Programs – Thera would like to enforce deadlines to turn in info for programs. She would like edits to come in early if there is substantial changes that need to be made.
 - Choir Concert, May 24 – Mrs. Arribere reported that they we do have permission to do a bake sale at the Church. They will provide tables. Need to get info to Thera for programs.
 - We need to double check calendar and make sure all concerts are on.
 - Ms. Jordan reported that Drama will be performing a play during the school day on May 30 & 31st (during 2nd – 3rd period) at Historic Hoover Studio Theatre. Also, Advanced Drama will be doing a play during 4th period. Ms. Jordan suggested that these events should be promoted more on website – Kristy reiterated that she personally updates the website once or twice a week in addition to our Facebook page. Kristy told teachers they have access to add things on Facebook, so please feel free to do so. Also, remember that the more likes and comments on our FB messages the better. That is how to get more exposure.
- Spring Fundraisers
- PTSA has offered to partner with us on “Dinner in a Box”.
 - Mr. McCloskey confirmed with the District that we are not allowed do a carwash fundraiser.
 - Kristy talked about next years plan for fundraisers. We hope to do a couple big fundraisers vs. several small ones. We will try to do something like a Tri-tip dinner in Spring and Fall so that we can earn money to put towards trips that happen early in school year. Kids will really need to promote at the end of year/fall one so we can get a substantial headstart for next year. It would be great to start the year with a positive balance to work with. We can maybe use some incentives to get the kids going, maybe the teachers can have some prizes for them to earn.
 - Kristy asked if there would be any interest in us starting to use an application such as CHARM to help manage each of the teachers accounts. It is a multifaceted app that you can use to organize and keep track of trips and fundraising, as well as your accounting. Its great for setting reminders for parents and many other features. This might be a good item to put our Booster year-end balance funds towards.
 - Blaze Fundraiser. We have 2 more Blaze nights set up for the next 2

Thursdays. Please spread the news and share on FB.

- Ms. Arribere suggested that a good way to help raise money is to offer advertising spaces in programs. This could be effective for big shows.
- There are many ways to maximize our fundraising. We could make up a schedule of fundraisers at the beginning of the school year to send home with kids. It could be a form that clearly lists up front what each kid/families goals will be with an option to “write a check” instead. This way everyone knows what is coming and can pick and choose what they will do.
- Committee Update
 - Kristy reported the following Board members have been established for next year:
 - Kristy – President
 - Kim – Executive VP
 - Open – Secretary (Jen has volunteered to fill in until the position is filled)
 - Lia & Thera – Communications
 - Open – Co-VP of Social
- Bylaws Update
 - Since nothing moved forward since the last meeting, we voted unanimously for a motion to extend the deadline. Board members can electronically redline and make edits by April 30th and we will review at the next meeting on May 2nd.
 - Jen has converted the document to Word format and will forward to everyone. She will also put into Google Docs.
- PTSA Updates/News – Stephanie Ligsay
 - Sports Banquet is coming up on May 16th.
 - Staff Appreciation on May 8th after school.
 - Hoover Beautification Day April 28th.
 - 8th Grade Activity Committee is being formed. Contact Stephanie to volunteer to help.
 - Welcome the new principal with a cake at the next PTSA Meeting on May 2nd.

There being no further business to discuss, the meeting was adjourned at 7:04 p.m.