

Date:	09-10-2024	FABL Corporate - Meeting Minutes			
Presiding Officer:	Mary Drew				
Secretary:	Adrienne Nash				
Attendees:	Name:	Present?	Name:	Present?	
	LaGina Austin	X	Katrina Hagberg	X	
	Adrienne Nash	X	Catherine Wong	X	
	Sarah Donovan		Brian O’Neill	X	
	Tara Faulkner	X	Lisa Schopf-Conlon		
	Meera Gill	X	Tracey O’Neill	X	
	Lesley Glorioso	X	Cindy Guidi	X	
	Kristin McManus	X	Catherine Wong	X	
	Mary Drew	X	Melissa Luongo	X	

FABL Corporate Officers and Directors as of October 2, 2023			
Officer	Term End	Director	Term End
Mary Drew FABL President	October 15, 2024	Sarah Donovan	October 15, 2024
Mary Drew Treasurer	October 15, 2024	Meera Gill	October 15, 2024
Adrienne Nash Secretary	October 15, 2024	Adrienne Nash	October 15, 2024
Sarah Donovan Vice President, Music	October 15, 2024	Lesley Glorioso	October 15, 2025
Tara Faulkner Vice President, Drama	October 15, 2024	LaGina Austin	October 15, 2025
		Tara Faulkner	October 15, 2025
		Kristin McManus	October 15, 2026

Action Items from Last Meeting (May 28, 2024)		
Task	Responsible	Status
Kristen McManus will begin coordinating digital aspects	Kristen	Done

Meeting Agenda and Notes

FABL
FINE ARTS BOOSTERS OF LITTLETON

FABL General Meeting

Tuesday September 10, 2024
7PM

FABL
FINE ARTS BOOSTERS OF LITTLETON

Agenda

- Overview of FABL
- Planning for Annual Meeting
- Corporate Business Update
- Drama Boosters Update
- Music Boosters Update
- Digital Update
- Financial Update
- Review of 2024-2025 Meeting Schedule
- Other items

LITTLETON music BOOSTERS

LITTLETON DRAMA

• Overview of FABL

FABL
FINE ARTS BOOSTERS OF LITTLETON

Overview of FABL

OBJECTIVE: The Corporation shall serve as a non-profit volunteer organization providing support and services to promote the continued development, exposure and growth of the arts in the public schools of Littleton, Massachusetts. The Corporation is organized for educational purposes, curricular and extracurricular, and to enhance the environment for arts programming.	MISSION: It is the mission of the Corporation to promote, support, and increase exposure to and participation in all arts for students currently enrolled in the public schools of Littleton, Massachusetts. Monies from the Corporation shall be used to sustain and support the ongoing growth and development of the arts programs in Littleton and supplement the financial needs of the arts programming in these schools
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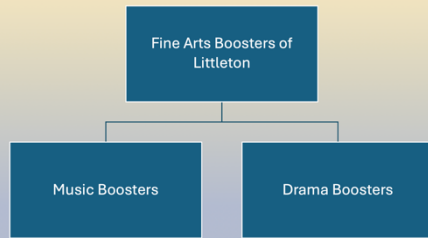
FABL
FINE ARTS BOOSTERS OF LITTLETON

MISSION AND OBJECTIVE Cont'd

The Fine Arts Boosters of Littleton shall encourage a strong working relationship between the Corporation and the respective Arts Directors at the Littleton schools with the goal of fulfilling the Mission and Objectives noted above. The Fine Arts Boosters of Littleton will not exercise creative control over the aforementioned programs or staff.

SUBGROUPS:

The Corporation may elect to establish subgroups for one or more categories of the arts; that is, the Members may establish a subgroup for theater, for band, or for any other category which the Members choose to establish. Each subgroup shall conduct its own fundraising and support for its subgroup. It will be a requirement that each subgroup appoint a Vice President to serve as liaison between the subgroup and the larger Corporation.



MEMBERSHIP:

- All parents or legal guardians of students in the programs...shall be eligible to be a Member of the Corporation.
- Membership also is open to anyone in the Littleton Community interested in promoting the purpose and mission.
- Membership will be obtained by a qualified person attending a meeting of Members and signing the roster.

No Fees to be a member of FABL

How Voting Works:

- ☒ Each member gets one vote
- ☒ Must be present at meeting to vote

LITTLETON
Massachusetts

Directors:

- At least three, no more than nine
 - Currently seven
- Elected for three-year term
- Required to be a parent or guardian of a student at LPS involved in the program
- Preferable to have representation from all FABL subgroups
- Elected by FABL membership
- Primary Responsibility
 - Elect Officers of FABL

Officers:

- Currently Six positions
 - President
 - Secretary
 - Digital Officer
 - VP-Drama Boosters
 - VP-Music Boosters
 - Treasurer
- Elected for one-year term
- Nominated by FABL membership, Elected by Directors
- Primary Responsibility
 - Oversee Day to Day operations

Current FABL Directors

Sarah Donovan
(Oct 2024)

Meera Gill
(Oct 2024)

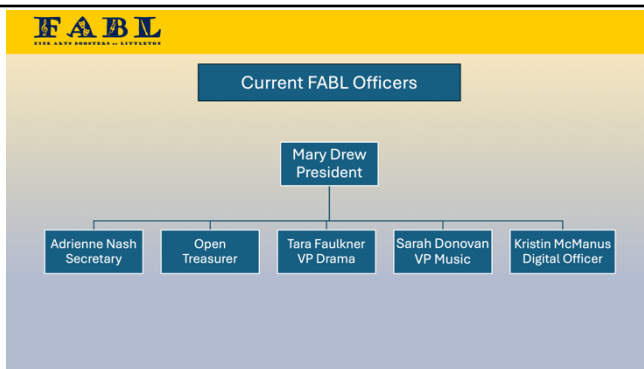
Adrienne Nash
(Oct 2024)

Lesley Glorioso
(Oct 2025)

LaGina Austin
(Oct 2025)

Tara Faulkner
(Oct 2025)

Kristen McManus
(Oct 2026)



- o More subgroups could be added if there was an interest
- o Members: parents of students or community members with interest
- o Digital officer: Kristin has made great changes/updates to digital arena
- o Will be needing to elect new officers in October (between 1-3)
- o Mary happy to do treasurer role for 1 more year, but then would like to transition that role to someone else
- o Brian: directors not eligible to be nominated for consecutive term; but if director role is unfilled after annual meeting, directors can move to appoint someone to that position and the restriction doesn't apply

- Planning for Annual Meeting

FABL Annual Meeting Planning

- Monday October 7th 7:00-7:30pm at LHS Library Seminar Room
 - Drama Boosters meeting to follow @ 7:30PM
- Meeting must be advertised to the public ten days before date
- Follows Roberts Rules of Order
- Election of Directors
- Nominations of Officers
- Executive session
 - Directors formally Elect Officers
- Any other items to discuss

- o Need to publicize 10 days before meeting date
- o Kristen will put together a canva flyer and send to Adrienne
- o Adrienne will send to Dorothy Mulone for schools distribution by morning of Wednesday, Sept 18th
- o Robert's Rules: only the newly elected directors nominate officers, and secretary attends (secretary doesn't vote if not an officer but takes minutes)
- o Consider not including Drama, Music, Digital update (and tabling FABL presentation if not applicable/warranted)
- o Need more directors!!
- o Brian: Consider offering up a 2-year Director position

- Corporate Business Update

 Corporate Business Update			
Item	Responsible Party	Due Date	Estimated Cost
Renew PO Box	Treasurer	9/30/2024	\$185
File Annual Report	Secretary	11/1/2024	\$20
File Form PC	Treasurer and Secretary	11/15/2024	\$35
File IRS Postcard	Treasurer	11/15/2024	
Renew Insurance	Treasurer	12/1/2024	\$560
Other misc items			\$50
Total Projected Spend			\$850

			
	Description	2023-2024 Actual	2024-2025 Estimated
Beginning Balance		\$1,559	\$1,526
Income	Donations, Wreath Fundraiser	\$ 856	-
Expenses	Filing Fees, Insurance, PO Box, WebFees	(\$889)	(\$850)
Ending Balance		\$1,526	\$676

Notes :

- Donations are not guaranteed so no estimate is included for coming year
- Expenses for 2023 – 2024 included additional filing fees and the Business Registration for the Town of Littleton (which is every three years)
- There is enough \$\$ in bank for projected expenses for 2024-2025

- o Mary updated PO Box
- o Adrienne will file annual report Nov 1st
- o Mary & Adrienne will do form PC due Nov 15th
- o Extra filing last year due to change of legal street address (Brian's to Mary's); also had business registration last year; so finances will be decreased this year
- o Almost \$500 donated last year through wreath fundraiser

- Drama Boosters Update

 Drama Boosters Update	
• Sponsorships for 2024 – 2025 • Katrina, Lisa & Cindy • New Treasurer – Cindy Guidi • The Man Who Came To Dinner • Parent Coordinators: Lesley, Katrina, & Tara • Newies, Jr • Parent Coordinators : Meera, Melissa & Adrienne • Sweatshirts (and other swag) for Holiday Bazaar • Kristin • Potential Purchases • Fleece order for LHS students • Present at December Banquet	Next Meeting = Oct 7th 7:30PM LHS Library Seminar Room 

Drama Boosters Update

2023-2024 Financial Review

Income		Spending			
Ad Sales	\$ 1,415	Production related	\$ (7,339)	Beg. Balance	\$17,520
Donations	\$ 850	Swag	\$ (1,444)	Income	\$20,870
Concessions	\$ 8,798	Jackets	\$ (1,027)	Spending	(\$11,552)
Fundraising	\$ 9,432	Boston Trip	\$ (866)	End. Balance	\$26,838
Bazaar	\$ 364	Keyboard	\$ (775)		
Other	\$ 11	Other	\$ (101)		
Total	\$20,870		\$ (11,552)		

- o MWCTD—auditions Wed & Thurs this week
- o \$26,838 in drama budget currently: potential spendings: potential field trip, theatre connections, ordering HS fleeces for students who have done 5 shows

• Music Boosters Update

Music Boosters Update

- Upcoming Events
 - Fall Football games
 - Suites and sweets Nov. 7th
 - Holiday Bazaar Dec. 7th
- Planned Expenses
 - Hoodies for new band members (freshman)
 - New ornament design for Bazaar
- Fundraising
 - Football-snack bar 9/14
 - Selling Ads for Programs
 - T-Shirts: Pre-order? Possible designs?
- Welcomed two new members
- Discussing roles others can take on this year
 - Sarah's stepping down after this year

Next Meeting = Oct 2nd 7:00PM
LHS Library Seminar Room



Music Boosters Update

2023-2024 Financial Review

Income		Spending			
Ad Sales	\$ 1,920	LHS Band Hoodies	\$ (1,000)	Beg. Balance	\$3,961
Donations	\$ 2,003	LHS Band Polos	\$ (525)	Income	\$5,411
LABA	\$ 200	LHS Band and Chorus Awards	\$ (1,084)	Spending	(\$5,763)
Fundraising	\$ 739	Instruments & Music	\$ (2,801)	End. Balance	\$3,609
Sale of Goods	\$ 478	Ornament Purchase	\$ (129)		
Other	\$ 71	Other	\$ (224)		
Total	\$5,411	Total	\$ (5,763)		

- o Fall football games—this weekend's game will be on Saturday
- o Suites & Sweets—Nov 7th—music boosters makes desserts; band students play with their suite
- o Holiday bazaar—thinking of what to sell
- o Hoodies ordered already
- o Creating new ornament design

- o Fundraising: selling ads for programs; possibly t-shirts; football snack bar 9/14--students can get CS hours to earn money for music boosters
- o Last year there were 5 active MB members; 2 students graduated; 2 new members this year; Sarah retiring after this year--will need a replacement for her
- o MB financials: brought in \$5000 and spent abt \$5000; fundraising w/Anthony's, recycling shed ; sale of goods – ornaments; multiple LMS and LHS instruments, including LMS guitars,
- o Interested in bringing in enrichment programs to school—Heather Kneeland and Catherine Wong will speak with Melissa Luongo about LCC grants; (Melissa explained that LCC is focusing initiatives this year on grants that incorporate school engagement, public art, live community music events, music and art incorporating diversity)

- Digital Update

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Digital Update

- Updated Website
- Updated Social Media accounts on Facebook and Instagram
- Organized Google Drive shared folder
- Created a mailing list with Google
- Any other needs moving forward?

- o Kristen, Sarah and Brian have facebook and website access – anyone else?
- o Music Boosters items being moved into music boosters shared folder

- Financial Update

FABL
FINE ARTS BOOSTERS OF LITTLETON

Financial Update : 2023-2024

	Drama	Music	Corporate	Total
Beginning Balance	\$17,520	\$3,961	\$1,559	\$23,041
Fundraising	\$20,870	\$5,411	\$ 856	\$27,137
Spending	(\$11,552)	(\$5,763)	(\$889)	(\$18,205)
Ending Balance	\$26,838	\$3,609	\$1,526	\$31,973

- o Spending: spent \$18,000; primarily printing advertising shows and programs; bought keyboard; funded trips to Boston; this year will consider paying for show shirts

- Review of 2024/2025 Meeting Schedule



Review of the 24-25 Meeting Schedule

- **Annual Meeting Schedule – Five meetings per year**
 - Qrly Meetings : 2nd month of the quarter, on the fourth Tuesday at 7pm
 - Annual Meeting : Annually in October
- **2024-2025 Meeting Schedule (7pm LHS Library seminar room, unless noted)**
 - Sept 10, 2024 (rescheduled from Aug 24th & zoom)
 - **Oct 7, 2024 Annual Meeting**
 - Nov 26, 2024
 - Feb 25, 2025
 - May 27, 2025
- **Discussion – Do we need to modify day/location of November meeting since it is Tuesday before Thanksgiving**
 - Another date
 - Zoom ?

- o November 26th—plan to do via zoom d/t Thanksgiving week

Motions Carried

- [No motions made or carried]

Action Items

- Kristen put together canva flyer to advertise annual meeting October 7th
- Adrienne will send to Dorothy Mulone for schools distribution by morning of Wednesday, Sept 18th
- Adrienne will file annual report Nov 1st
- Mary & Adrienne will do form PC due Nov 15th

Next FABL Corporate Mtg: Monday, October 7th – Annual Corporate Meeting

Future FABL Corp meetings unless otherwise specified held 7pm @ LHS Library Seminar Room: October 7th, November 26th (virtual), February 25th, May 27th