

FORESMA Meeting Minutes

Date: Monday, October 13, 2025

Time: 7:00 – 8:00 PM

Location: Orchestra Room, RESMS

1. Welcome & Introductions

- Meeting opened by **Kay Lambert** (Co-President).
 - Secretary position still vacant; members asked to be flexible with note-taking.
 - **UPDATE: Position Filled! Lindsay Koehler 10/23**
 - Introductions by attendees: Adrian Andre, Lindsay Kohler, Nell, Patrick Gordon, Julie Kennedy, Carrie Ferrence, Targhee Haveman, Theresa McLaughlin, Hannah Gorham, Zenith.
 - **FORESMA Mission & Goals** reviewed.
 - Announcement: **Bagley Foundation grant of \$4,800** received — four times last year's amount.
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2. Approval of September Minutes

- **Motion:** Adrian Andre
 - **Second:** Targhee Haveman
 - **Result:** Approved by all.
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3. Music Directors' Updates

Orchestra & Guitar – Hannah Gorham

- **Instrument Deliveries:** Delayed/backordered (violins & violas pending; cellos arrived).

- **Concert Outreach:** Coordinating with Greenwood and Hearthstone Retirement Centers for student performances.
- **Guitar Needs:** Request for 2 nylon-string guitars and a guitar rack due to increased enrollment.
 - **Motion to Purchase:** Kay Lambert
 - **Second:** Adrienne Anderl
 - **Approved by all members.**

Band & Jazz – Patrick Gordon

- **Jazz Band Contract:** Signed with Chuck (9-month commitment, 2 days/week).
- **Lionel Hampton Jazz Festival:**
 - Hotel: 58 students, 7 chaperones, 2 bus drivers.
 - Bus: Journey Lines confirmed; **Zanib assisting** with logistics.
 - **Targhee Haveman** volunteered to help reserve hotel rooms.
- **Concert Calendar:**
 - Choir/Jazz Band separate concerts in **December & June**;
 - Band/Jazz combined concert in **March**.
- **Fundraising Needs:** Two snare drums stolen over summer (~\$1,600 loss).
 - Reaching out to a local neighbor/donor for potential replacement funding.

4. Treasurer's Report – Adrienne Anderl & Leea Brady

- **Financial Update:**
 - Student Fees collected: **\$7,500**.
 - Jazz Band fee communication pending.

- School confirmed coverage for Storm Game & Daffodil transportation (last year + this year).
- **Updated Bylaw Verbiage:**
 - Proposed bylaw update to reflect current practice (two co-treasurers instead of secretary as signer).
 - Current Line: *"There shall be four authorized signers on each bank account including the Co-Presidents, Secretary and Treasurer"*
 - Replacement New Line: *"There shall be four authorized signers on each bank account chosen from the President, Secretary and Treasurer positions"*
 - **Motion to Approve:** Kay Lambert
 - **Second:** Theresa McLaughlin
 - **Result:** Approved by all.
- **Verity Checking Account Signers Change**
 - *The FOREMSA Verity Credit Union Checking Account shall have the following signers: Adrienne Anderl, Co-Treasurer, Carrie Ferrence, Co-Treasurer, Targhee Haveman, Co-President, Kay Lambert, Co-President.*
 - **Motion to Approve:** Kay Lambert
 - **Second:** Theresa McLaughlin
 - **Result:** Approved by all.
- **Money Market Account Authorization**
 - *The FOREMSA board approves opening a Money Market Account at Verity Credit Union with the following signers: Adrienne Anderl, Co-Treasurer, Carrie Ferrence, Co-Treasurer, Targhee Haveman, Co-President, Kay Lambert, Co-President.*
 - **Motion to Approve:** Targhee Haveman
 - **Second:** Theresa McLaughlin
 - **Result:** Approved by all.

Finance Role Updates

- Assistant Treasurer: **Carrie Ferrence** (filled).
 - Financial Auditor: **Shu Shen** (filled).
 - T-Shirt Manager: Not filled — process documentation underway.
 - T-shirt design submission due **Oct 20**; voting in class; order early **Nov** to meet December concert deadline.
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5. Fundraising & Communications Reports

- **Fundraising (Julie Kennedy):**
 - Evergreen Sales campaign starting soon.
 - Volunteer support needed for distribution day (Friday after Thanksgiving).
 - **“Sing Me a Story” Proposal:**
 - Discussion held; group decided **not to pursue** due to high cost and limited program value.
 - Kay Lambert will reply to decline participation.
 - **Communications:**
 - **Theresa McLaughlin & Christian Wong** onboard as Communications Leads.
 - Kay to connect with Theresa to ensure needed materials are provided.
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6. Volunteer & Leadership Roles

- **Open Roles:**
 - Secretary (board position)
 - Parade Assistant (help with water, warmers, instruments)
 - Concession Order Lead
 - **Removed Role:** Field Trip Coordinator (determined unnecessary).
 - **Filled Roles:**
 - AV Lead (Sean Armstrong, Shane, Will Dowd + one additional volunteer).
 - PTSA Liaison: **Julie Kennedy** volunteered to attend both FORESMA and PTSA meetings.
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7. Future Planning

- **Concert Calendar:** Awaiting Patrick's confirmation of Jazz/Choir schedule.
 - **Fundraising & Volunteer Recruitment:** Ongoing for open positions.
 - **Documentation & Continuity:**
 - Discussion on creating/maintaining a year-round operations spreadsheet to track recurring tasks, events, and deadlines.
 - **Carrie Ferrence** volunteered to help build out documentation for continuity.
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8. Action Items / Next Steps

- Kay Lambert to send **thank-you note to Bagley Foundation**.
 - Hannah Gorham to proceed with **purchase of guitars and rack** (approved).
 - Targhee Haveman to **secure hotel reservations** for Hampton Jazz Festival.
 - Kay Lambert to **respond to Sing Me a Story** proposal with polite decline.
 - Carrie Ferrence to **assist with workflow documentation** and budget tracking.
 - Continue recruitment for open roles (Secretary, Parade Assistant, Concession Lead).
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Next Meeting

Monday, November 10, 2025

7:00–8:00 PM (in person or ZOOM)