

Date:	November 26, 2024	FABL Corporate - Meeting Minutes		
Presiding Officer:	Mary Drew			
Secretary:	Adrienne Nash			
Attendees:	Name:	Present ?	Name:	Present ?
	LaGina Austin	Y	Melissa Luongo	Y
	Alana Clements	N	Kristin McManus	Y
	Mary Drew	Y	Adrienne Nash	Y
	Tara Faulkner	Y	Katie Noland	N
	Meera Gill	N	Brian O’Neill	Y
	Lesley Glorioso	Y	Tracey O’Neill	Y
	Cindy Guidi	N	Lisa Schopf-Conlon	N
	Katrina Hagberg	Y	Catherine Wong	Y
	Heather Kneeland	Y	Merilee Wright	N

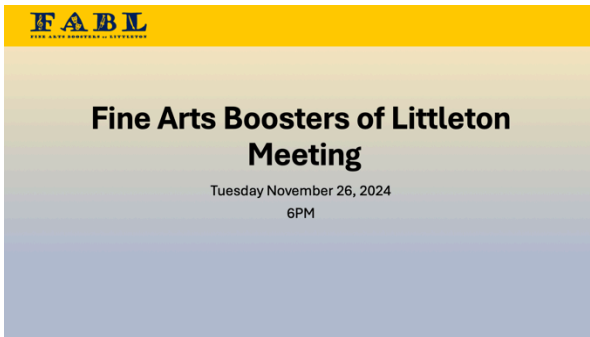
FABL Corporate Officers and Directors			
Officer	Term End	Director	Term End
Mary Drew FABL President	October 15, 2025	LaGina Austin	October 15, 2025
Mary Drew Treasurer	October 15, 2025	Tara Faulkner	October 15, 2025
Adrienne Nash Secretary	October 15, 2025	Lesley Glorioso	October 15, 2025
Melissa Luongo Vice President, Music	October 15, 2025	Mary Drew	October 15, 2026
Tara Faulkner Vice President, Drama	October 15, 2025	Kristin McManus	October 15, 2026
		Katrina Hagberg	October 15, 2027
		Melissa Luongo	October 15, 2027

Action Items from Last Meeting (N/A - first meeting of the year)

Task	Responsible	Status
Adrienne and Mary will complete annual filings	Mary/Adrienne	Done

Meeting Agenda and Notes

- FABL Annual Meeting called to order 6:01pm



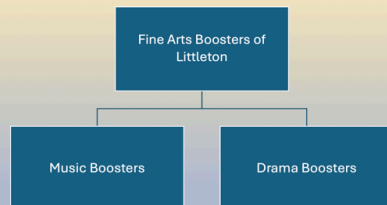
MISSION AND OBJECTIVE Cont'd

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.

- Note that schools and Art Directors lead programs and FABL supports them



- FABL meets quarterly (with a 5th meeting - Annual Meeting)
- Music Boosters and Drama Boosters meet monthly

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

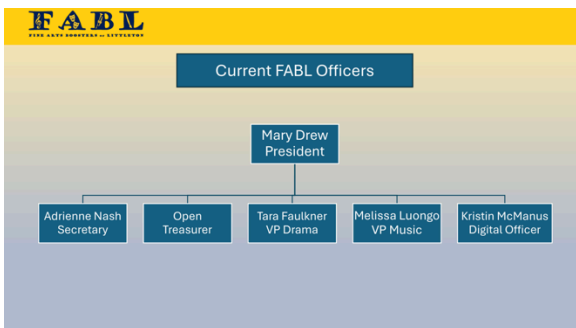
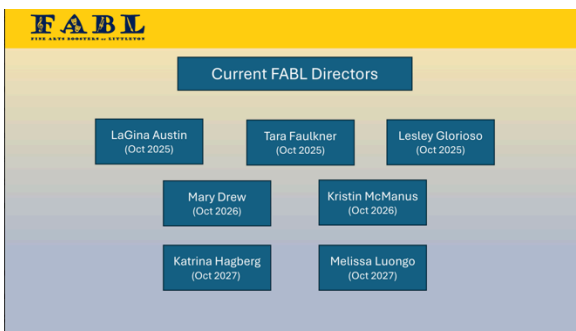
LITTLETON
Massachusetts

Directors:

- At least three, no more than nine
 - Currently seven
- Elected for three-year term
 - Can serve non-consecutive terms
- 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



- Melissa Luongo - new Music Boosters VP
- Mary - president: runs, meetings; files administrative paperwork; guidance
- Adrienne - secretary: meeting minutes & reminders; books meeting rooms
- Mary – treasurer role: keep financial books & records
 - o Mary & Adrienne can disburse \$\$
 - o Mary files quarterly taxes



Drama Boosters Update

- Events/Activities since last meeting

- Lip Sync Battle with Model United Nations (Oct 17th)
- 7th & 8th grade Halloween Dance (Oct 25th)
- 2024-2025 Sponsorship Drive (Sep 1st – Nov 1st)
- TMWCTD (Nov 22nd-Nov 24th)



- Spending Since last meeting

- **Show related** : Headshot Photographer*, Costumer*, Signs, Posters, Programs, Tshirts, buttons and Rights for It's a Madhouse
- **Merchandise for Sale** : Hoodies, Tshirts and plushies*
- **Non show specific** : Tablecloth, Banner, Clothing Steamers, Speakers/Microphones, Bus for drama class field trip* and sponsorship related items
- **Recognition** : Fleeces*

* Invoices not yet received

Drama Boosters Update

- Upcoming Events

- Bazaar (Dec 7th)
- Miscast/Karaoke (Dec 13th)
- LHS Banquet (Dec 17th)
- Newsies, Jr. (Jan 24th-26th)
- Miscast Cabaret (Feb 7th)
- Spring Productions : Legally Blond & It's a Madhouse

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

- Proposed Spending

- LHS / LMS Drama experiences
- Swag for High School Drama Students

- MWCTD: Cash sales \$800; about \$3000 total sales
 - o Added last year's Miscast \$\$ with concessions
 - o Sunday show crowd -receptive to the jokes
- Lip Sync & model UN: brought in \$\$
- Halloween Dance: Tracey
- Sponsorship Drive – huge thank you to Katrina, Lisa, Mary—huge success
- Spending:
 - o Tara will get Demetra's invoice to Mary when she receives it
 - o Tracey has rights for It's a Madhouse
- Holiday Bazaar: Lisa has merch, tables, pop-up banner, tablecloth; several of each (sweatshirts, t-shirts, plushies) were sold at the show—hopefully more sell at bazaar; Tracey & Brian taking 1st hour
- Fleeces: Mary got invoice today from J&S
- Steamers: one at LMS and one at LHS
- Legally Blonde auditions in 2 weeks

- Tara considering getting makeup tutorial for LHS drama students
- Miscast Dec 13th -only 2 acts so far; more needed
- Plan to discuss coming events in more depth @ drama boosters meeting



FABL Music Boosters Update

- Events/Activities since last meeting
 - Fall Football games
 - Snack Bar at Football game (Sep 14th)
 - Suites and sweets (Nov 7th)
 - Ad Sales for Concerts
 - Donations received
- Spending Since last meeting
 - Hoodies for new band members
 - Piano Curriculum for LHS
 - Two small percussion pieces for LMS
 - Reeds & Clarinets for RSS

LITTLETON music BOOSTERS

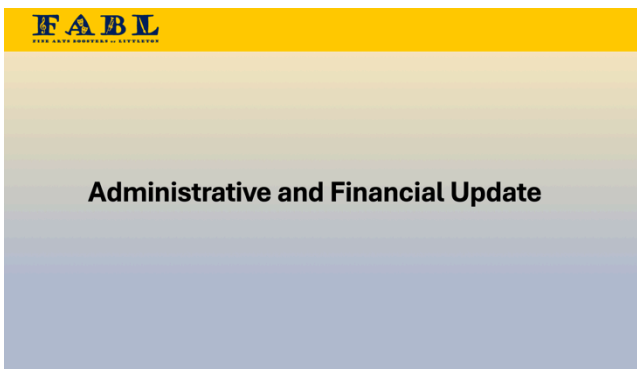
FABL Music Boosters Update

- Upcoming Events
 - LHS winter Concert (Dec 4th)
 - LMS winter Concert (Dec 11th)
 - Holiday Bazaar (Dec 7th)
 - Town wide Band Concert (Feb 5th)
- Proposed Spending
 - Recorders for 3rd graders
- Increasing dialogue with music teachers
- Raising awareness on music education benefits
- Addressing strategic budget planning

Next Meeting = Dec 5th 7:00PM
LHS Library Seminar Room

- Band played at 3 home game half time shows
- Music boosters covered snack bar at Sept 14th game; even though an earlier game due to EEE, still made \$\$
- Check out Suites and Sweets pics on facebook page—pics and videos of students dressed up and playing
- Virtual piano curriculum
- Bazaar: selling wood ornaments (also on facebook page)
- Next meeting on Dec 5th @7pm – library seminar room

- o Plan to discuss funding recorders for 3rd graders
- Heather & Catherine met with Hilary Bridge
 - o Dialogue with Hilary (and w/teachers via Hilary) about how to consider being more forward thinking and anticipate spending/budget needs—look at strategies budget planning
 - o Extending music boosters reach to younger students/grades
 - o Finding ways to message communication to parents on educational benefits of music education; Tara happy to dialogue with music boosters regarding drama overlap r/t educational benefits
- A number of newer parents involved



Corporate Update

- Events/Activities since last meeting
 - PO Box renewed (due 9/30/2024)
 - Annual Report Filed (due 11/1/2024)
 - Form PC filed (due 11/15/2024)
 - Reserved Bazaar Table Bazaar on behalf of Music Boosters and Drama Boosters
- Upcoming Activity
 - Insurance Renewal \$556 12/6/2024-12/6/2025

Next Meeting = Feb 25th 7:00PM
LHS Library Seminar Room

- Filings: Mary & Adrienne
- Form PC: Mary prepared and reviewed with Adrienne and Adrienne co-signed (Brian and Mary in past)
- Mary also files postcard with IRS r/t 1) we continue to exist and 2) we make less than \$50,000
- Mary reserved 2 FABL tables for holiday bazaar side by side
- Mary needs to renew insurance by 12/6

Financial Update

July 1, 2024-November 25, 2024

2023-2024 Financial Review

	Drama	Music	Corporate	Total
Beginning Balance	\$26,800	\$3,600	\$1,500	\$31,900
InFlows:	\$9,200	\$1,200	\$	\$10,400
OutFlows:	(\$5,200)	(\$1,500)	(\$300)	(\$7,000)
Ending Balance	\$30,800	\$3,300	\$1,200	\$35,300

Drama Boosters Update

2024-2025 YTD Financial Review

Income		Spending			
Sponsorship (Net)	\$ 8,300	Production related	\$ (2,800)	Beg. Balance	\$26,800
Fundraising (Net)	\$ 800	COGS	\$ (1,000)	Income	\$ 9,200
Donations	\$ 100	Drama Other	\$ (800)	Spending	(\$ 5,200)
		Admin	\$ (600)	End. Balance	\$35,300
Total	\$9,200		\$ (5,200)		

- Drama Boosters finances as of Saturday- Nov 23rd
 - o MWCTD proceeds not included
 - o Drama boosters Inflow: majority is sponsorships; Fundraising was LMS dance; Donation was Tracey O'Neill birthday fundraiser (thank you, Tracey)
 - o DB Spending: MWCTD; Plushies=COGS; Other=speakers, steamers, cashboxes

Music Boosters Update

2024-2025 YTD Financial Review

Income		Spending			
Ad Sales	\$ 700	LHS Band Hoodies	\$ (700)	Beg. Balance	\$3,600
Donations	\$ 300	Band & Music Support	\$ (800)	Income	\$1,200
LABA	\$ 200			Spending	(\$1,500)
				End. Balance	\$3,300
Total	\$1,200	Total	\$ (1,508)		

- Music Boosters finances as of Saturday- Nov 23rd
 - Donations – from a couple of individual families
 - Suites & Sweets proceeds go to LHS
 - Supports: percussion, reeds & piano curriculum
- Corporate Finances
 - \$1200 in account
 - \$300 Expenses (paid)
 - PO Box, Filing & Web page fee
 - Insurance due is \$550
 - Not enough \$\$ in account to fund corporate expenses next year

Digital Update

- Focused on promoting and maintaining now
- Promoting on website; facebook (especially music boosters); Instagram
- Consider sending photos of music/drama events to Kristen to post!
- Considering revamping FABL logo—planning to use AI generative to modernize
- Brian can get free licenses for Adobe Express—talk to Kristen if you're interested

FABL
FINE ARTS BOOSTERS OF LITTLETON

- Sponsorship Discussion

- Is there interest from both Drama and Music to explore the potential of fundraising together?
- Is there any reason (bylaws? Other) that prevent Drama and Music from fundraising together?
- "Do we, as FABL Corp, want Drama and Music to explore the potential of fundraising together under FABL?" [Director vote]

FABL
FINE ARTS BOOSTERS OF LITTLETON

- Formation of Sponsorship Committee

- Define who needs to be on the committee
 - Drama Boosters members
 - Music Boosters members
 - Officers/Directors
- Determine Timeline for final presentation of detailed model to the board

- Town businesses have been incredibly supportive of Drama program with their sponsorships
- Interest in combining sponsorships initiatives for both Drama and Music Boosters in future?
- Discussion:
 - Katrina: bylaws in previous slide indicate "each subgroup shall conduct its own fundraising" but in actual bylaws, the next sentence indicates that subgroups can combine fundraising initiatives; Fundraising – specified in initial project planning
 - Melissa: but can forecast budget for each subgroup
 - Katrina: drama boosters members recruiting sponsorships were a very active group
 - Tara: consider combining with unified initiative by forming sponsor subgroup committee
 - Catherine: agrees that sending a unified message to businesses as 'fine arts' may be helpful (cited the overlap of seeking Masala Bay sponsorship this year as sending a confusing message to town businesses)
 - Katrina: subgroups will need to consider how to handle things during a year when fundraising goal is not met
 - Sponsorship subgroup committee would need to bring a model back to the FABL board (similar to drama subcommittee)
 - Music Boosters would need to review spending and budget assessment
 - Katrina: sponsor balance is difference between what is brought in via other fundraising/profits and what goes out

- o Mary proposed establishing a sponsorship committee with members from both DB and MB
- o Katrina: suggested having treasurer from each DB & MB, one other person from each, and one FABL Director
- o Catherine volunteered to be a member (as MB treasurer)
- Sponsorship discussion outcomes:
 - o Plan for sponsorship committee of five individuals (2 from DB and 2 from MB including both treasurers)
 - o One FABL Director – Mary volunteered; Mary has financial history/records and also familiarity with bylaws
 - o Drama Boosters and Music Boosters will decide who will represent in sponsor committee at their December meetings and let Mary know the individuals
 - o Mary will reach out to individuals to plan committee meeting in early January
 - o FABL consider holding special meeting between Feb mtg and May mtg to hear model/proposal from sponsorship committee
- FABL Directors formal vote to establish sponsorship committee: YES vote by all 6 members present including Mary, Katrina, Kristen, Lesley, Tara, Melissa (LaGina had to leave prior to vote)
- Meeting adjourned @7:20pm

Motions Carried

- FABL Directors voted to establish sponsorship committee: YES vote by all 6 members present including Mary, Katrina, Kristen, Lesley, Tara, Melissa (LaGina had to leave prior to vote so did not vote)

Action Items

- Mary will renew insurance by 12/6
- Consider sending photos of music/drama events/activities to Kristen to post!
- Drama Boosters and Music Boosters will decide who will represent in sponsor committee at their December meetings and let Mary know the individuals
- Mary will reach out to individuals to plan committee meeting in early January
- FABL consider holding special meeting between Feb mtg and May mtg to hear model/proposal from sponsorship committee

Next FABL Corporate Meeting: February 25th

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