



Monthly Board Meeting of the Mead High School Performing Arts Foundation

Regular Meeting Dates: Third Thursday of each month during the school year

Monthly Board Meeting of the Mead High School Performing Arts Foundation

May 14, 2026 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Present ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Present ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:18PM

Agenda

Old Business

- Approve Minutes from 4/9 and 4/30 virtual meeting - both approved
- Financial statement update - emailed, nothing additional noted
- Fall Fundraiser
 - Eisentrager approved the football field until 2AM. Football schedule provided
 - Committee includes: Jamie, Robin, Leah
 - Updates can be found in the [Fall 2026 Fundraiser folder](#) or [NightShift - 2026 Fall Fundraiser](#)
 - Ask from committee: to approve spending up to \$1,100 for the event (\$100 for app, \$1000 for potential fees to get started): approved
- End of meeting discussion: General Fund Spending (see wish list from 4/9)
 - \$1000 set aside for operating expenses
 - \$500 set aside for 2027 PAF scholarship
 - Motion to create scholarship committee: approved
 - Department spending and updates from 4/9:
 - Band:
 - Color guard uniforms will now be direct billed. Asking for \$1500 to be set aside for scholarships.
 - Sousa moved down on the list - borrowing from another school
 - Marching uniforms moved up:
 - Jackets - the minimum order is 10 in order to avoid singles fees. Each jacket is \$200, so with an order of 10, that would be \$2,000. If we order fewer than that, the singles fee is \$100 each.
 - Hats - the minimum order is 20 in order to avoid singles fees. Each hat is \$46, so with an order of 20, that would be \$920. If we order fewer than that, the singles fee is \$25 each.
 - Total: \$3,000 from general fund- approved
 - Of \$6971 in band account, \$5100 allocated to pay staff for 2026/2027
 - \$1871 band balance to be allocated for color guard scholarships and 26/27 expenses.
 - Theater: [Here](#) is our updated wish list
 - \$298.82 for reimbursement for Freaky Friday expenses- approved
 - ***** Jamie Deba abstained from the vote*****

- \$2,000 to pay Tracy Deba- approved
 - ***** Jamie Deba abstained from the vote*****
 - \$36.99 Sound paneling -
 - \$249.99 Drum sound shield
 - \$4,020 Upgrade wireless mic system
 - \$ 934.99 Keyboard Amp
 - \$1,300.00 to Keyboard
 - Vote Up to \$7,000 to fulfill above wishlist items taken from theatre budget- approved
 - \$1700+ balance will be save for a possible scrim or theater expenses
- Orchestra the same as 4/9
 - \$3,400 allocated to orchestra to restring the orchestra inventory
 - Split \$1800 from orchestra
 - \$1600 from the general fund
 - Voted and approved
 - \$400 balance in orchestra for 2026/27 school year
- Choir: damp chaser approved at 4/30 meeting, to be paid from choir account
 - Voted to approve up to \$1,500 for a damp chaser out of choir account: approved
 - Voted to approve \$150 All State Scholarship for Jessica Mesa Mecias from Choir Budget- Approved
 - \$600 balance in choir account for 26/27 school year
- Mr. Matchey:
 - In theatre list
- \$4,500 allocated for instrument replacement sinking fund from general fund
- \$2,000 allocated for miscellaneous expense costs from general fund
- \$2,000 to student school year scholarship budget from general fund

New Business

- Who is not returning for the 2026-27 year?
 - Regina Nicks - open band representative
 - Also have 2 additional positions available if volunteers found
 - Everyone else is returning!
- Technology Update - Jamie
 - Google Workspace- Jamie is working to get the PAF recognized as a nonprofit
 - Goodstack- we've been approved as a nonprofit
 - TechSoup
- Back to school night - schedule date: Thursday 9/3

- We are planning to do a 5 for 5 fundraiser during this event- Jamie and Stacee are planning to look into ways to gamify the fundraiser
- Wish list items for sponsorships and BNSN
 - Scrim, projector, scholarship fund, damp chaser, instrument fund to support Sousa and Base, event sponsorships

Other Items

- Damp Chaser was a wish list item. Choir will not be purchasing one at this time
 - Discussed. Moving forward with damp chaser. Rickelle to check with district and refresh quote. Discussed potential choir needs in 2026/27.
- \$150 All state Choir Scholarship- Requested by Jessica Meza Macias - approved from Choir account
- Teachers - do you have a fundraising goal for 2026/27? Give it some consideration and let the board know. This will help us help you.

Action Items

- Leah and Stacee to discuss Spring Fundraiser over the summer
- Establish scholarship committee - can look at PAF community
- Jamie and Tracy to connect and get financials on the PAF website

Next Meeting Agenda Items/Date/Time

8/27 at 4:15pm

Adjournment

6:32 pm

Apr 30, 2026 5:00 PM

Special meeting, Board only

Attendees

- Board of Directors:
 - Present ▾ President: Stacee Crouse
 - Present ▾ Vice President: Robin Henson

- Present ▾ Treasurer: Tracy Keeney
- Present ▾ Choir Representative and General Board Member: Leah Urynowicz
- Present ▾ Orchestra Representative and General Board Member: Nick Post
- Absent ▾ Band Representative and General Board Member: Regina Nicks
- Present ▾ Theater Representative and General Board Member: Jamie Deba

Call to Order

- 5:09PM

Agenda

Fund Allocation:

- Board agrees funds allocated to the departments can be spent at teacher discretion, we will approve up to the balance
- Financial update:
 - General Fund: \$15,733.54
 - Band \$6971.33
 - \$5,100 allocated to 26-27 band expenses, leaving a balance of \$1871.33
 - Choir \$2641.18 (includes \$1288 pending check)
 - Orchestra \$2284.23
 - Theatre \$8153.66 (includes \$150 pending check)
- Discussed possibility of Endowment Fund
 - Everyone liked the idea, majority felt they wanted to distribute funds and see what is left.
 - We could establish, even at small level, may be appealing to alternate donors
- Teacher/Department wish lists discussion:
 - Choir Wishlist:
 - Damp Chaser for new piano: \$895, installation is around \$500, total would be \$1395
 - Approved from the Choir account
 - Band Wishlist: (in order of priority) - [Click here to see pdf](#)
 - Color guard uniforms Update: Charge to students for purchase of uniform. Set aside \$1500 for use in scholarships (about ¼ of students)
 - New sousaphones: \$7000+
 - Can the PAF buy from another vendor? Stacey will check with Abby
 - Rent to own option?
 - Theater Wishlist:
 - Gideon sent some additional requests
 - Kelly stated she was still working on her list
 - At last meeting did mention not needing funds from general fund

- Orchestra Wishlist: Did not discuss
 - Nick (from email w/ Holli and updated post-meeting):
 - Restring instrument inventory: total est. \$3400
 - If we can't do all instruments, prioritize restringing basses & cellos

Action Items

- Stacee will send email to start discussion regarding scholarship from 4/9 meeting. We will meet on 5/4 @ 5PM for 30 minutes to finalize and vote
- We will have another virtual meeting before 5/14 to continue discussion of funds. Be sure to review all requests, we will pickup where we left off.

Next Meeting Agenda Items/Date/Time

5/14 at 4:15pm

Adjournment

6:12 pm

Apr 9, 2026 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacee Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Absent ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Absent ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Absent ▾ Rikelle Berry (choir)
 - Absent ▾ Kelly Baxter (theater)

Call to Order

- 4:19PM

Agenda

Old Business

- Approve Minutes from 3/12 and 3/26 meeting - approved
- Financial statement update -
- Fall Fundraiser plans - maybe a registration type event?
 - ideas : Camp-out Relay for Life type event, could include:
 - kickball
 - Capture the flag
 - Sub Committee Volunteers: Leah, Robin, Jamie
 - Tentative date: 8/29 or 8/22, depending on football schedule
- Afternoon Out - do we go bigger next year?
 - Thinking yes right now. Committee: Leah and Stacey

New Business

- General Fund spending
 - Teacher/Department wish lists?
 - Choir Wishlist:
 - Damp Chaser for new piano: \$895, installation is around \$500, total would be \$1395
 - Theater Wishlist:
 - Upgrade and expand the wireless mic inventory: around \$4,000
 - Inventory-ing the shop
 - Run across scrim: \$8,000
 - Band Wishlist: (in order of priority) - [Click here](#) to see pdf
 - Color guard uniforms: \$225 each, estimates needing 20-25, \$4,500 for 20
 - New sousaphones:
 - Music & Arts Quote - \$8,053.55
 - Sweetwater Quote - \$7,235.82
 - New uniform parts, currently around 10 short
 - Drum Major Camp: \$750/student
 - Concert Bass Drum
 - New rim: Approx. \$250
 - New drum: Approx. \$700-1000
 - Mouthpieces and reeds
 - Orchestra Wishlist:

- Re-stringing the orchestra inventory: \$4,000 total
 - Basses: \$1,400
 - Cellos: \$1,740
 - Violas: \$200
 - Violins: \$200
 - Around \$200ish to have them professionally re-strung
 - New double basses: \$9,000
 - New cellos: \$1,000
- PAF operating expenses are <\$1000 per year
- % set aside for scholarships?
 - How can we advertise? Will teachers send something from the PAF?
- Min balance, carry over for next year?
- Theatre Meal - April 14
 - Food for 90
 - Ideas
 - Panda Express: apx. \$600 for entrées and sides only, apx. \$800 including egg rolls and crab cheese wontons.
 - Qdoba apx \$1300 to \$1500
 - Dave's Hot Chicken (has mild and veggie options) plus bags of chips and cookies from costco \$900
 - Chick-fil-a: 4 nugget, and 4 mac and cheese \$725, they will do a discount, plates, etc. Need Gluten free option, and a peanut free option (salad)
 - Vote to spend up to \$1,000 for theater dinner: approved

Other Items

- Rikelle (I might be at rehearsal, but I can pop in to talk!)- PAF Scholarship Proposal
 - Proposed a \$500/year scholarship to one student who is majoring in music, to be renewed for 4 years (\$2,000 total), created in Angela Reeder's name
 - Restricting the scholarship to music majors might be too exclusionary
 - Vote to create a scholarship in Angela Reeder's name: vote approved
 - Meeting occur in order to parse out scholarship details
- Theater reimbursements for miscellaneous purchases-Kelly will bring to next meeting
- Theater would like to pay Tracy Deba for her contributions to tech theater

Action Items

- Mattress fundraiser breakdown?- Holli will email this to Tracy
- Continue: Ideas for improving BNSN fundraiser
 - Abby to check on possibility of using the school football field
- Update auto draft/deposit accounts as assigned
 - Square - done
 - USPS - done
 - Google - done

- SquareSpace - Jamie working on
- Benevity - Stacee working with Jessica
- King Soopers - this comes via check, so we are safe. Abby did send an email to the admin so we can get login information. - No response on this email yet.
- Virtual Meeting
 - talk about the wishlist items
 - Talk about paying Tracey Deba for theater work

Next Meeting Agenda Items/Date/Time

5/14 at 4:15pm

Adjournment

5:52 pm

Mar 26, 2026 5:00 PM

Special meeting, Board only

Attendees

- Board of Directors:
 - Present ▾ President: Stacee Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Absent ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Absent ▾ Abby Judy (band)
 - Absent ▾ Gideon Matchey (band)
 - Absent ▾ Holli Young (orchestra)
 - Absent ▾ Rikelle Berry (choir)
 - Absent ▾ Kelly Baxter (theater)

Call to Order

- 5:03PM

Agenda

Special meeting to discuss \$5000 request from Choir

- \$2684 already approved via electronic vote as itemize in the voting record
- Board voted to decline payment of \$1500 for student fees
 - Based on SVVSD policies
- Approve up to \$1483 for scholarships submitted by May1st for AllState reimbursement to the Choir program. Payouts to occur on 4/9, 4/30, and May meeting as approved through scholarship requests only. Disbursement from Choir fund.
- Next meeting: discuss with teachers proactive suggestion of the scholarship opportunities and ability for PAF to sponsor fees (example: put \$1000 toward hotel fees driving overall student cost down). Can PAF publish and advertisement that the teachers then forward to all parents?
- PAF would like to sponsor a meal for the musical. Board agreed. Robin and Stacey will price and bring for vote

Adjournment

5:47 pm

Mar 12, 2026 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Absent ▾ Theater Representative and General Board Member: Jamie Deba

- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Present ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Absent ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:20PM

Agenda

Old Business

- Approve Minutes from last meeting - approved
- Financial statement update -
- Mattress fundraiser update: \$7555.00; teachers will send a breakdown
- Afternoon out update
 - \$8331 raised!
 - Need to touch base with Bootstrap and Dos Medinas on matching
 - Take-aways?
 - Zeffy tap to pay worked, and didn't. Need to be on wi-fi and may have to remove phone case. We got through it, but it was sluggish and sending a receipt didn't work. We did save \$360 in fees
 - Students would rather do later, so it was more of "gig"
 - Participation felt similar?
 - Start auction gathering much sooner!
- Revisit Choir money request
 - Board "sponsors <event>" rather than direct allocation?
 - Rikelle to send request, keep eye out for electronic board vote.
- Ideas for improving BNSN fundraiser - Kelly had a great idea based on the Runraiser!
 - Registration fee, then some sort of event. Kickball, relay style, campout?

New Business

- What is next on the department wish lists? Teachers to bring ideas/requests to next meeting
 - PAF operating expenses are <\$1000 per year

Other Items

-

Action Items

- Continue: Ideas for improving BNSN fundraiser
 - Geocaching Scavenger Hunt? (Mobile device friendly)
 - Abby to check on possibility of using the school football field
- PAF money distribution: Each member to have some ideas for next meeting.
 - Set minimum for PAF fund
 - Should include known fundraising expenses? (e.g., Night Out reservation cost)
 - Set aside percentage for scholarship fund?
 - Could Invest scholarship fund to let it grow more (need official legal advice, online sources seem to point to it as a real possibility)
- Discuss possibilities of growing Night Out to a bigger event (e.g., sponsors, sold ticketed entry, etc) next meeting. Goal is to decide by the May meeting
- Teachers to visit with new secretary about student fees and routing back to the programs - per Abby according to secretary the fees go back to the department once paid, at any timeline
- How can we advertise our scholarship funds?
 - On [MHSarts.org](https://mhsarts.org), under about option, there is the form
 - Teachers are good to remind parents of fees (remember parents do NOT get a reminder, we are lucky if we even see it). Offer scholarship. Can not be used to pay course fees, can only be used for extra curricular activities.
- Update auto draft/deposit accounts as assigned
 - Square - done
 - USPS - done
 - Google - Jamie?
 - SquareSpace - ???
 - Benevity - Stacey working with Jessica
 - King Soopers - this comes via check, so we are safe. Abby did send an email to the admin so we can get login information.

Next Meeting Agenda Items/Date/Time

4/9 at 4:15pm

Adjournment

5:25 pm

Feb 19, 2026 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Present ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Present ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:18PM

Agenda

Old Business

- Approve Minutes from last meeting - approved
- Financial statement update -
 - Square was cleaned up, Abby granted access for Stacey and Tracy to get statements and transfer account
 - Need to change autodraft: PO Box (Stacey), [Google.com](https://www.google.com) (Jamie/Jessica), EDI fund matching (Jessica/Stacey), King Soopers (set up by Angie? Abby to reach out), website domain fee (square space - Jamie/Jessica).
 - \$16.72 for cellophane to Leah for auction baskets
 - \$100 Casey Cropp for clinic
- Planning for PAF afternoon out 2/28/26 from 12-3pm
 - Updates:
 - [Auction Contact List](#)
 - [Bid List](#)

- W can use Zeffy for tap to pay, or a QR code
- Advertising
 - All the teachers to do blasts on social media and email
 - Ad for the school newsletter
 - Stacee to blast on the FB event page. Feel free to draw parents to the event
- Everything good for sound and performances? Teachers are good, may need some assistance with equipment transport.
- Nic is Confirmed. Do we have script?
 - Abby shared script from last year
 - Teachers will meet to finalize. Leah and Stacee will pop in and update
- Our roles at event: set-up, Greet people and hand out carwash cards when they enter, manage money at end of silent auction, clean up, etc
 - Gideon door greeter (hand out door prize coupons and carwashes)
 - Check-out: Stacee, Robin, Mrs. Baxter
 - Set up and clean up: everyone from board that will be there

New Business

- Choir Check to School Account looking for a \$5000 transfer.
 - Dresses, shirts, CHASA fest, bus for jazz festival and expenses
 - Once financial statement finalized we will do a vote
- Update on mattress fundraiser? Not yet

Other Items

-

Action Items

- Teachers to visit with new secretary about student fees and routing back to the programs
- How can we advertise our scholarship funds?
 - On MHSarts.org, under about option, there is the form
- Update autodraft accounts as assigned
-

Next Meeting Agenda Items/Date/Time

3/12 at 4:15pm

Adjournment

5:37pm

Jan 15, 2026 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Robin Henson
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Present ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Absent ▾ Abby Judy (band)
 - Present ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Absent ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:19PM

Agenda

Old Business

- Approve Minutes from last meeting-4:19pm
- Financial statement update - Tracy will send the financial report to the group, review and we will approve next meeting.
 - Chase \$10691
 - Wells Fargo \$16152
- Banking update:
 - Checks - vote to approve \$68.36 for double signer checks- approved 4:22pm

- Teacher debit cards - pending
- Zeffy updated
- Square, need to clean up the 2-step and add Tracy and Stacey, who belongs to: these last 4?
 - 7321 - remove
 - 7005 - Jessica, remove
 - 1126 - remove
 - 5268 - remove
 - 9026 - Kelly Baxter
 - 2986 - Abby Judy
 - 0428 - Rikelle Berry
- Planning for PAF afternoon out 2/28/26 from 12-3pm
 - Dos Medinas food truck is confirmed
 - Do we want Nic Wiley (MHS Registrar) to MC the event again - yes!
 - Leah update on auction plans:
 - [Auction Contact List](#)
 - Mead and Longmont canvassing occurred 1/12 - update:
 - Next year do a day that is not Monday due to business closures
 - Went great! It was good to have students canvas

New Business

- Approve up to \$150 for plaques for sponsors- approved 5:08pm

Other Items

-

Action Items

- All board members will sign-up to contact at least 5 businesses for the afternoon out auction. Be sure to update the spreadsheet real-time
- Clean up 2 step on square
- Teacher debit cards
- Teachers will talk about sound set up for Day Out event
- Leah will stay in touch about auction prep. Discussed having student volunteers after school 2/17 do bid sheets, baskets, etc.
- Stacey will send Insta post for department accounts and email to send to parents

Next Meeting Agenda Items/Date/Time

2/19 at 4:15pm

Adjournment

5:08pm

Dec 18, 2025 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Present ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Absent ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Present ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)
 - Present ▾ Robin Henson

Call to Order

- 4:18PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- 5 for \$5 Fundraiser Update
 - Action item followup - class feedback?
 - Band: Students said that they felt weird asking for money, wanted some sort of incentive, they liked the idea of having a big-ticket item as a prize for the person to fundraise the most.

- Choir/orchestra/theatre - same feedback as band

New Business

- Any board member applicant interest?
 - None at this time. Need someone to take over website/email for Jessica
 - Jamie Deba will manage the website, with Nick Post in a supporting roll
- Robin Henson voted in as Vice President
- Check Requests?
 - \$1556.75 to pay Poinsettia - approved
- Band sponsorship update -
 - Stacee will send sponsorship welcome to include:
 - Digital file with our logo to use on their website
 - Obtain their logo for ads - will do full 2026 year in band programs and this Spring's musical (may be shortened version or digital)
 - 2 tickets to 2 shows, or 4 tickets to 1
 - Performance
 - Plaque - Regina will research this
 - Davis Family
 - Stapp Toyota
 - Painting
- Banking
 - Tracy will obtain checks
 - Stacee will move Zeffy
 - Jessica/Jamie to move Square
 - Once have checks, will work to close Wells Fargo
 - Tracy to have updated financials next meeting
- Planning for PAF afternoon out 2/28/26 from 12-3pm
 - Leah update on auction plans:
 - [START HERE PAF Night Out Business to Contact from Last year](#)
 - Start canvassing efforts in January. Leah will message Gideon to organize and send to teachers to get student volunteers
 - Board outreach: each member try to assign themselves to 5 businesses. Maybe somewhere you are already going
 - Event Flyer Update from Tracy - Tess to work on over break
 - 501C3 and ask letter updated and emailed, also in the contact link (cell A1)

Other Items

- Choir needs new wheels for the piano - will have update next meeting
- Newsletter:
 - Musical
 - Mattress
 - PAF afternoon out

- 4/30 unified @ Collision from 6-8

Action Items

- Vote to approve Robin Henson as Vice President of the board- approved
- All board members will sign-up to contact several businesses and asking for donations for the Day Out

Next Meeting Agenda Items/Date/Time

1/15 at 4:15pm

Adjournment

5:10 pm

Nov 20, 2025 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Abby Judy (band)
 - Present ▾ Gideon Matchey (band)
 - Present ▾ Holli Young (orchestra)
 - Present ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)
 - Present ▾ Robin Henson

Call to Order

- 4:18 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- 5 for \$5 Fundraiser Update
 - Total: \$3016.17
 - Band: \$1213.34
 - Theatre: \$637
 - Choir: \$595.83
 - Orchestra: \$445
 - General: \$75
 - Action item followup - class feedback?
 - Band: Students said that they felt weird asking for money, wanted some sort of incentive, they liked the idea of having a big-ticket item as a prize for the person to fundraise the most.

New Business

- Audit update
 - Reminder when completing annual donor contribution document, you must add a date in full
 - Deposit sheet must have 2 reviewers
- Votes:
 - Insurance renewal @ \$560 from general fund- approved
 - Northland Violins for instrument repairs @ \$550 from orchestra budget- approved
- Financial Update: Chase accounts have been opened.
 - Debit cards will be issued to each teacher with the overall spending limit of \$2000
 - Stacey, Tracy, and Nick will be the signers on the account
 - Choir received a refund check from travel company from Summer 2025 trip, to be deposited into choir account
- Band sponsorship update - pended to next meeting
- Planning for PAF afternoon out 2/28/26 from 12-3pm
 - Start canvassing efforts
 - [START HERE PAF Night Out Business to Contact from Last year](#)
 - Tracy will ask his daughter about creating a flyer for the event
 - Stacey will put the 501c3 documents and ask letter into an email
 - Leah volunteered to spearhead auction items! Will create a spreadsheet of businesses that we could contact, by end of Thanksgiving break

- Board will start outreach to larger businesses / online asks

Other Items

- Good News from Choir!
 - The district is giving the choir a new piano!
 - On the horizon we will be looking to getting a case and humidifier for the piano

Action Items

- Vote to approve Robin Henson as Vice President of the board- next meeting in December
- Tracy will ask his daughter about creating a flyer for the event

Next Meeting Agenda Items/Date/Time

12/18 at 4:15pm

Adjournment

5:25 pm

Oct 16, 2025 4:15 PM

—

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Absent ▾ Orchestra Representative and General Board Member: Nick Post
 - Present ▾ General Board Member - Gideon Matchey
 - Present ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba

- Other Attendees:
 - Present ▾ Holli Young (orchestra)
 - Absent ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:19 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- 5 for \$5 Fundraiser Update
 - [Total from Zeffy](#) (does not include in-person donations): 80 donors, \$2140
 - Band: \$868.33
 - Theatre: \$450.83
 - Choir: \$445.83
 - Orchestra: \$300
 - General: \$75
 - 32 joined the mailing list (41%)
 - 5 volunteer interest:
 - Rebecca Bodily (band)
 - Sarah Kopsz Sullivan (band)
 - Aimee Adams (theatre)
 - Nina Rice (band)
 - Victoria Griebel (choir)
 - Reflections: Turn it into a competition? What incentives can we give to the kids for participating? Can we find out from kids why they didn't participate?
 - Comparison - last year was >\$6K
 - How can we learn from this fundraiser for our other fundraisers this year?
 - Reflections
 - Reminders from teachers did help increase participation
 - Fundraiser might have felt too casual for some families
 - Moving forward we might offer an incentive for participation
 - Having a monetary goal might have hindered what we raised
 - Moving forward
 - Incentives for students might encourage students to participate
 - Pie in face? Ice cream at increments?
 - "Gamify" the fundraiser, maybe by using a bingo card for donations

- Eliminate the \$25 limit and leave it open
- Survey students about what would motivate them to participate

New Business

- Board of Directors continued term election
 - Jamie Deba- Theater Representative- elected
 - Regina Nicks- Band Representative- elected
 - Stacey Crouse- President- elected
- Abigail Judy and Gideon Matchey officially resigned 10/16

Other Items

- Band trailer update: band parent has been working hard on the trailer!
 - New boot was installed
 - Roof is being re-sealed
 - Staap Toyota additionally donated \$2,000 to the trailer
 - Next steps: painting the interior of the trailer (band parents donating their services) and shelves will be installed

Action Items

- Teachers will survey students about what would motivate them for fundraisers

Next Meeting Agenda Items/Date/Time

11/20 at 4:15pm

Adjournment

5:24pm

Oct 2, 2025 4:15 PM

—

Special Meeting - Bylaw Discussion

Regular meeting to be held 10/16

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer: Tracy Keeney
 - Present ▾ Choir Representative and General Board Member: Leah Urynowicz
 - Present ▾ Orchestra Representative and General Board Member: Nick Post
 - Present ▾ General Board Member - Gideon Matchey
 - Absent ▾ Band Representative and General Board Member: Regina Nicks
 - Present ▾ Theater Representative and General Board Member: Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young (orchestra)
 - Present ▾ Rikelle Berry (choir)
 - Present ▾ Kelly Baxter (theater)

Call to Order

- 4:18 PM

Agenda

- Voted to approve the below amendments - approved by 7 of 9, (2) absent
- Bylaw revisions up for review: [2025 Bylaws Amendments](#)
 - Section VI B - **Number and Tenure.** The Board of Directors shall consist of a minimum of five (5) members. The Board of Directors shall always consist of an odd number of members. **Directors shall serve a term of one (1) year beginning on October 1 and ending on September 30 of the following year with a 30 day provisional tenure.** There is no limit on the number of successive terms for any Director. Directors shall serve during their term until they are removed, resign, or reach the completion of their term. The inaugural Board of Directors shall be appointed by the music/drama teachers at MHS.
 - Section VI C - **Qualification.** The Directors shall each be a parent or legal guardian of a student that **is currently enrolled in the** instrumental/choral music or drama programs **or has graduated from Mead High School within the last five years** at the time of their appointment as a Director.
 - Section VI D 9 - **Removal.** Any Director may be removed at any Regular Meeting or any Special Meeting called for that purpose, provided a 2/3 majority of the Directors present at that meeting vote in favor of such removal. **In the event that the Performing**

Arts teachers find that a Director is not operating within the mission and vision of the corporation and the Mead High School Performing Arts Department, the Choir Teacher, Band Teacher, Orchestra Teacher, and Theatre Teacher and the Board of Directors excluding the director in question may vote to remove the director in question by a 2/3 majority.

- Section VIII E - **General Fund and Department Fund Debit Card Use.** The Corporation's debit card may be used by all members of the Board of Directors. No one outside of the Board of Directors may use the debit card. When a Director uses the debit card, they will fill out the "MHSPAF Debit Card Request" form prior to the use of the debit card, get it signed by 2 Directors (not including the requester), and submit it to the Treasurer. The purchaser will also provide the Treasurer with a receipt and the "Debit Card Record" form within 2 weeks after the transaction.
- **Section VIII F - Authorized Teacher Spending Debit Card Use.** The Board of Directors will maintain a separate account that may be accessed via a dedicated debit card by the Mead High School Performing Arts teachers. All funds added to this account require a majority vote by the Board of Directors. Spending from this account follows the same guidelines as outlined in Article IX. At the end of the Board term, any remaining funds will be transferred to the General Fund.
- **VOTE TO REMOVE SECTION IX D ENTIRELY**

Other Items

-

Next Meeting Agenda Items/Date/Time

10/16 at 4:15pm

Adjournment

5:50pm

Sep 18, 2025 4:15 PM

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Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy

- Absent ▾ Secretary and At Large Representative: Jessica Messmer
- Absent ▾ Treasurer: Open
- Absent ▾ Fundraising Chair: Open
- Absent ▾ Choir Representative: Open
- Present ▾ General Board Member and Orchestra Representative: Open
- Present ▾ General Board Member - Gideon Matchey
- Present ▾ General Board Member and Band Representative: Regina Nicks
- Present ▾ General Board Member and Theater Representative: Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry
 - Present ▾ Kelly Baxter
 - Present ▾ Nick Post

Call to Order

- 4:20 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved 4:21pm
- 5 for \$5 Fundraiser Update

New Business

- Board of Directors election and votes
 - Treasurer Candidates:
 - Matt Goodrich
 - Tracy Keeney- elected treasurer
 - Orchestra Representative Candidate:
 - Nick Post elected orchestra representative
 - Choir Representative Candidate:
 - Leah Urynowicz- elected choir representative
- Parent Organization Annual Meeting - discuss new district policy updates:
 - https://www.svvsd.org/wp-content/uploads/2020/11/KBE_R_0.pdf
 - Open floor: bylaw change proposals, will vote in Oct
 - Current [bylaws](#)
 - New policy states that MHS teachers may not be on the board, however teachers employed at other schools may hold board positions

- Discussion of Bylaws revisions:
 - Section VI B -proposed changing board terms to start on October 1
 - Proposed that board members could be voted in and would need to be re-elected the following fiscal year
 - Section VI C - proposed removal of the requirement for a teacher to be on the board
 - Section VI D 9 - discussion of allowing teachers the ability to remove a board member who does not follow the mission statement of the PAF with a $\frac{2}{3}$ majority vote
 - Discussed the creation of an oversight committee
 - Section VIII E - proposed changes to the way the debit card is used by board members
 - Section IX D -may need to be removed from the bylaws
 - A provision could be added so that one board member could approve a purchase
- Update to sponsorship information
 - Found [here](#)
- Upcoming Band Expenses
 - Vote on “loan” to band from the general fund
 - \$4,000 approved for the purchase of a band trailer

Other Items

-

Action Items

- Teachers will talk about section IX of the bylaws
- All board members will review proposed amendments to the bylaws

Next Meeting Agenda Items/Date/Time

10/2 at 4:15pm *special meeting for bylaws*

10/16 at 4:15pm

Adjournment

5:36pm

Aug 14, 2025 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer: Open
 - Absent ▾ Fundraising Chair: Open
 - Absent ▾ Choir Representative: Open
 - Present ▾ General Board Member and Orchestra Representative: Open
 - Present ▾ General Board Member - Gideon Matchey
 - Absent ▾ General Board Member and Band Representative: Regina Nicks
 - Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry
 - Present ▾ Kelly Baxter
 - Present ▾ Robin Henson

Call to Order

- 4:20 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Back to school night and Buy-Nothing-Sell-Nothing planning
 - Date 8/27
 - Time: 6pm
 - Start in the auditorium with parent info, performance (1 song per band, orchestra, choir), then ice cream social in the cafeteria.
 - Teachers will each have their own tables in cafeteria
 - Buy Nothing Sell Nothing Theme: Ask 5 people to donate \$5, or obtain 5 emails (for future correspondence)
 - Presentation in auditorium and ice cream in cafeteria/commons
 - Flyers for fundraiser are complete and will be in hand for event

- Raffle for signing up for King Soopers account - King Soopers gift card as the door prize- yes, \$50
- Program specific break out rooms- opting for tables in the cafeteria instead
- Recruit for open board positions

New Business

- Update on Zeffy Platform - set up and ready to go for Fall Fundraiser!
 - No fees on Zeffy
 - Platform will hold all of our contacts so that contacts can opt into receiving communications from the PAF
 - 5 for 5 fundraiser is already loaded onto Zeffy- families may also opt into receiving our emails through our fundraiser page
- Update to sponsorship information on PAF website?
 - Stacey, Jamie, and Abby will work on this
- Approve \$50 gift card spend- approved
- Approve \$200 ice cream spend- approved

Other Items

- Payment for tech advisement 24-25 school year- will come from theatre budget

Action Items

- Abby will reach out to Thomas at Bootstrap about Night Out date/time
- Teachers will reach out to prospective future board members
- Write and send thank you card to Angie Morrissey- Stacey Crouse
- Gideon will contact King Soopers about donating ice cream (freezies/otter pops & drumsticks)
- Sponsorship update- next meeting

Next Meeting Agenda Items/Date/Time

9/18 at 4:15pm

Adjournment

5:25pm

May 8, 2025 4:15 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda Pelletier
 - Present ▾ General Board Member - Gideon Matchey
 - Absent ▾ General Board Member and Band Representative: Regina Nicks
 - Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Absent ▾ Rikelle Berry
 - Absent ▾ Kelly Baxter
 - Present ▾ Nathan Garcia

Call to Order

- 4:23 PM

Agenda

Old Business

- Approve Minutes from last meeting-
- PAF Night Out: Wrap Up
 - Update on donation - \$130 from Do Medinas
 - Are Thank You notes complete- Yes
 - Donation receipts - yes
- Review action items from last meeting
 - Update on Firework stand- will keep in mind for next year
 - Determine date for Night Out 2026- 2/28/26 from 12-3pm (pending Thomas's approval, 3/1/26 as back-up date)
- Back to school night and Buy-Nothing-Sell-Nothing planning
 - Date 8/27

- Start in the auditorium with parent info, performance (1 song per band, orchestra, choir), then ice cream social in the cafeteria.
- Revamp electronic donation page (possibly a single page for BNSN or a single page for scholarships).
- Buy Nothing Sell Nothing Theme: Ask 5 people to donate \$5, or obtain 5 emails (for future correspondence)
 - Presentation in auditorium and ice cream in cafeteria/commons
 - Raffle for signing up for King Soopers account - King Soopers gift card as the door prize?
 - Program specific break out rooms?

New Business

- Standardized distribution of funds proposal - Approved!
 - Night Out will go to foundation for operating expenses and scholarships
 - All other events: split according to representation at/for fundraiser (example: shifts worked), each program will be given equal opportunity for representation by a certain date, then open up after agreed date for extra slots to be filled by each program.
 - If agreed, no need to vote on future splits- vote was approved
 - Continue to vote on all scholarships.
- Determine who is returning to the board for next year
 - For 25-26 we will need a choir rep, orchestra rep, treasurer and fundraising chair
- Update to sponsorship information on PAF website?
 - Stacey, Jamie, and Abby will work on this over the summer

Other Items

- Zeffy: platform for nonprofits to take credit cards but avoid the fees. Belinda will send additional information
 - Belinda and Sara connect
- Voted to approve a \$200 scholarship for Maya Mountain to attend CU orchestra camp

Action Items

- Abby will reach out to Thomas at Bootstrap about Night Out date/time
- Teachers will reach out to prospective future board members
- Stacey, Jamie, and Abby will work on this over the summer
- Look into creating a database of emails with an “opt out” option for PAF communications

Next Meeting Agenda Items/Date/Time

- August 14, 2025 at 4:15pm

Adjournment

- 5:13 PM

Apr 17, 2025 4:15 PM

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Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda Pelletier
 - Present ▾ General Board Member - Gideon Matchey
 - Absent ▾ General Board Member and Band Representative: Regina Nicks
 - Absent ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Absent ▾ Rikelle Berry
 - Present ▾ Kelly Baxter
 - Present ▾ Nathan Garcia

Call to Order

- 4:18 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved 4:19pm
- Review action items from last meeting

New Business

- PAF Night Out: Wrap Up
 - Update on donation from Bootstrap - \$140 from Bootstrap
 - Update on donation from Dos Medinas - pending
- Standardized distribution of funds proposal - pending for quorum.
 - Night Out will go to foundation for operating expenses and scholarships
 - All other events: split according to representation at/for fundraiser (example: shifts worked), each program will be given equal opportunity for representation by a certain date, then open up after agreed date for extra slots to be filled by each program.
 - If agreed, no need to vote on future splits
 - Continue to vote on all scholarships.
- Update to sponsorship information on PAF website

Other Items

- Zeffy: platform for non-profits to take credit cards but avoid the fees. Belinda will send additional information
- Beginning of year parent meeting/rebrand the Buy Nothing Sell Nothing fundraiser.
 - Do it earlier in the year?
 - Buy Nothing Sell Nothing - Each kid asks 5 people to donate \$5
 - Start in the auditorium with parent info, performance (1 song per band, orchestra, choir), then ice cream social in the cafeteria.
 - Revamp electronic donation page (possibly a single page for BNSN or a single page for scholarships).
 - Make sure we're collecting emails as students talk to people/get donations - Opt in to learn more about fundraising/performing opportunities.
 - Back to School Night Date: August 27th

Action Items

- Abby will email Junior (Greeley Stampede) to let him know we're not participating - Done!
- Update on Firework stand- Music teachers will send a reminder email
- Thank yous for PAF Night Out
- Abby will look into donation receipt requirements.
- Stacey will reach out to Jessica for the contact information for Dos Medinas

- Back to school night and Buy-Nothing-Sell-Nothing planning (May meeting)
- Stacey will connect with Angie about creating Buy-Nothing-Sell-Nothing flyers
- Beinda will connect with Sara about Zeffy
- Determine who is returning to the board for next year
- Determine date for Night Out 2026
- Abby will reach out to Bootstrap about possible dates for Night Out

Next Meeting Agenda Items/Date/Time

- 5/08 @ 4:15 PM

Adjournment

- 5:22 PM

Mar 27, 2025 4:45 PM

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Absent ▾ General Board Member and Orchestra Representative: Belinda Pelletier
 - Absent ▾ General Board Member - Gideon Matchey
 - Absent ▾ General Board Member and Band Representative: Regina Nicks
 - Absent ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry

- Absent - Kelly Baxter
- Present - Nathan Garcia

Call to Order

- 4:50 PM

Agenda

Old Business

- Approve Minutes from last meeting - approved
- Review Action Items from last meeting
 - Boosters declined
 - We are going to decline this opportunity

New Business

- Mattress fundraiser update: Raised \$10,200
- PAF Night Out: Wrap Up
 - Funds Raised from [Silent Auction](#)
 - Update on donation from Bootstrap - pending
 - Update on donation from Dos Medinas - pending
 - What can we improve upon for next year
 - Can we accommodate a Friday or Saturday? Not sure it is worth giving up the space for the change. Or, can we start at 5PM instead.
 - Have a display for every item, to give consistency to the auction
 - Marketing more tangible, further in advance, more posters
 - Creating a PAF FB and Instagram account
 - Lower min bids
 - Need to start the auction items sooner for nationwide businesses for big ticket items
 - Get a committee for the auction canvassing and reach out
 - Student outreach was effective - possibly multiple trips, maybe after school vs a Saturday
 - More of a targeted approach at back to school event
 - Include sponsorship canvassing
 - Last year's total was: \$2,447.13
 - Thank yous to donors - student groups to write. Stacey will design card for print
 - Donation receipts - verify limit - Abby/Nathan will research
- Standardized distribution of funds proposal - pending
 - Night Out will go to foundation for operating expenses and scholarships

- All other events: split according to representation at/for fundraiser (example: shifts worked), each program will be given equal opportunity for representation by a certain date, then open up after agreed date for extra slots to be filled by each program.
- If agreed, no need to vote on future splits
- Continue to vote on all scholarships.
- Fireworks stand - possible fundraising opportunity
- Info on Mariachi instrument purchase from general fund \$1000 - pending vote
 - Fraction of cost, school is contributing about \$4000
 - Currently have 17 enrolled students
- Hiring professional guitarist - going to pay out of theatre fund
- NYC Choir scholarship approval (Scholarships from 11/16-12/21. Highlighted amounts applied for in column AC)

Other Items

- Zeffy: platform for non-profits to take credit cards but avoid the fees. Belinda will send additional information

Action Items

- Abby will email Junior (Greeley Stampede) to let him know we're not participating.
- Holli will speak to the fireworks people to continue learning about the fundraiser.
- Virtual vote for \$1000 for mariachi instruments.
- Abby will look into donation receipt requirements.

Next Meeting Agenda Items/Date/Time

- 4/17 @ 4:15PM

Adjournment

- 6:03 PM

Feb 20, 2025 4:15 PM

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Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda Pelletier
 - Present ▾ General Board Member - Gideon Matchey
 - Present ▾ General Board Member and Band Representative: Regina Nicks
 - Absent ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry
 - Absent ▾ Kelly Baxter
 - Absent ▾ Nathan Garcia

Call to Order

- 4:20 PM

Agenda

Old Business

- Approve Minutes from last meeting - Approved 4:21pm
- Review Action Items from last meeting
 - Abby will reach out to Kelly Liberi about the Greeley Stampede opportunity

New Business

- Mattress fundraiser update
- PAF Night Out
 - Bootstrap Brewing Sunday, March 2nd - facility confirmed 5:00-8:00PM
 - PAF Night Out assignment delegation and volunteers: Added to night out [checklist](#)
 - Review checklist and deadlines
 - Silent Auction Update:
 - ➡ 1. START HERE! Night Out Businesses to Contact
 - Marketing Update:
 - FB and Nextdoor event created - like and share!

- Instagram post made - shared to Mead Newsletter
 - Shared with students and families - teachers please publicize
- Program set?
- Printed material - Kelly working on bid sheets. Belinda/Stacee working on auction display
- Do we need an additional meeting before 3/2, yes - Meeting 2/27
-

Other Items

- Zeffy: platform for non-profits to take credit cards but avoid the fees. Belinda will send additional information

Action Items

-

Next Meeting Agenda Items/Date/Time

- TBD as next meeting falls during Spring Break

Adjournment

- 5:50 PM

Jan 16, 2025 4:15 PM

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Attendees

- Board of Directors:
 - Present ▾ President: Stacee Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda

Pelletier

- Present ▾ General Board Member - Gideon Matchey
- Absent ▾ General Board Member and Band Representative: Regina Nicks
- Absent ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Absent ▾ Rikelle Berry
 - Absent ▾ Kelly Baxter
 - Absent ▾ Nathan Garcia

Call to Order

- 4:20 PM

Agenda

Old Business

- Approve Minutes from last meeting- Approved 4:20pm
- Review Action Items from last meeting
 - Belinda will ask about donating a percentage of proceeds from brewery sales to PAF - update?
 - Have not heard back as of today's meeting
 - Mattress fundraiser
 - February 8, 2025- more details in Mattress fundraising doc
 - Goal: one student brings in one person outside of their household
 - Vote on providing pizza and doughnuts for student volunteers
 - Abby will look into Greeley Stampede fundraising
 - Junior (Stampede contact) is still looking for a group to work the event
 - The group he needs would do admission to concerts and rodeo events
 - \$8,000-\$10,000 estimated profit
 - \$1,000-\$1,500 bonus if all volunteers show up
 - Abby will reach out the Kelly Liberi about the possibility of the Boosters helping alleviate the commitment level

New Business

- PAF Night Out
 - Bootstrap Brewing Sunday, March 2nd - facility confirmed 5:00-8:00PM
 - PAF Night Out assignment delegation and volunteers: Added to night out [checklist](#)
 - Review checklist and deadlines

- Silent Auction Cold Calls/Emails:
 - ➦ 1. START HERE! Night Out Businesses to Contact
 - Gideon Canvassing Update: Called and emailed all businesses who donated last year. Most have responded back
 - Canvassed on 1/13 in Mead- All expressed interest or committed to donating something
- Greeley Stampede Fundraiser Update - Abby
- Vote to approve \$400 for mattress fundraiser food for students- Approved
- Orchestra NYC trip scholarships for Aaron Brown and Audrey LeMire- Approved

Other Items

- Zeffy: platform for non-profits to take credit cards but avoid the fees. Belinda will send additional information

Action Items

- Abby will reach out to Kelly Liberi about the Greeley Stampede opportunity
- Holli will connect with Tony Gittings about mattress fundraiser signage and advertising
- Stacey will work on marketing for Night Out
- Music teachers will send out the Night Out volunteer link
- Teachers will ask students if they would be willing to bring a donation flyer for Night Out to their jobs - donation letter created and emailed to teachers
- Board members will sign up to call businesses for donations for Night Out (at least 5)

Next Meeting Agenda Items/Date/Time

- February 20th at 4:15 - plan for a longer meeting instead of additional meeting
- Additional meeting for Night Out?

Adjournment

- 5:24 PM

Nov 21, 2024 4:15 PM

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Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda Silver
 - Present ▾ General Board Member - Gideon Matchey
 - Present ▾ General Board Member and Band Representative: Regina Nicks
 - Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry
 - Present ▾ Kelly Baxter
 - Present ▾ Nathan Garcia
 - Absent ▾ Patty Price
 - Absent ▾ Mary Reyburn

Call to Order

- 4:18 PM

Agenda

Old Business

- Approve Minutes from last meeting- Approved
- Review Action Items from last meeting
 - Belinda will ask about donating a percentage of proceeds from brewery sales to PAF - update?
 - Holli will follow up about mattress fundraiser
 - February 8, 2025- more details in Mattress fundraising doc
 - Abby will look into Greeley Stampede fundraising
 - Teachers will send out emails to families about canvassing volunteers for PAF

New Business

- PAF Night Out
 - Bootstrap Brewing Sunday, March 2nd - facility confirmed 5:00-8:00PM
 - PAF Night Out assignment delegation and volunteers
 - Program:

- Music teachers oversee audio equipment, script, timing of the evening
 - Venue communication - Belinda?
 - Food Truck - Jessica
 - Marketing, materials, social media posts, night of printing/flyer needs - Stacey
 - Silent Auction -
 - Possibly 2 sub teams?
 - 1 to oversee canvassing - Gideon, point person needed
 - 1 to oversee organization and presentation - Regina and Jill
 - Volunteers night of event? Set up, take down, etc.- Jamie, Nathan, Kelly
- Deadlines
 - Call list–12/18/24 (Homework for all)
 - Google form form volunteering - Stacey ([Night out specific](#))
 - Silent Auction spreadsheet - Abby [Click here](#)
 - Marketing for the performance - Stacey sent 12/4
 - Kids canvas–in January
 - Call business–1/30/25
 - Donations in by 2/7/25

Other Items

- Keep an eye out for online vote via email (Choir)

Action Items

- February 8, 2025 Mattress Fundraiser

Next Meeting Agenda Items/Date/Time

- No meeting for December
- Complete homework

Adjournment

- 5:12 PM

Oct 24, 2024

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Present ▾ General Board Member and Orchestra Representative: Belinda Silver
 - Present ▾ General Board Member - Gideon Matchey
 - Present ▾ General Board Member and Band Representative: Regina Nicks
 - Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Holli Young
 - Present ▾ Rikelle Berry
 - Present ▾ Kelly Baxter
 - Present ▾ Nathan Garcia
 - Absent ▾ Patty Price
 - Absent ▾ Mary Reyburn

Call to Order

- 4:16pm

Agenda

Old Business

- Approve Minutes from last meeting: 4:29pm
- Review Action Items from last meeting
 -

New Business

- Buy Nothing Sell Nothing, deadline 10/10 - update- Went well
- PAF Night Out
 - Bootstrap Brewing Sunday, March 2nd - facility confirmed 5:00-8:00PM
 - Belinda will ask about donating a percentage of proceeds from brewery sales to PAF - update?
 - PAF Night Out auction - review
 - Abby shared tools on drive

- Possibility of students canvassing businesses in Longmont for auction items
- Discuss “Fundraising Brainstorming” document shared by Jamie Deba
 - Top categories: Night Out, Mattress fundraiser, Sponsorship material, Greeley stampede
- Vote to renew General Liability insurance, due November 2024, approx \$500-Approved
- Vote to expense \$25 for our periodic report for the CO Secretary of State - Approved- Abby filed

Other Items

- Comedy Night
 - *According to Nicks’ niece (a small comedy business owner) —Depending on the venue “paying comics” would be paid a flat rate (\$75-for a 20 minute set). However, when they did “free shows” at bars a flat rate for the show would be paid, anywhere from \$100-\$250. Then, if they did a ticketed event, usually the deal would be that the venue would keep the bar and they would keep the ticket sales.

Action Items

- Belinda will ask about donating a percentage of proceeds from brewery sales to PAF
- Holli will follow up about mattress fundraiser
- Abby will look into Greeley Stampede fundraising
- Teachers will send out emails to families about canvassing volunteers for PAF

Next Meeting Agenda Items/Date/Time

- November 21, 4:15pm

Adjournment

- 5:17pm

Sep 19, 2024

—

Attendees

- Board of Directors:

- Present ▾ President: Stacey Crouse
- Present ▾ Vice President: Abby Judy
- Absent ▾ Secretary and At Large Representative: Jessica Messmer
- Absent ▾ Treasurer and Band Representative: Sara Marshall
- Absent ▾ Fundraising Chair and Choir Representative: Jill Willis
- Present ▾ General Board Member and Orchestra Representative: Belinda Silver
- Present ▾ General Board Member - Gideon Matchey
- Present ▾ General Board Member and Band Representative: Regina Nicks
- Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:
 - Present ▾ Nathan Garcia
 - Present ▾ Holli Young
 - Present ▾ Patty Price
 - Present ▾ Mary Reyburn

Call to Order

- 4:19pm

Agenda

Old Business

- Approve Minutes from last meeting: Approved 4:20pm
- Review Action Items from last meeting
 - Checks: Dropped off by Jessica Messmer's son, currently in safe
- Buy Nothing Sell Nothing envelopes have arrived and the fundraiser is up and running

New Business

- PAF Night Out
 - Bootstrap Brewing is a possibility-tentative date change to Sunday, March 2nd
 - Belinda will ask about donating a percentage of proceeds from brewery sales to PAF
 - Abby will share PAF Night Out auction forms with PAF members
 - Possibility of students canvassing businesses in Longmont for auction items
- PAF Back to School Night Recap: All in agreement that the event was a success
- Morales Family Reimbursement in the amount of \$341 for providing dinner for band camp for two nights- vote passed: money will come out of the general fund

Other Items

- Thoughts from the board on fundraising direction
 - Jamie Deba shared the, “Fundraising Brainstorming” document
 - Corporate sponsorships in particular is a target area

Action Items

- Review “Fundraising Brainstorming” document

Next Meeting Agenda Items/Date/Time

- October 17, 4:15pm

Adjournment

- 4:55pm

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Tuesday, August 20, 2024

Attendees

- Board of Directors:
 - Present ▾ President: Stacey Crouse
 - Present ▾ Vice President: Abby Judy
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Fundraising Chair and Choir Representative: Jill Willis
 - Absent ▾ General Board Member and Orchestra Representative: Belinda Silver
 - Present ▾ General Board Member - Gideon Matchey
 - Present ▾ General Board Member and Band Representative: Regina Nicks
 - Present ▾ General Board Member and Theater Representative - Jamie Deba
- Other Attendees:

Call to Order

- 4:21pm

Agenda

Old Business

- Approve Minutes from last meeting- Approved 4:26pm
- Review Action Items from last meeting
 - Direct deposit for Benevity donations - no receipt to-date
 - USPS Informed Delivery- Check in with Jessica
 - SSL cert on website- Check in with Jessica

New Business

- Parent Information Night - Sept 4th in Cafeteria: 6:30pm-8pm
 - In person sign-ups for volunteer opportunities
 - Orchestra playing as parents walk in
 - Marching band performs to kick off event
 - Presentation about PAF
 - Including breakdown of fundraising and where money goes
 - Choir performance while families eat/mingle
 - Potluck snacks, sweets, and drinks - Regina to create
- Buy Nothing kick off on evening of the event
 - Fundraising through PAF website/square
- Regularly meeting cadence: Third Thursday of every month: 4:15pm

Other Items

- Orchestra Chocolate

Action Items

- USPS Informed Delivery- Check in with Jessica
- SSL cert on website- Check in with Jessica
- Banners for football games- Abby
- P.O. Box

Next Meeting Agenda Items/Date/Time

- September 19, 4:15pm

Adjournment

- 5:31pm
-

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, May 9

Attendees

- Board of Directors:
 - Present ▾ President: Abby Judy
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Pelletier
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey
 - Present ▾ Stacey Crouse
 - Present ▾ Nathan Garcia

Call to Order

Called to order 4:01 PM

Agenda

Old Business

- Approve Minutes from last meeting- Approved 4:03 PM

New Business

- Any financials from Sara
 - Question about \$150 check for All State Choir- Sara clarified that it is included in the total under choir
 - Parent recurring donation \$50/month- found out the student is a band student so this \$50/month will go to band account
- Theater check requests
 - Costume check approval
 - Remainder of theater account in check form to deposit in to school theater activities account
- Drum Major Camp scholarship update + vote
 - Two of the drum majors cannot go to drum major camp, so according to the scholarship request form, that money will go to the student who can go.
 - This student is David Reeder, and he will now receive \$750 for the drum camp
 - Drum major camp is \$775
 - Judy proposed to add extra \$25 in scholarship to David Reeder for rest of the drum major camp payment
 - Board votes and approved the extra \$25
- Beginning of year event to gain parent interest
 - Back to School Night will be Aug. 21 and paired with an AI informational meeting, so no longer aiming for Back to School Night
 - Tentative date: Wednesday, September 4
 - Ideas to bring parents in:
 - Performances, maybe carnival
 - Dessert food trucks
 - 5/5:30 PM
 - Back up location
 - List of upcoming events
 - List of volunteer needs
 - Maybe kick off a buy nothing/sell nothing around this event until concert dates
 - Remind parents about company matches
- Night Out 2025 planning
 - Tentative dates: March 1, March 8 as back up
 - Belinda will start getting info for venues
 - Would love a venue that is bigger and where we could sell alcohol

- Fundraising brainstorm for next year
 - Buy Nothing Sell Nothing in September?
 - Kids Night Out- fall + spring
 - QR code for donations during football game (after National Anthem & Marching Band)
 - Also use QR code poster/banner for concerts
- Discussion of board members for next year. Electronic vote to be held by the current board to vote in the new board.

Other Items

N/A

Action Items

- Direct deposit for Benevity donations- Jessica will look into this
 - Sara will watch for Benevity check from Microsoft
- USPS Informed Delivery- Jessica will look into this
- Jessica will look in SSL cert on website

Next Meeting Agenda Items/Date/Time

- Will send out a poll via email

Adjournment:

4:54 PM

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, March 28

Attendees

- Board of Directors:
 - Present ▾ President: Abby Judy
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Absent ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Pelletier
 - Absent ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Absent ▾ Gideon Matchey

Call to Order

3:31pm

Agenda

Old Business

- Approve Minutes from last meeting

New Business

- Any financials from Sara
- Night Out Review - Abby's notes from before Sara's report.
 - Food Truck Check: \$78
 - Square deposit on 3/4/24: \$2,005.71
 - Cash: \$456
 - Square payments that should have been made after 3/4/24:
 - \$297.64 (the Square fee will be taken out of this amount)
 - Waiting on \$60 from a silent auction winner who was not present at the end of the event and has not responded to emails.

- Payments due:
 - \$120 to StuCo
 - \$200 - Rental fee for space (check already sent)
- **Approximate total earned: \$2,777.35** (a little high since I didn't calculate the square fees for the payments made after 3/4/24)
- **Official treasurer's report: The night out made \$2,447.13**
- Scholarship Voting

Other Items

- Night Out Review: I (Gideon) will be absent, so the only things when planning for next year would be to find a way to get a cut of the beer sales (there were a lot more people grabbing a beer than I thought there would be) and to include a "musical" preview with a few cast members/leads singing a number from the upcoming musical as one of our acts.

Action Items

- Further investigation into Square transactions past 3/2
- Back to School Night event info/ meet and greet
- Check on office nominations for next year

Next Meeting Agenda Items/Date/Time

Next Meeting: 5/9/24 at 3:30pm

Adjournment:

4:09pm

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, Feb. 22

Attendees

- Board of Directors:
 - Present ▾ President: Abby Judy
 - Absent ▾ Vice President: Rikelle Berry
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Absent ▾ Voting Member and Orchestra Representative: Belinda Pelletier
 - Absent ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

3:30pm

Agenda

Old Business

- Approve Minutes from last meeting
- Review Action Items from last meeting
 - Performance planning, Silent Auction
 - Final details for Night-Out

New Business

- Any financials from Sara
- Night Out event Planning
 - Update on Silent Auction
 - Other details
- Wibby memo of understanding
 - \$200 rental fee for the room
 - May or may not do the beer percentage proceeds

- Still getting proceeds from the food truck
- Tables and chairs from Wibby
- Can use green room
- Table clothes for silent auction - pick up
- End of night: Cash out table
 - Someone processing and someone collecting money
 - Gideon, Naomi, and Kelly
- Signs in the tasting room to direct people to the lounge
- Thank yous for afterward
- Band and orchestra are not going to do Crumbl at our next concerts
- Set next meeting - March 28th 3:30

Set up Amazon account for foundation:

https://www.amazon.com/business/register/org/landing?ref_=ap_altreg_ab

Other Items

Action Items

Next Meeting Agenda Items/Date/Time

- March 28th, 2024 3:30 PM

Adjournment

4:25

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Wednesday, Jan. 31

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Absent ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Absent ▾ Voting Member and Orchestra Representative: Belinda Silver
 - Absent ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey
 - Present ▾ Naomi Johnston

Call to Order

- Abby Koehler
 - 3:14

Agenda

Old Business

- Approve Minutes from last meeting
 - Approved
- Review Action Items from last meeting
 - Holli going to continue and add Social Media Campaign.
 - Email Image and text to Kasey to get into Newsletter
 - Mead Middle Newsletter?

New Business

- Any financials from Sara
 - Approved
 - Any new info Moved to next meeting
 - Theatre Accounts moving forward
 - Technical Theatre Account
 - Fall Play account

- Musical Theatre Account
- Night Out event Planning
 - Memo of Understanding- 1/29
 - Teachers get together to talk about performance schedule
 - MHS own sound system, Choir mics and Theatre Monitors
 - Silent Auction-
 - Tables
 - Create Sign up Sheets and advertising
 - MHS PAF- Abby going to get it printed
 - Get students to help ask for silent auction items
 - Give phone number to students for extra hours and such
 - School related Items-
 - Admin Parking Spot, Park in the Back for a week
 - Front Parking & Seating at Graduation
 - Musical VIP Seats
 - Conducting song at concert
 - Mrs. Reeder donate piano hours?
 - Reserved seating for sporting events
 - Skip the lunch line
 - Mead Gear
 - Prom Tickets & After Prom
 - Yearbook
 - Music Teacher Lessons
 - Backstage Tour Meet and Greet Cinderella and Prince
 - Caroling at Xmas Event/ Singing Valentines
 - Cameo..?
 - Pie Music Teacher in the face at final concert
 - Buying Auditorium Chairs
 -
 - Silent Auction info
 - Timing out the little above ^^ things ½ (or in two waves)
 - Bigger auction items on all night pull time at 8:30
 - Door Prizes (get tickets from something...)
 -
- Next meeting - Feb. 22 @ 3:30pm
- Awarding Elisha Landis- \$150 Scholarship for All State

Other Items

Action Items

- Performance planning, Silent Auction

- Final details for Night-Out

Next Meeting Agenda Items/Date/Time

- Next meeting - Feb. 22 @ 3:30pm

Adjournment

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Tuesday, January 9

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Absent ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Silver
 - Absent ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- 3:30pm

Agenda

Old Business

- Approve Minutes from last meeting
- Review Action Items from last meeting
 - Financials on website- Jessica & Sara
 - Fundraising calendar- move to next meeting
- Financials - Boosters check-
- Next meeting

New Business

- Night Out Event– March 2nd
 - We will only have beverages, student performances, and silent auction items
 - Naomi Johnston is secured to run silent auction
 - Silent Auction Items:
 - No need to apply for a license
 - Three options for silent auction items:
 - Traditional silent auction baskets, student-made goods, or services
 - List of potential auction items located in “Fundraising” folder
 - Potential location at Wibby
 - No venue charge at Wibby
 - If we end up at Wibby, we will not provide food
 - Percentage of proceeds donated to PAF—TBD
 - Capacity at Wibby?--TBD
 - Babysitting
 - At MHS
 - Pizza, activities/games

Other Items

-

Action Items

- Create flier for Night Out Event and social media posts– Holli will make after Wibby and times are confirmed
- Confirm Night Out venue and event details

Next Meeting Agenda Items/Date/Time

- Thursday, February 22nd, 3:30pm

Adjournment

- 4:15pm
-

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, December 21, 2023

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Pelletier
 - Absent ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- 12:02 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting
 - Still working on financials on website
 - Still working on Fundraising calendar
 - For example, “Buy Nothing Sell Nothing” at beginning of the year every year
- Vote - Disney Scholarship Amounts
 - Link: [MHSPAF Band Scholarship](#)
 - Approved scholarships via vote
- Vote - Whether or not to fill the vacant board position
 - Per the bylaws, we can postpone filling Angie’s position until next term (July 1st)
 - Voted to postpone filling the position until July 1st for now- will concentrate on getting volunteer help for now
- Set a deposit pick up date if possible- Sara will communicate with teachers
- Valentines Night Out
 - Locations: No update at this time. Belinda will follow up soon via email.
 - Silent Auction vs Treasurer’s Box (draw winner)
 - Mackey will look in to rules around PAF with Secretary of State and ticket ideas, etc
 - Abby will talk to potential parent volunteer- Naomi Johnston
 - Berry- sound system and programming (line up)
 - Saturday Feb 3 hopefully, Friday Feb 23 as a backup date (not Feb 9/10/16/17/24), March 2 & 9 possibly
- Free tickets program
 - Will try it out with Mackey/Baxter/Berry/Jessica- \$25 donation each if they are taken/used

Other Items

- N/A

Action Items

- Financials on website- Jessica & Sara
- Fundraising calendar

Next Meeting Agenda Items/Date/Time

- Tuesday, January 09 2023- 3:30 PM

Adjournment

- 12:55 PM
-

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, November 30, 2023

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Silver
 - Present ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Absent ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- 3:32

Agenda

Old Business

- Approve Minutes from last meeting
- Review Action Items from last meeting

New Business

- Financials
 - Will work on getting financials listed on website
 - Trick or Treat Street made \$1000 more this year and Theatre concessions made about \$900 more this play

- Some payments have been made through the donation link
 - We can make additional donation links as needed, to help with clarity
 - If the terminal is used, we can add a note and see if it helps
- Cash bag for starting cash for cookie sales, etc.
 - \$75- in \$1/5/10s
 - Choir will opt to try selling popcorn during concerts and see if it sells- cash bag for this as well
- Fundraising
 - Poinsettias
 - Order total: about \$3122 total, \$906 less than last year
 - Google form this year, no paper
 - Next year- may try both Google form + paper, want to also add a specific Square link to pay + adding fee for credit card charge
 - Would love to see fundraiser offers go out to everyone- school newsletter, etc
 - Candy Cane Grams
 - Aiming to add this for next year maybe
 - Crumbl cookies for upcoming concerts- Angie will call and ask for cookies
 - Candy cane grams at the concerts, like the Star grams for theatre
 - Valentines Dinner Night Out
 - Saturday, February 3rd possibly?
 - Angie can help for a few weeks, then will step down
 - The volunteer form was filled out by Naomi Johnston- she can help
 - Can assist after- maybe someone else can take over?
 - Is Collision Brewing a possibility? May still need a babysitting offering at the High School
 - Possible venues: D Barn, Collision, Dickens, Oscar Blues, Wibbys
 - Questions for possible venues: can we bring food/alcohol? Small group area for performing? Percentage/kickback? Area for kids for babysitting? Capacity?
 - We have kickbacks for them too: social media services (2-3x posting a week for 6 months) from Jessica's business, theater program ad, website ad, etc
 - Fundraiser process and calendar

Other Items

- Renewed Insurance until Nov 10th 2024

Action Items

- Put Financials on the website- Sara/Jessica will work on documents to add to website

- Angie/Belinda will contact possible venues for Valentine's Dinner/Night Out
- Angie will put together Candy Cane/Crumbl Cookie graphics and send to teachers to share
- Start thinking about fundraising calendars and process for the future

Next Meeting Agenda Items/Date/Time

- December 21, 2023- 12 PM

Adjournment

- 4:41 PM

Thursday, November 3, 2023- Via email

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Silver
 - Present ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- Via email

Agenda

Old Business

- Nothing for today

New Business

- Meet & Greet debrief + parent/guardian volunteer form- discussed via email
- Financials
 - Anything from Sara
 - Vote: Band Scholarships from fireworks fundraiser
 - Passed via Google voting form

Next Meeting Agenda Items/Date/Time

- Thursday, Nov 30, 2023 at 3:30 PM

Adjournment

- Via email
-
-

Tuesday, Oct 3, 2023

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Present ▾ Voting Member and Orchestra Representative: Belinda Silver

- Present ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Absent ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- 3:31 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting
 - PO Box- done #392?
 - Benevity (for company matches)- done
 - Bank account- Berry- done
 - Meet and Greet Tasks:
 - Angie will work on PowerPoint presentation
 - Jessica/Baxter will work on Google [Form](#)
 - Jessica or Angie will work on a graphic to advertise the Meet and Greet

New Business

- Yearly self-assessment has been completed and submitted to the district
 - Form 990N has been filed with IRS
- Need to create a Public Google folder for Public financials

Other Items

- Little Caesars fundraiser- teachers, reminder to get the fundraiser info out to students
 - If we meet a \$10,000 goal, students would get an ice cream bar reward
- [Plan P/T Conferences](#) Meet and Greet
 - QR codes made and are trackable
 - Koehler will add QR codes to flyer and print flyer half sheets to hand out
 - Koehler will print sign up sheet for non-QR code users
 - Angie/Belinda/Jessica will be present- popcorn and lemonade and snacks will be given that night. Slide show will be presented, and flyers will be handed out.

Action Items

- Meet and Greet tasks
- New Public-facing folder for financial- Jessica

Next Meeting Agenda Items/Date/Time

- Thursday Nov 2, 2023 at 3:30 PM in Band room

Adjournment

- 4:20 PM

Thursday, September 14, 2023

Attendees

- Board of Directors:
 - Present ▾ President: Abby Koehler
 - Present ▾ Vice President: Rikelle Berry
 - Present ▾ Secretary and At Large Representative: Jessica Messmer
 - Present ▾ Treasurer and Band Representative: Sara Marshall
 - Present ▾ Voting Member and Choir Representative: Kelly Baxter
 - Absent ▾ Voting Member and Orchestra Representative: Belinda Silver
 - Present ▾ Fundraising Chair and Theatre Representative: Angie Morrissey
 - Present ▾ Andrea Mackey
 - Present ▾ Holli Young
- Other Attendees:
 - Present ▾ Gideon Matchey

Call to Order

- 3:01 PM

Agenda

Old Business

- Approve Minutes from last meeting- Approved
- Review Action Items from last meeting:
 - PO Box- use current Foundation address- Online part done and now Berry will stop in PO with 1093 to finish registration
 - Benevity (for company matches)- Jessica- Koehler will send a voided check to Messmer
 - Change Google account to a non-profit organization- Jessica- Done
 - Bank account- Berry- In progress
 - Canva for non-profits- Done/Approved

New Business

- PTO Meeting - Abby and Sara - What we learned.
 - Debit card check out form
 - Report income to Secretary of State if working with a Spirit Night/larger company
 - CPA audits every three years
- Student leadership committee/Newsletter
 - Thinking about this, in progress. Aim for next semester for student help.
 - “TryM” Music Leadership Program
 - For now, Jessica will try to get a newsletter out after Parent/Teacher Conferences.
- Financials
 - Nothing new to report
- Fundraising
 - King Soopers- send an email to remind new parents about signing up for King Soopers
 - Make a new King Soopers PAF account
 - Little Caesars Fundraiser
 - Get that going for October- \$6 per kit sold
 - Holiday Bazaar- will be discussed later
- [Plan P/T Conferences Open House](#)
 - “Meet and Greet”
 - Sign Up Genius for Desserts

Other Items

- Voting to approve Ronin Barrett for scholarship \$300- approved

Action Items

- PO Box- use current Foundation address- Online part done and now Berry will stop in PO with 1093 to finish registration
- Benevity (for company matches)- Jessica- Koehler will send a voided check to Messmer
- Bank account- Berry- In progress
- Meet and Greet Tasks:
 - Angie will work on PowerPoint presentation
 - Jessica/Baxter will work on Google Form
 - Jessica or Angie will work on a graphic to advertise the Meet and Greet

Next Meeting Agenda Items/Date/Time

- Oct 3, 2023 3:30 working session

Adjournment

- 3:57 PM

Thursday, Aug 24, 2023 (2023 Annual Meeting- postponed from May to Aug. 24)

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- present
 - Francisco Borja- absent
 - Holli Young- present
 - Andrea Mackey- present
 - Angela Reeder- present
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present

Call to Order

3:02 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting:

New Business

- Financials
 - Audit committee, sending finances to district, IRS form, Annual Meeting Abby Attending 8/31
 - Audit results due by End of September- Tami Carabello to check?
 - Approve tentative budget for 2023-2024
 - Budget changes over time. Current budget is a possible guideline.
 - Budget approved by Board.
- Fundraising
 - Fair Share - Need to remove it from bylaws. Please reference board policy [JQ](#), [JQ-E](#), [JQ-R](#)
 - Voted and approved to remove Fair Share from By Laws.
 - Little Caesars Fundraiser
 - \$20 kits from Little Caesars, and Little Caesars gives \$6 back
 - Upcoming Fundraisers: Chocolate Sales + Trick or Treat Street in October
 - Spirit Nights tend to be a lot of work for not much money, so not concentrating on those for now.
 - Parry's Pizza + Choir was a good one- aiming for February
 - Holiday Bazaar in December is a possibility
 - Baskets, gift wrapping, etc.
 - Jazz performing night?
 - Bingo Hall- down the road possibility
 - Upcoming trips: Disney (Band)
 - Candy grams (or cookies) around finals
- Appointment of Board of Directors for the 2023-2024 school year
 - President: Abby Koehler
 - Vice President: Rikelle Berry
 - Secretary and At Large Representative: Jessica Messmer
 - Treasurer and Band Representative: Sara Marshall
 - Voting Member and Choir Representative: Kelly Baxter
 - Voting Member and Orchestra Representative: Belinda
 - Fundraising Chair and Theatre Representative: Angie Morrissey
 - Voting Member: Andrea Mackey

- Voting Member: Holli Young
- Welcome Back BBQ/Potluck to generate parent/guardian interest
 - Offer desserts
 - Have certain jobs to offer
 - Aim for conference time
- Possible newsletter?
 - Start collecting info we want to pass on in the newsletter for the first semester

Action Items

- PO Box- use current Foundation address
- Still pending items from last meeting:
 - Benevity (for company matches)- Jessica
 - Change Google account to a non-profit organization- Jessica
 - Bank account- Berry

Next Meeting Agenda Items/Date/Time

- September 14 3-4:15 PM

Adjournment

- Adjourned at 4:12 PM

Thursday, April 27, 2023

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- absent
 - Francisco Borja- present
 - Holli Young- present
 - Andrea Mackey- present
 - Angela Reeder- absent
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present

Call to Order

- 3:09 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting

New Business

- Possible amendments to our bylaws + Scholarship email draft. [Click here](#) to read drafts of these possible revisions.
 - Online Voting amendment- approved
 - Debit Use amendment- approved
 - Maximum Purchase Amount Without Board Approval amendment- approved
 - Scholarship Email Template- approved
- Financials
 - Scholarship spreadsheets in Google Drive
 - Qdoba check to be deposited to school account
 - Angie will bring McDonald's check to deposit in May
- Fundraising
 - Dunk Tank/Senior BBQ- posters printed, need to ask teachers to sign up. Bidding for pie in the face will start May 8 and close May 18.

Other Items

- PO Box- use current Foundation address
- Popcorn machine purchase \$207.76- purchased with school account
 - Vote to move \$207.76 from general fund to theatre- approved
 - Mackey will do a check request for this amount to put in her school account
- Theatre fundraising amount to be transferred to school account
 - Mackey will do a check request for this
 - Mackey will also do a check request for costume payment
- No board meetings in June/July due to summer break
- Add fundraising committee and student leadership committee for next year
 - Newsletter each semester to graduated students/parents + current parents
 - Newsletter could include volunteer opportunities, concert dates

Action Items

- PO Box- use current Foundation address
- Check email bill and Google Docs editing permissions- done
- Still pending items from last meeting:
 - Benevity (for company matches)
 - Change Google account to a non-profit organization
 - Pull official petty cash for the safe
 - Bank account

Next Meeting Agenda Items/Date/Time

- May 18, 2023 at 3 PM

Adjournment

- 4:11 PM

Thursday, March 30, 2023

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- absent
 - Francisco Borja- absent
 - Holli Young- present
 - Andrea Mackey- absent
 - Angela Reeder- absent
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present

Call to Order

- 3:08 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting

New Business

- Financials
 - Vote on band student scholarships
 - Approved Band scholarships- 4 students total \$1418.75
 - Choir NYC trip: \$1576- waiting for more info from Choir and will vote via email
 - Scholarship spreadsheets added to Google drive for Board review
 - Orchestra violin purchase- invoice to be presented for approval next meeting
 - Board to look in to by laws and approval for purchases via email
- Fundraising
 - McDonalds- Apr 6, 2023
 - Teachers to report cash numbers from Buy Nothing / Sell Nothing
 - Board can review March 2023 Fundraising document in Google drive
- CHAASA Orchestra hosted at MHS on Friday Apr 21, 2023 7:30 AM until 4:30 PM- concessions?
- Sponsors to be added to website- over \$500 donation

Other Items

- None

Action Items

- Organization system for checks/"fundraising in progress" money bags per department
- Petty cash is needed-
- Bank log in- pending
- PO Box at Mead PO
- Scholarship spreadsheets were added to Google drive for Board review
 - Still need to be organized, but I did start marking "Approvals" on the Scholarship request spreadsheet:
https://docs.google.com/spreadsheets/d/1kbuRERkXTv4GzehIbaYYM84FegvneWMc__HFEqyWaoI/edit#gid=970376938
- Violin purchase- invoice to be presented for approval next meeting
- Look in to by laws and approval for purchases via email

- Sara presented financials at meeting- Jessica asked to move VMware check to theatre fund (out of general fund)
- Change our Google account to a non-profit organization- in progress
- Benevity (for company matches)- need to add bank account info for direct deposits

Next Meeting Agenda Items/Date/Time

- Apr 27, 2023 at 3 PM

Adjournment

- 4:37 PM

Thursday, February 23, 2023

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- present
 - Francisco Borja
 - Holli Young- present
 - Andrea Mackey- present
 - Angela Reeder- present
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present

Call to Order

- 3:09 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting
 - added "in progress" action items to "New Business"

New Business

- Financials
 - Student scholarship process details
 - Approved individual student amounts for choir trip
 - For future scholarships: try to do quarterly scholarship requests, but if families need anything sooner we could hold emergency meetings to approve
 - Order of operations:
 - Fundraise and track who fundraised
 - Have the admin email send out an email about how to apply for the scholarship and how much to apply for
 - Hold votes for the scholarship amount, either during regular board meetings or emergency meetings
 - Organization system for checks/"fundraising in progress" money bags per department/petty cash
 - Mackey- bring locking drawer to office- staff will bolt the drawer to the wall in there- done and key is in safe, Koehler will get it bolted to wall
 - Mackey- look at cash drawer to purchase and "fundraising in progress" money bags for each department- cash box in progress and empty bags are in safe
 - Mackey- look at "donation box" for cash donations at events- Koehler has a drum for cash donations
 - Petty cash is needed
 - Sarah will pull official petty cash for the safe- will get after cashbox is purchased
 - Bank log in- Berry is handling
- Fundraising
 - Buy Nothing / Sell Nothing - Donated Amounts
 - \$2385 so far
 - Talked about Square fees- eating the fees for now, but we will consider letting them know about the fees in the future
 - Roll up/display banners
 - Angie will design/look in to printing- Koehler will measure and send to Angie
 - Poster making session- Sign Up Genius sent by teachers
 - Looking into Crumbl Cookies for the upcoming concerts
- Website, Square:
 - Jessica- add pictures to the website, need pics from teachers who haven't sent yet

- Jessica- get with Google to change our Google account to a non-profit organization- in progress
- Square account and website
 - Square account + 2 step verification- done
 - get PAF website linked to MHS weekly newsletter and MHS website- done
- Benevity- need to add bank account info for direct deposits
- Calendar of events- on website

Other Items

- Discuss a potential Student Council Committee
 - The council would serve three purposes:
 - Students can have voice (and therefore ownership) in the PAF.
 - Give the students a great leadership opportunity for their resume/college applications, etc.
 - Give the Board access to dedicated students to help with “Spirit” and “Public relations”, for starters
 - Thoughts are to have roles within the committee:
 - Picture taking for social media and websites, making posters/graphics for fundraisers, sharing on social media, etc.
 - Meet every month or every two months?
 - Short application process for leadership roles, but then meetings/project work open to anyone even if they didn't apply
 - Maybe we can start this informally this school year, use the next few months as trial and error, and come up with an official "application" for next school year
 - Can maybe model after MHS Student Council application or these sites show some potential ideas:
 - <https://www.film.utah.edu/students/student-advisory-committee-sac>
 - <https://centervillestudentcouncil.weebly.com/committees.html>
 - <https://www.natstuco.org/>
 - <https://theatre.colostate.edu/theatre-student-advisory-council-sac/>
 - <https://www.townoflyons.com/634/Student-Advisory-Commission>
- Mailbox
 - Mackey will add a PO Box for the foundation

Action Items

- Vote on choir scholarship amounts- spreadsheet dated “2023-February Choir Scholarships for approval”
 - Voted and approved

Next Meeting Agenda Items/Date/Time

- Mar 30, 2023 - 3-4 PM

Adjournment

- 4:11 PM

Thursday, January 19, 2023

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- present
 - Francisco Borja- present
 - Holli Young- absent
 - Andrea Mackey- present
 - Angela Reeder- present
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present

Call to Order

- Meeting called to order at 3:06 PM

Agenda

Old Business

- Approve Minutes from last meeting- approved
- Review Action Items from last meeting- done

New Business

- Financials
 - Student Scholarship process
 - Form that FHS uses: "Transfer from student fundraising account" vs "need based"
 - Jessica- make the form on the admin google account and link to website
 - Approved the scholarships for Berry for NYC Trip \$2320
 - Upcoming purchases. Purchase checks; any other items we want to purchase for the foundation?
 - Need routing and account number and need to get these checks ordered
 - Koehler will order this week
 - Need a new space to hold checks- Mackey will bring a locking drawer to bolt under the safe
 - Need holding bags for each department for in process fundraising-Mackey
 - Need a box office/cash box for down the road as well- Mackey
 - Need a donation box- Mackey
 - Look in to roll up/display banners to be printed- Angie
 - Petty cash
 - Sarah will pull official petty cash for the safe
 - Donation receipts & letter for over \$250
 - For claiming on taxes- docs added to folder
 - Everyone- check docs in Financial folder to ensure you can access
 - Folder for supporting documents/invoices/receipts
 - Needs to be set up- Jessica and Sara will set up a time to make extra folders, ensure access to the correct people, etc
 - Bank- Berry is working on getting the log in for the bank account
- Fundraising
 - Add fundraising to MHS weekly newsletter- Casey Choksey
 - Parry's in February- general fundraising- Choir performance
 - McDonald's in March- general fundraising- who will perform?
 - Angie- contact Oscar Blue's for fundraising- Jazz or Pep Band performance? Drumline? Koehler- contact Collision Brewing
 - Dinner Auction with performances every spring after the musical? Beginning of May? Or Festival?
 - Brainstorm bands for possible festival performances
 - Need to make posters for the fundraising- still up in the air, will email about this
- Update on Website
 - Patrons page- let Jessica know if there are changes that need to be made
 - Square account- we can't add more accounts to Square with same bank account without paying extra-
 - Berry will change email address on Square to admin email
 - Turn off two factor authentication for now
 - Link PAF website to newsletter and MHS website
 - Google- change to Non-profit organization

Other Items

- None

Action Items

- Scholarship form- make and add to website
 - Koehler- send form to Jessica
 - Jessica- make form and link to website
- Checks need to be ordered
 - Koehler will order checks this week
- Organization system for checks/"fundraising in progress" money bags per department/petty cash
 - Mackey- bring locking drawer to office- staff will bolt the drawer to the wall in there
 - this drawer will be used to keep files, bags, check book, etc.
 - Mackey- look at cash drawer to purchase and "fundraising in progress" money bags for each department
 - Mackey- look at "donation box" for cash donations at events
- Petty cash is needed
 - Sarah will pull official petty cash for the safe
- Roll up/display banners
 - Angie will design/look in to printing
- Google docs/folders
 - Jessica- will look in to "drive sharing" vs folder sharing
 - Jessica and Sara- will look at a time to get together before next board meeting to ensure correct access allowed/denied per folder/drive
- Bank log in- Berry is handling
- Fundraising-
 - Teachers to send Angie info for "Buy nothing/sell nothing" if they haven't already
 - Angie- will schedule Parrys and McDonalds, look in to Oscar Blues and possibly a dinner auction beginning of May maybe
 - Teachers- pull some creative kids to make general fundraising posters and contact Angie about timing
 - Future thinking: festival with a band? Check out Skyline festival?
 - Koehler- contact Collision Brewing about a fundraiser?
- Square account and website
 - Berry- change Square account to admin email and turn off 2 step authentication for now
 - Jessica- create a funding link through Square to add to website
 - Jessica- add pictures to the website, need pics from teachers who haven't sent yet
 - Jessica- get with Google to change our Google account to a non-profit organization
 - (Unassigned)- get PAF website linked to MHS weekly newsletter and MHS website?

Next Meeting Agenda Items/Date/Time

- February 23, 2023- 3-4 PM

Adjournment

- Motion to adjourn- approved at 4:25 PM
-
-

Thursday, December 15, 2022

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- absent
 - Francisco Borja- present
 - Holli Young- present
 - Andrea Mackey- present
 - Angela Reeder- present
 - Sara Marshall- Treasurer- present
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present
 - Jillaire McMillian- Community- present

Call to Order

- 4:10 PM
 - Jessica motioned to approve November minutes, Jillaire seconded

Agenda

Old Business

- Approve Minutes from last meeting
 - Motion to approve minutes approved

New Business

- Financials
 - Financial Documents from Treasurer
 - Forms shared with shared Google drive but locked right now for some reason
 - When forms are filled out, they will be sent to the admin@mhsarts.org email, then will be shared to Sara directly. Then they will be saved by Sara in a subfolder for record keeping
 - Checks Update
 - Need to be ordered
 - Need to add additional staff on the account
- Fundraising
 - Update from Fundraising Chair
 - Review of fundraising calendar
 - Buy Nothing, Sell Nothing next month- Angie needs info from each teacher about what they want the money to buy
 - Andrea would like to do concessions during January StuCo Talent Show
 - Finals concessions- finalized details
 - Cash sales should also be added to the Square account
- Website update
 - Need Additional info and pictures from teachers, if they would like more info on the website
 - Need to add Fundraising/Sponsors/Patrons page to the website

Other Items

- N/A

Action Items

- Jessica- Check on mhsarts.org and www.mhsarts.org- in progress
- Sara- share financial docs with Google account, then Jessica will move them to the proper folder- done
- Teachers- Check on safe at school- current safe is small and possibly not secured to the wall- done
- Teachers-
 - notify Sara of what has been transferred to the bank account from Square- details
 - Notify Sara of purchases so far this year, to help with budgeting for next year
 - Let Angie know the details for each Buy Nothing/Sell Nothing fundraiser
 - Get Angie roster for Buy Nothing/Sell Nothing fundraiser
 - Get more information to Jessica for website- add more pictures or information for each department
- Sara and Abigail- get added to the account- done

- Jessica- check on Square and admin accounts within Square- in process
- Jessica- Need to add more information for sponsors/fundraising/patrons to website- in process

Next Meeting Agenda Items/Date/Time

- January 19th, 2023- 3-4 PM

Adjournment

- Motion to adjourn approved

Thursday, 11.16.2022

Attendees

- Board of Directors:
 - Abigail Koehler- President- present
 - Rikelle Berry- Vice President- present
 - Francisco Borja- absent
 - Holli Young- present
 - Andrea Mackey- present
 - Angela Reeder- absent
 - Sara Marshall- Treasurer-absent
 - Jessica Messmer- Secretary- present
 - Angie Morrissey- Fundraising Chair- present
- Community Members
 - Tammi Caraballo - present

Call to Order

- 4:06 PM meeting called to order

Agenda

Old Business

- Approve last meeting minutes
 - Berry motioned to approve minutes, Mackey seconded
 - Motion passed

New Business

- Financials
 - Procedures: How will we communicate all financial information with Sara?
 - Monetary policies and procedures
 - Koehler will send out docs from Sara (Treasurer) and Board will review by next meeting
 - Expenses: Insurance, website.
 - Square terminal purchased by theatre through school budget
- Fundraising Update- Angie Morrissey
 - Decided to do general PAF fundraisers to help fund the general PAF fund for now
 - Look into Skazma for shirts, possibly purchase extra to sell. Skazma can set up a store for people to buy online.
 - For parent/grandparent tshirts, discussed coming up with different slogans to sell new shirts each year
 - Sponsorship packets combined to the Patrons/Sponsors area of the website
- Bylaw amendment - Debit Card

Debit cards are permitted by SVVSD, but currently our bylaws say that they are not permitted. I would like to propose we make a change to the bylaws. Please see the document attached to this email about internal checks and balances for using the debit card.

 - Motion to remove the statement
- Website and Emails- Jessica Messmer
 - Info alias, secretary will check this email and forward emails that need action to the individual board member
 - When replying, the board member should CC the admin@mhsarts.org email
 - Board members should add admin@mhsarts.org to all Board related emails
- Donation Receipt Form

Other Items

- N/A

Action Items

- Look into getting checks- Angie- done
- Angie would like a calendar of events/fundraisers to help fill in dates that don't have fundraising scheduled- done
 - Amazon smiles/King Soopers/Holiday fundraiser for Orchestra
- PAF teachers to send Angie what they would like to fundraise for for "Buy Nothing, Sell Fundraiser"- in progress
- Teachers send current sponsorship packets to Angie- in progress
- Angie to make a logo- done
- Angie to check on doing concessions after finals- done
- Teachers to add specific program information to Google drive shared folders- in progress
- Jessica to finish website and emails and share admin drive with rest of the board- done

Next Meeting Agenda Items

- More on fundraising and treasurer items
- Next meeting December 15, 2022 from 4:00-5:15 PM

Adjournment

- Motioned to adjourn by Jessica, Seconded by Berry. Meeting adjourned.

Monthly Board Meeting of the Mead High School Performing Arts Foundation

Thursday, 10.20.2022

—

Attendees

- Abigail Koehler, Rikelle Berry, Fransico Borja, Holli Young
- Angela Reeder, Patty Price, Tammi Carabello, _Sara Marshall, _ Mrs. Maslowski, Jillaire McMillan, Angie Morrissey, Jessica Messmer, Mrs. Martin

Call to Order

- Called to order at 4:08 PM

Agenda

Old Business

- No Old Business

New Business

- Board of Directors Selection:
 - Teachers- Abigail Koehler, Rikelle Berry, Francisco Borja, Holli Young, Andre Mackey
 - Choir- Angela Reeder, Band- Sara Marshall, Theatre- Jessica Messmer, Orchestra- Angie Morrissey
- Officers Selection:
 - President- Abigail Koehler
 - Vice President- Rikelle Berry
 - Secretary- Jessica Messmer
 - Treasurer- Sara Marshall
 - Fundraising Chair- Angie Morrissey
- Vote in Bylaws- Overview of the Bylaws
 - Clarify membership vs Board of Directors
 - Membership is open to anyone in the community, anyone can attend open meetings
 - Board of Directors shall consist of performing arts teachers, administrative staff, or parent/guardian of a performing arts student
 - Discussed yearly voting time frame for Board and officers
 - decided to keep voting for May and term start in July
 - Discussed word "inure" in article VI number 11
 - Decided to keep the word in the by-laws
 - Discussed secretary role
 - Social media role or committee help
 - Make events on program Facebook pages that can be shared in Mead Facebook groups
 - Make graphics to share on Instagram and Facebook as well
 - Discussed donation receipts and employer matching

- Motion to pass by-laws passed

Other Items

- None

Action Items

- David Mackey/Jessica Messmer to start website/emails set up
- Angie Morrissey to start fundraising research

Next Meeting Agenda Items

- To be held November 17, 2022 at 4 pm- in MHS band room

Adjournment

- Meeting adjourned at 5:05 PM