

**McLean High School Parents Executive Board Meeting Minutes**  
**MHSCPA – Tuesday, September 1, 2009**  
**7 p.m. - Starbucks, Chesterbrook Shopping Mall, McLean, Virginia**

**Board Members:**

*Present:* Cheryl Jones, Linda Martin, Jane Edwards, Leah Rampy, Jan Gnadt, Barbara Levedahl, Mary Fritz, Kevin Ruess, Ruth Parsons, Kate Gerwig, Sandra Buckman, Susan Reddish, Guillermo Manoatl

*Absent:* ?

Quorum present? Yes

**Others Present:**

*Classic Cookie* (Lynchburg, Virginia) Representatives: Mike and Eileen Everard

**Proceedings:**

- Meeting called to order at 7:00 p.m. by President, Cheryl Jones
- Brief introductions and a request for minutes to be taken (as the Secretary position is currently vacant).

· *Classic Cookie* Presentation:

- Representatives provided information and cookie samples to attendees. Cookie Dough, pretzels and other items in the *Classic Cookie* catalog will be sold for a period of three weeks, starting from the kick-off date, October 15<sup>th</sup> 2009. A delivery date of December 2<sup>nd</sup> is scheduled. There was a brief discussion with questions and answers regarding details of the fundraiser and Susan Reddish received program materials.

· Treasurer's Report:

At 7:30 p.m. Jane Edwards presented the budget from 2008-09 showing what was originally budgeted and the actual expenses. Jane asked for any information or statements from members, to help confirm an actual budget. Her two page document will be used as a preliminary, or starting point with which to establish this years budget. Jane asked for camp receipts and documentation for each event. Linda will follow up with an email on expenses (to Jane) and then actual receipts will follow. All estimated expenses will be checked by Linda and Jane, prior to the event(s). Jane will verify data and confer with Linda and Carla in a separate meeting. Jane will then confirm the budget, revise and have it ready for approval at the first general meeting on September 16<sup>th</sup>. Jane indicated that she will be prepared to answer any budget questions at that meeting.

· Camp Report from Linda Martin:

Linda gave information about the recent camps for choral members (Armonia and Madrigal singers) - 38 hours of rehearsals with very good results. On September 17<sup>th</sup> the Armonia performers will participate in an event at Montpelier, Virginia. There is also going to be an event in Georgetown, at a historic home, but no date is available yet. Parents will be needed for these events (driving) or possibly a bus can be provided by the school.

Linda spoke about the costume room, which needs attention. The costumes need to be checked and possibly cleaned. Kate Gerwig will handle this as part of *Costumes* and coordinate the tasks involved.

Linda announced the first show will be "*The Best of Broadway*"; *Hansel & Gretel* will be presented for Opera Scenes; and the Boar's Head Dinner is slated for January 8<sup>th</sup>.

Madrigals costumes will change this year to an all-Scottish (Highlander) theme. At least one additional dress and two kilts will be needed (there are already three kilts) – the cost for each kilt is \$60 and the dresses are \$150. Approximately \$700 is required for the Madrigal costume updating and much of that has been received through donations.

Also, Linda will be creating an email address data base on the first day of school (listing parents/students email).

· MHSCPA Logo/Letterhead and Website discussion:

The group reviewed the logo application on Parent's letter, Membership form and the 2009-2010 Choral Calendar. Barbara Levedahl will send a jpeg file of the logo to Kevin Ruess for use on the website. The pdf files for the new forms will also be sent to Kevin. The Sept. 16<sup>th</sup> meeting notice will also be reformatted to include the logo and then sent on to Leah and Cheryl. Leah will make 90 copies for distribution. Barbara asked Kevin about the possibility of having PayPal connections on the website (for credit cards, donations, payments, etc), but Jane said that there would then be transaction charges from the bank. This would not work for the group and will not be pursued.

· Costumes:

Mary Fritz gave an update on Armonia costumes and asked that we help get fees in. Mary mentioned that we should pitch for volunteers through emails, and discussed the costume fittings (which will probably be on Wednesday and Friday). Sandra Buckman and Kavita Chada, from Women's Choir, will help with the fittings.

Jane asked what the students will wear for Madrigals when they perform as a group without costumes (it will be t-shirts). Linda will text singers as a reminder of those performances. Jane will email parents as a reminder and Leah asked about a phone tree (Linda has that covered by the texting).

· Boar's Head:

Dinner is set for January 8<sup>th</sup> at Lutheran Church of The Redeemer, 1545 Chain Bridge Road in McLean. The format will be more of a pot-luck than last year, but will still require servers. After brief discussion there was a suggestion that publicity for the event be worked out well in advance (Cyndee Lord & Kate Gerwig).

· There was also a discussion about procedures for 501c (3) status – the paperwork needs to be processed by the IRS (it has been submitted several times since the early 2000's, but not finalized for MHSCPA). The group will ask at the upcoming parent meeting for a volunteer-certified public accountant to complete the process

· Concert Concessions report was provided by Guillermo Manoatl:

Guillermo asked for an events calendar to help plan concession schedule. Kevin will email the information to him. Other ideas for concessions were offered which included

pizza, chili dogs, etc. Last year the Bake Sale profit was \$216. Linda and Susan suggested having two concentrated Bake Sales, two times per year, with expected returns of \$300-\$400 per night. There was a motion to sell just water and donated baked goods at the concerts. One suggestion was for gingerbread at the performance of *Hansel and Gretel*.

- Cheryl is looking for a volunteer to organize the Bake Sales  
(*Concert concessions and Fundraising ideas overlapped*)

Kevin suggested organizing a Door Prize.

Cheryl mentioned a 50/50 door prize (half is kept by the MHSCPA and the other half goes to the winner).

Susan mentioned a collection of gifts (donated items) with students selling raffle tickets.

Guillermo suggested tickets to raffle the Madrigals for a private performance and there was also mention of a Tony Awards-style concert.

Jane suggested a Banner promoting the McLean Choir National ranking. Linda will ask Dr. Jackson about the feasibility of that idea.

Cheryl is looking for Travel Coordinators, a Sing-a-thon Chair, Publicity Coordinator, Back-up Treasurer and a Fundraising Chair; and she suggested extending personal invitations to fill these positions, prior to the general meeting.

Ruth had a fundraising idea for a Sing-Along and invite children to sing seasonal songs – like a Children’s Theater or perhaps have the Opera students handle it. Kate thought there are just too many events already, so it would be best not to add another close to the holiday.

· Other business:

Kate will submit the information about the upcoming CPA Meeting (on the 16<sup>th</sup>) to the MHS *Pipenotes* service.

Guillermo offered to Chair the Sing-a-thon and will organize locations. The first Sing-a-thon is on December 5<sup>th</sup>.

Susan spoke about the E-scrip promotion and she will send a link to Kevin for the website.

It was also mentioned that the *Pennies for a Song* fundraiser brought in \$1,600 last year.

· Meeting adjourned at 8:30 p.m.

· Minutes submitted by Barbara Levedahl