

**McLean High School Choral Parents Association
Executive Board Meeting Minutes**

December 1, 2009

Attending: Cheryl Jones, Leslie Nucho, Susan Reddish, Barbara Levedahl, Guillermo Manóatl, Ruth Parsons, Marji Ross, Anna Lisa Cockrell, Jane Edwards, Jan Gnadl, Kate Gerwig, Sandra Buckman

Treasurer's report: Susan reported that the Director's Circle has topped \$5,000. Three people are participating in installment plan for trip; Cheryl will check with Kevin to make sure that information about the installment plan is on the website. There are still some stragglers on costume fees, which Jane hopes to wrap up before the holidays. Cheryl asked about what we've learned about our 501(c)(3) status, especially because would affect the fundraising letter. Mahima was not at the meeting but had volunteered previously to check into this. It was agreed that given the uncertainty, it is best to appeal to corporate advertising budgets and just get the letter finalized rather than wait to know for sure about our tax status.

Cookie dough: Total proceeds for cookie dough total \$5,263, with the association's profit at somewhere around \$3,900. An email reminder about cookie dough pick-up on December 2 has gone out, but some appear not to have received it.

Hansel & Gretel/Opera Scenes: The Opera Scenes performance will be this coming Thursday and Friday. Cyndee Lord has distributed some press releases, and Barbara Levedahl designed a lovely poster that was sent around by email so that everyone could forward it to friends. Without a clear idea about what to expect in terms of attendance, it's difficult to plan for concessions. Concessions will include water bottles and cider, along with baked goods and gingerbread. Cheryl also bought some lollipops and will get candy canes as well. Guillermo volunteered an urn to heat the cider and will bring it Thursday evening. Pricing will be \$.50 for each item. Cheryl noted that as a group, we've fallen off in terms of publicity and emphasized the need to think ahead for the January concert, determine where announcements should be posted (by Christmas), and send Cyndee a list well in advance. Barbara mentioned that WETA and other websites need a week or two advance notice for publication of announcements.

Sing-a-Thon. The time slots for Saturday's event are 10-12:30 and 12:30-3:00, with six groups singing in each time slot. There are more than six businesses that have agreed to host the groups, including McLean Hardware, Books-a-Million, Starnut Cafe, Chesterbrook Starbucks, McLean Starbucks, International Safeway, Safeway in the Commons (Anderson Rd), McLean Giant, McLean Family Restaurant, and Treetop Toys/Artisans. Marji will check into Greenberry's after the meeting. After some discussion, the following six locations were selected as top priorities because of previous contribution levels and anticipated levels of traffic.

1. McLean Hardware and Books-a-Million
2. Treetop/Artisans
3. McLean Starbucks
4. McLean Family Restaurant
5. Greenberry's
6. Chesterbrook Starbucks

Groups have already been assigned to locations that are different from the above in some cases. It was agreed that Leslie would send the list to Linda after the meeting, and that Guillermo would follow up with her in person tomorrow to finalize assignments. All morning groups need to be at MHS around 9:30. Ruth and Cheryl will help Guillermo verify phone numbers for chaperones and contact them. The expectation is that we have more chaperones than we need. Each chaperone needs two baskets (one for donations, one for candy canes); Guillermo will provide buckets for the candy canes, which chaperones can pick up at school along with their envelopes in which to return contributions, and signs. Guillermo will take home contributions at the end of the day and give it to Jane later.

Santa letters. Anna Lisa checked with Linda today in person and confirmed that she wants to sell Santa letters at the holiday bazaar and the Sing-a-Thon. After some discussion, it was decided that we would not sell the letters at the Sing-a-Thon because of the logistical difficulties and because it could detract from attention to the students and the level of contributions. Anna Lisa will check with Linda to see if she can reproduce the letters at school; if not, it will cost approximately \$95 for 500 copies. A small holiday story book (6 for \$1) will be enclosed with each letter. It was decided to set the price at \$5 for one letter, \$10 for three letters. Anna Lisa reiterated her need for help with a mail merge before letters and labels can be printed. All sales need to be completed by December 15; it was suggested that students could help with folding and stuffing after school on December 18, and the letters could go in the mail that evening. We will need stamps and envelopes, and Anna Lisa will pick out paper that already has a preprinted design on it. It was also suggested that students come to Haycock Elementary at the beginning of a parents night out on December 11 to distribute flyers and sell letters.

Holiday bazaar. Since the last meeting, it has been decided not to sell the left-over wreaths at the bazaar, nor signing telegrams (which will be promoted around Valentine's Day instead). We will sell the Santa letters as well as coffee; Guillermo, Marji, and Anna Lisa will bring urns, Cheryl and Marji will supply cream and sugar. The Madrigals will be singing at noon. Volunteers will be needed in two-hour shifts from 9-3:00. Cheryl will draft an email for representatives to send to their respective choruses. The first group of volunteers needs to arrive by 8:30. Because it will likely take longer to brew the first pot of coffee, Cheryl will make some at home and bring it in carafes so that we'll have some to sell in the meantime. Cheryl will ask Susan to verify with the office that we need a table by an outlet, but we should bring extension cords as well.

Director's Circle. Marji sent an Evite for the holiday gathering on December 20 (from 3-5:00 p.m.) at which Armonia will sing. Coffee and mulled cider will be served, and she may ask for food donations.

Myrtle Beach trip. Cheryl hosted a chaperone interest meeting last month, and there was a decent turn-out. A date for a parents meeting for the trip doesn't seem to be on the calendar yet. Possible dates were discussed, and the third Tuesday in January was targeted as the best option, pending Linda's approval. The meeting should be considered mandatory for all parents. By that time, we should know the final cost of the trip, which may end up being less than \$600.

Website: The website seems to be out of date in a number of locations, including old meeting reminders still posted, outdated forms, and links that reference old material. Everyone was encouraged to send details about the things they notice to Kevin (copying Cheryl) so that he knows what to correct. Ruth will be in touch with Kevin to let him know about the discussion.

The next meeting of the MHSCPA will be held at 7:00 p.m. on January 5, 2010 at Cheryl's house.

The meeting was adjourned at 8:35 p.m.