

The Maestro’s, LLC
Meeting Minutes
8/13/18

1. Call to order

Ann Walsh called to order the August meeting of The Maestros at 6:35 PM on 8/13/18 in the orchestra room at Western Middle School for the Arts.

2. Roll call

Attendance was collected by Ellie Fridell

In Attendance: Ann Walsh, Ellie Fridell, Geoff Glaab, Charlotte Glaab, Katie Cook, Katie Cook’s daughter, Angie Edwards, Sara Ortego, Eric Allen, Steven Rahe, Luke Darville.

Not in Attendance: Rodney Brannen, Rohit Watson, Sara Mabel, Lacey Gilliam, Tiffany LaVoie, Amanda Thompson, Tamara Begley

3. Approval of minutes from last meeting

Not done.

4. Treasurer’s Report by Geoff Glaab

Geoff Glabb presented the August Treasurer’s Report in an email prior to the meeting which included bank statements and accounting from July.

Revenue	\$4000 grant from Etscorn Foundation for the Marley Floor
Expenses	\$946 for Administration Expenses and Drama Expenses
Net Income	\$3,054

Notes from the email:

“I’m attaching our income statement for the month ending 7/31/2018. Please utilize the google drive as much as you can. It contains all of the documentation you will need to get invoices paid, get reimbursed, as well as our tax-exempt number and the membership list. I’ve created some folders to organize things a little better. You can find our monthly income and bank statements in the "Monthly Financials" folder. You can find the expense reimbursement report, as well as the purchase order in the "Administrative" folder.

Teachers, please get an invoice for our records if possible. If you cannot, please utilize the purchase order form. You can email these to me directly and I will get your vendor paid as quickly as possible. If you require expenses to be reimbursed, please utilize the reimbursement spreadsheet and attach any receipts to your email. Let me know if you have any questions.

5. Open Discussion

Mums Discussion

The Mums Sale was delegated to Ellie Fridell. We will get new member volunteer to help. Everything needs to be ready to distribute by next Tuesday. Get with former Maestros President, Missy, to get forms and instructions on how to proceed.

- Add/keep small print about colors not guaranteed if order deadline is past
- Get order forms color printed
- Buy envelops to send them home in
- Start August 22nd-Sept 5th
- Plants will be delivered 3 weeks after order
- Tuesday would Sept 25 delivery day, teachers can help
- \$4.50 each we charge \$10, 8" pots

Member Recruitment

Brain Storm for Ideas on Increasing Volunteer Support

1. Add Kroger plus donation information to the Maestros literature
2. Add information about Maestros memberships to the art class syllabi.
3. Host an event at the next faculty meeting, provide food, discount membership to \$5, give away t-shirts.
4. Open House is Sept 6th, Sara, Ann and Ellie will meet there, Ann will speak to the crowd, Sara will do table.
5. Make a running list of Maestros services to the Arts Programs:
 - Purchased new Marley floor for Dance Program
 - Private instruction for all music programs
 - Small group instruction
 - New stage curtains
 - Site license to software we just bought
 - Food for kids during performances and field trips
 - Field trips to local theater shows
 - Producing the musical, quarter of the school involved in the musical at a time
6. October 11th at 6 pm is the 6th grade Informance. Volunteer needed speak to parents and collect donations and memberships (Geoff and Ann)
7. Musical performances Nov 8-12, need more volunteers to work the tables, speak, and collect donations.
8. Make a side-by-side graphic comparing PTSA with Maestros accomplishments
9. Form a Ticket Sales Committee, recruit from new volunteer pool

Increase Awareness with the public by improving donor relations with a VIP Committee. Send notes and reports to current donors on the status of their gift with a thank you note and golden tickets to all events.

- Get grant application from Missy for WHAS grant so we have the contact info
- Get Brown Forman contacts
- Send Ann the graphic to get Thank You cards printed to send to VIP donors.

Next Maestros meeting is scheduled for September 17, 2018 at 6:30 pm in the Orchestra room of WMSFA.

6. Adjournment

Ann Walsh adjourned the meeting at 7:30 PM.

Minutes approved by : Ann Walsh