

Minutes of the CTPO Board Meeting
August 30, 2016

Present: Bonnie Schoenberg, Carol Currie, Christine Hultman, Tracy Meyer, Lorna Cohen, Elyssa Siegel, Nancy Frese, Tanya Slater, Debbie Rude

Meeting called to order at 7:15 pm
Officer reports were distributed

Minutes from June meeting were not available. They were placed on a consent agenda.

Debbie Rude explained how the report process will work.

Nominating Committee report – Carol Currie read the slate–Motion to approve slate as proposed. Seconded. Unanimously approved.

Volunteer Services and Membership Development Report - Tanya Slater -

Goal is to increase membership by 15%

Increase role of Men of GBN in CTPO

Increase membership, in part, by membership drives throughout year

15% increase in membership money is \$450 (\$3500 income if we get this)

Tanya asked for \$500 for new member receptions, gift cards, social media, website design (we will ask for web design help from general membership at next meeting).

We have 104 members as of today.

We reach our goal by expanding who will be members (ie families, not students)

President's report – Per Nancy- We have a \$22,000 operating revenue with the combination of all accounts.

Committees under volunteer development

No chaperone chair at this point. Tracy said no money really necessary; no income and no expense

Per Debbie: if membership doesn't use all the money it gets, can give it to volunteer services.

Refreshments, meals, concessions banquet – no report provided so no true costs available

Tracy provided last year's financial info

Refreshments for this year per Tracy should be \$90 for the junior high concert, nothing for Techny, and \$140 for Cider and Song

Nancy suggested requesting a donation from Dunkin Donuts for the donuts for the Cider and Song concert.

Elyssa discussed concessions:

Showcase and one acts will no longer sell concessions – doesn't bring in enough revenue

Fall play: \$220 revenue now expected from concession sales based on previous sales; Winter play \$225; Frosh/Soph play \$225; V show \$600

Sunset has always donated water but at some point we need to budget for it because may not always be donated.

\$3500 revenue and \$2000 expenses for concessions proposed

Banquets: Elyssa gave report

Last year Theater banquet was over budget

Christine went over report

We want to combine both banquets in budge so costs can come down. We can get better pricing by ordering décor and supplies for both.

May have both banquets at Mission Hills; can get dinner at \$16.95 per person.

Other than awards and gifts banquets should be self sustaining

Gifts: \$800 for choir banquet gifts and 0 for theater this year

Awards: \$400 for each banquet

Comps \$150

\$1600 total for both banquets

Special Events: Chad and Julie Ann asked Patricia to have CTPO pay for sweatshirts for choir trip. Per Debbie should be tabled as a special request.

Show meals

Miscellaneous money – requests will be made at time

Fundraising

See Patricia's report – Patricia is forecasting following revenues from fundraisers:

Mattress sale \$1500

open mic \$2000

Booster checkbook \$420-600

Scholarship Debbie suggested increasing scholarship money for kids on free and reduced lunch. There was a long discussion. No formal decisions made at meeting.

Marketing and Communication

We have a domain name

We will need to survey the board and see what they want on website

\$300 budgeted for marketing

Governance no money needed
Need ethics, standards and conflicts of interest statement

Finance and Budget:

Secretary of State: Not sure going forward (plan on \$250)

Filing Fees: See report

New bank account at Bank of America-One checking account for all funds. And a savings account for reserved funds. Bank fees - don't know now, should be nothing

Flowers for Seniors - may not continue this

Grad Night \$100

Admin expenses \$75

Debbie

IRS filing Update: The filing fee check has cleared. We are awaiting a response on our group status. Please let me know when any/if a response comes to our mailbox at school to address and any questions that may arise

Wish list from Chad Davidson and Julie Ann Robinson:

Portable sound system \$3000

Guest artist \$300 (tabled)

Chaperones \$2,700 (suggested by Debbie to use open mic night profit for this)

Frames for Musical posters: \$300

BBQ \$170

Debbie made it clear that the only person who should be discussing spending with Julie Ann and Chad is Tracy.

Motion to adjourn; Seconded

Meeting adjourned at 9:20 pm

Respectfully submitted,

Bonnie Schoenberg
Secretary