

PMA BOARD MEETING MINUTES

October 13, 2004

Meeting held at the VFW in Norwood and started at 7:15 PM

Present: Beth Scanlon, Sandy Ferzoco, Ellen Schnelle, Anne Cirillo, Pat Aronson, Irene Aurilio, Dottie Cronan, Nicki Orphanos, Fran Rush, Marcia Notarangelo, Bob Howe, Brenda Farulla, Lorraine O'Connor, Peter McFarland, Maureen Walsh, Sharon Monroe, Mary Dewar, Alan Bouffard, Keith Fogarty. Also present were Catherine Connor-Moen, Antonietta Zambito, and Terri MacDonald.

SECRETARY:

Minutes from last meeting are online. No amendments necessary. Letter submitted by Bob and Leah Howe at last meeting (mentioned in minutes) will be posted online

TREASURER:

Baseline fund balances presented. Anne will now be recording each event's activity separately. Fund distributions will be reorganized later this year.

VICE PRESIDENT:

PMA Dance will be held Friday November 5th @ 7:00 PM at the VFW. Tickets are \$10.00 each. This is an adult only dance.

We would like to raffle off gift baskets at the dance. People are asked to make up interesting gift baskets and bring them to the dance to be raffled off as a PMA fundraiser.

Also, the VFW has organized a collection of pre-paid phone cards to be donated to our troops overseas. This is something that is very much needed and appreciated by our troops and helps them to be able to call home. Only AT&T phone cards will work. If you would like to donate an AT&T pre-paid phone card, bring it with you to the dance and Ellen will collect them.

WAYS & MEANS:

Pat plans to create a fundraising calendar to be presented at the next meeting. She is interested in looking at fundraisers from the past and seeing how they worked out. Any ideas are welcome.

No contract has been found for ALLPRO. Some suggestions were made about how to contact them. Pat will look into this further.

November agenda: brainstorming re: fundraisers

Cheesecake sales will begin in November before the Thanksgiving break, with delivery expected sometime around December 13th.

Contact phone # for cheesecake sales will be Beth's office # (781-762-6804 x 5917) or via the PMA website.

STUDENT ACCOUNTS & DATA BASE:

Student accounts are up to date. Labels are available if needed.

If anyone notices names and or addresses that need to be corrected, please forward them to Keith so he can update as needed.

Beth will check the list of student accounts with unknown students who are no longer in the program (there are about 30). The money in these accounts will be credited to the next child in the family. If there are no other children in the family to pass it on to, it will be sent into the general fund.

PUBLICITY:

Releases are out for the Classic, the PMA dance, the phone card donations, and the cheesecake sale release will be ready by November.

Public Access TV program called "The System" will be airing in October. Everyone in the school system is invited to use this show to inform the public of fundraisers, school-based projects, etc. Peter will utilize this resource to help get PMA information to the public. The letter from the Norwood School Committee regarding this new service will be attached to these minutes for viewing on the website.

PHOTOGRAPHER:

Mr. Dewar will be taking photographs at the Norwood Classic. Mary will discuss details of using these photos with Peter McFarland. She plans to put photographs taken at music events on CD and give one copy to Peter and one copy to Fran Rush.

WEBMASTER:

The website is doing well. There have been over 10,000 hits on it so far.

Fran would like to ask the music teachers to provide biographic material that can be added to the teachers' pages.

Marching Band event schedules are being posted on the website, usually by mid-week.

There has been a lot of junk e-mail in the PMA mailboxes. Fran cautioned everyone to be careful not to open unknown files, etc. as they may contain viruses. She is going to try to get some help cleaning this up.

WEBPAGE REPORTER:

Not present, no report

SHS PERFORMANCE COORDINATOR:

Welcome to Alan and Vivien Bouffard. No new business

ASST. PERFORMANCE COORDINATOR (SHS - JAZZ BAND):

No new business

ASST. PERFORMANCE COORDINATOR (SHS – MARCHING BAND):

The tractor looks great thanks to Bob Howe. It has drawn a lot of attention and has been the focus of some serious tractor-envy recently. Thanks Bob!

Ellen is working on the marching band party. The date has been set for November 7th. She is still working on the details. Anyone who has helped chaperone or helped with the pit crew of the marching band is welcome to come to the party. Tickets will be \$5.00 each. Pizza and soda will be served.

Ellen reminded the group that the Marching Band Coordinator position will be open next year. Anyone interested in the position should contact Ellen and begin learning what the job involves. Also, people are needed to fill pit crew positions for next year as well.

ASST. PERFORMANCE COORDINATOR (SHS – CHORAL GROUPS):

No new business. Progress is being made on cleaning out the new storage room.

The Madrigals sang at King Richard's Faire (once again in the rain, despite sunny weather in Norwood). Pictures will be posted on the website.

PERFORMANCE COORDINATOR (CMS):

The honors chorus participated in a retreat 2 weeks ago where they worked on singing and team building. The program is moving forward.

The honors chorus will be singing the National Anthem at a Providence Bruins game, probably in January. Details will be available at a later date.

SPECIAL FUNDRAISING, 50/50:

Brenda has sent out the mailings for 50/50 and hopes to start drawing names at the next meeting.

The postage meter has been renewed.

MUSIC CAMP & TRIP COORDINATOR:

Ellen gave a report of this year's music camp.

Deposits = \$29,240.00

Expenses = \$29,306.00,

Leaving a deficit of only \$66.00 – the smallest deficit in any of our memories!!

Great job Ellen!

MARCHING BAND CLASSIC:

Sharon has enlisted a number of volunteers for the Classic. She has schedules and contact information available.

Community service points are available for students volunteering to help with the show.

Ellen and Beth will have CD's from prior years and old uniform hats for sale at the show.

Fran will have calendars for sale.

Set-up time for the Classic is 10:00 AM

Gates open 12:00 Noon

Performance times 1:00 PM – 3:00 PM

Awards 3:00 PM

HOSPITALITY:

Maureen is all set for the Classic. Since there are only 5 bands this year she needs less food than last year. She has been busy getting a number of food donations from area businesses. These businesses will be acknowledged at the show.

This year some of the members of the VFW have volunteered to help cook at the show.

FUND CLASSIFICATION REVIEW:

Nothing to report

UNFINISHED BUSINESS:

Paul Jesso has been hired to perform our review. By law this needs to be done and time was an issue. He will reorganize the books to improve clarity and will file our taxes for us. He will bring our financial situation up to date. The cost will be \$3,000.00. This cost includes reorganization and restructuring. The cost will be less after this year.

The board approved the spending. Where the money comes from within the PMA will be voted on at a later date.

Keith wondered if student accounts would also be included in the new accounting system, but Anne didn't think that would work.

No record of Board insurance was found. We will need to obtain Board insurance. This will be discussed further at the November meeting.

NEW BUSINESS:

Catherine Moen announced that the Madrigals and Concert Chorale will be traveling to Italy over April Vacation. Cost per student: \$2,100.00. Potentially 80 students will be involved.

The trip is through World Cultural Tours who specialize in music tours.

Fundraising was discussed. Maria Henry will chair a special fundraising committee to raise funds for the trip.

The students will have a table at the Craft Affair. One fundraiser that was discussed was wrapping paper sales.

Motions were made and approved to:

1. set up a temporary fund to hold the funds raised for the trip
2. allow money raised through Madrigal performances to be used for the trip instead of being put into the scholarship fund for this year only

Mrs. Moen agreed to sell calendars at the Craft Affair table.
Maria Henry will attend the next meeting and outline her fundraising plans.

DIRECTOR OF MUSIC REMARKS:

Beth reminded everyone to be careful re: receipts at events such as the Band Classic. Committee chairs need to be in control of their committee and members need to respect the chain of command.

Beth would like a copy of student accounts since many phone calls come in to her office with questions about this.

Jack Tolman has a lot of reel-to-reel and old tapes of marching band shows from the past. This might be a good idea for a fundraiser if anyone is interested.

Music Camp dates for next year: August 15 – August 21.

Programs for the Marching Band Classic will be printed by Beth to be handed out at the gates.

Newspaper people will be coming to report on the show (please let them in!)

All members and chaperones need to be CORY'd through the school. Contact Marsha at Beth's office. The process takes about 2 weeks.

Thank you to Bob Howe for the Music Department Extreme Makeover!

PRESIDENT'S REMARKS:

Thank you to all the volunteers.

Please update your e-mails, addresses and phone numbers on the list so we have up to date information.

**IF YOU ARE UNABLE TO ATTEND THE NEXT MEETING,
PLEASE E-MAIL YOUR CORRECTIONS TO THE SECRETARY
AT: iaurilio@norwodpma.org**



NORWOOD SCHOOL COMMITTEE

MARK P. JOSEPH, CHAIR
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JOSEPH M. PENTOWSKI
WILLIAM J. PLASKO, JR.
RICHARD M. POWER

September 27, 2004

Philip Coakley Middle School
1315 Washington Street
Norwood, MA 02062

RE: Public Access Television Program – “The System”

To the Staff of the Coakley Middle School:

I would like to update everyone that the public access television show, “The System”, will begin airing in October. Please be reminded that everyone within the school system is invited to use this show to inform the public of fundraisers, projects that the schools are involved with, and any accomplishments within each school building. We are also looking for interesting stories with regards to academics, the arts, athletics and school activities.

Please contact me at 781-769-5700 x115 to book a show or to forward information that can be announced. If information is forwarded early enough, video footage can possibly be added to the segments.

I look forward to an exciting and informative program.

Sincerely,


William J. Plasko, Jr.

WJP/dd

(Please share this letter with the PTA, School Council, and Department Heads)