

Friends of Berlin Performing Arts
Board of Directors

Meeting Minutes

July 12, 2023

Call to Order by Rachel Zimmerman, FBPA president

Attendees:

Board members: Rachel Zimmerman (president), John Larger (VP), Jessica Spelman (concessions coordinator), Carolyn Adams (treasurer)

President's Report

- Parent Volunteers
 - o Ways to get more parent volunteers, esp freshman parents
 - Ice cream social for band parents on Aug 3? RZ will talk to Reeves
 - Connecting freshman parents w/ experienced parents "Adopt-a-Family"
 - Need to email band parents to get freshman parents on GroupMe chat
 - Need a way to track volunteers (sign-up book @ concessions)
 - o Volunteer Positions needed
 - Concession leads (have 2; need 5 or 6 minimum)
 - Volunteer coordinator/ SignUp genius administrator (prefer 2 people)
 - Chick-Fil-A bag returner after football home games
 - Parents to take food to band 3rd quarter
 - Parents to sell/take tickets at theater events, concerts
 - Concessions volunteers
 - Volunteers for Pride Day
 - Concessions Clean up
 - OU Band Day donations
 - Serving dinner at Middle School band day
 - o Need to write up description of what each volunteer does
- New safe
 - o Current concessions safe is small and in awkward position
 - o Need new safe to be installed back by the freezer. Can keep profits there, and can keep the "tills" and card readers in the small freezer
 - o Rachel will talk to Joe to see what needs to be done to make that happen
- Tower
 - o Plans are complete – just waiting on permitting
 - o Lots of changes had to be done, including stairs instead of ladder
 - o This change won't cost FBPA anything
 - o Should only take 2 weeks to build – yay!
 - o Will need a sign saying what the weight or person capacity on the stairs/ in the tower is for safety concerns
 - o Stairs might be a nice photo op

- Publicity
 - See website below
 - Social media
 - We have control of the FaceBook page
 - We also have Instagram, Twitter, Threads
 - Carolyn will do Social Media stuff this year bc she has experience and new secretary does not
 - Will do table at Berlin Open House Monday August 14 at 6:30
 - Carolyn and Rachel will staff
 - Need flyers to hand out
 - Need to get business cards to hand out with QR code
 - Will have just “Friends of Berlin Performing Arts (FBPA)
 - Twitter, Facebook, Instagram addresses
 - QR code that will take people directly to the Volunteer sign-up page
 - Need to put together an info sheet describing all we’ve done for the performing arts
 - Need to hand out info to band parents Aug 3, and maybe figure out some sort of parent connection for choir, orchestra parents
 - Need “Elevator Speech” to give at the end of concerts, parent meetings, etc
 - Brad Bowers will be coming Aug 3 to take pics of board members for website
 - We don’t have a T-shirt/ mech contact at this time. Need to find somebody
- Connection w/ directors
 - Some communication difficulties, like w/ Reeves RE water for July 4th parade
 - Still need email lists from the directors – can’t get until right before classes start
 - Will assign board members to connect w/ each director:
 - John – choir
 - Jessica – theater
 - Rachel – orchestra
 - Carolyn – band

Vice President (Webpage) Report

- We need to get a new domain name and re-do website
 - Discussed domain name options – decided on BerlinPerformingArts.org
 - This will cost \$20/year
- We need to get a password manager (can store passwords, band info etc. Board members log in with a password and then dual identification, and they can then connect with all the different password-protected things they need. This is better cyber-security
 - Bitwarden is \$40/yr for 6 people
 - Keeper is more expensive for 5 people
 - John moved, Rachel seconded to get Bitwarden – passed unanimously
- We need to use a cloud system for central file storage and domain-based email, etc
 - Discussed google vs Microsoft at length – decided on Google bc it will coordinate better with the school/ teacher’s software
 - John moved and Jessica seconded to get Google – passed unanimously

Treasurer’s Report

- Carolyn is added to the bank account, but still hasn't gotten her debit card – will call the bank
- We need to get credit cards thru the bank also for better security, esp ordering things online like hotel reservations for Erin Gibbons in NYC, etc
- We still haven't gotten an invoice for band camp, which starts in 2.5 weeks, so no down-payment has been made (to our knowledge)
- We are getting a lot of money in from band parents, but it hasn't been earmarked for specific uniform parts, band fees, etc; we hope Mr. Reeves is keeping track of that
- There have been some fraudulent charges to our account; very small amounts to companies that don't actually exist. We need to contact the bank and figure out whose card these were charged to and put a stop to this

Concessions Report

- Getting ready to start purchasing food.
- Unfortunately, hundreds of bottles of pepsi products have been allowed to expire this year, and we lose that money AND have to dump out the product, which is not easy
 - o Someone needs to go thru the drinks every week and pull out product that is more than 30 days from expiration and have it returned to Pepsi
 - o Jeromie Leonard was in charge of Pepsi this year, but LOTS of product expired (we lost thousands of dollars)
 - o Rachel will talk to Jeromie and ask what help he needs to make sure this doesn't happen again
- Need at least 4 more concession leads
- Jessica handed out printed directions of what is entailed with concession lead
- Wants to change the way the SignUp genius is set up to have more "shifts," including clean-up on Saturday or Sunday after a home game
- First event will be Touch-A-Truck on Saturday morning, August 12
- The wagon from concessions has disappeared; might need to order a new one
- We are going to start selling "fun" non-food items like glow sticks, pompoms, foam fingers/claws, face-paint stickers
 - o Rachel gave Jessica Mr. Spinner's contact guy Kirk Thompson
 - o Jessica will text him about ordering merch

Secretary Report

- New Secretary will be Anna-Marie Howey (2 kids in band – a junior and a new freshman)
- Not comfortable doing social media
- Will approach her to see if she might be willing to do the SignUp Genius

Middle School

- FBPA also fully supports Berkshire MS and the new Berlin MS performing arts
- Rachel has email address of new Berlin MS band director, but would like to coordinate with MR. Reeves before contacting him

Specific Performing Arts:

Band

- Had July 4th parade.
- Miscommunication about truck driver. Mr. Dietrich is primary driver, but wasn't informed until late, and he had to work. Back-up driver Jeromie Leonard was able to make it, luckily
- Miscommunication about need for water bottles – nobody told us we needed to provide them, so we had to beg for people to bring them at the last minute
- Band camp is in 2.5 weeks
- Band uniform fittings start Monday, July 17. Rachel will be there and talk to Mr. Reeves about some issues
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Choir

- No info about choir as yet
- John will be choir contact person
- Consider helping more with "Pride Day" this year
- Need more microphones. Per John, plan to ALWAYS need more microphones

Orchestra

- No info about orchestra yet
- Rachel will be contact person for now

Theater

- Sending Erin and her choreographer and (?) someone else to NYC for a workshop
 - o Paying for hotel, etc
- Need more microphones. Per John, plan to ALWAYS need more microphones