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Interlake Music Parents Association

Board Meeting Minutes

September 7, 2022

Meeting held via Teams

Office	Name	Attended (Y/N)
President	Al Tsai	Y
Treasurer	Ming Yu	Y
Assistant Treasurer	Margaret Widjaja	Y
Secretary	Robert Norsworthy	Y
Co-VP Band	Crystal Coldiron	Y
Co-VP Band	Koan Maurer	Y
VP Jazz Band	Reshma Jain	N
VP Orchestra	Michaela Tsai	Y
Co-VP Choir	Morgane Reynal	Y
Co-VP Choir	Diana Ferara	Y

Guests: none

Meeting called to order at 7:00 pm by Al. We have a quorum.

I. Prior meetings' minutes review:

- [June 2, 2022 IMPA Board Meeting](#)
- [June 13, 2022 IMPA General Meeting](#)

Motion: Approve both meetings' minutes

- Motion by: Robert
- Second by: Koan
- Passes: Unanimous

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II. Consent Agenda: VP reports

Band Activities and News:

Koan, Crystal

1. Band Camp was held August 15-19, 2022
 - There was no outreach to incoming freshman, which I found confusing. Isn't there a way to get at least a preliminary roster and contact students?
 - For next year, maybe figure out how to have band camp listed with the other summer practice activities and on the IHS School Website (since incoming 9th graders won't necessarily know about IMPA)
2. Band Uniforms
 - About half the uniforms were fitted at band camp and the other half were measured in school on 9/1/22 and 9/2/22. Hope to have hemmed by Fri. Jeena (?) doing sewing (?), may need to recruit replacement for next year?
 - The first football game and half-time show is on 9/9/22. The band plays and marches at all home games.
3. Band Events
 - Salmon Days Parade, Issaquah on 10/1/22
 - Band Jamboree at Bellevue High School on 10/8/22

Orchestra

AI on behalf of Michaela

- Ice cream social well attended.
- Planning for NY trip w Chamber Orchestra.

Choir

Diana, Morgane

- Taste of Broadway moved up to Feb, 2023. Diana emphasized the need to coordinate.

Jazz

Reshma

-

III. Goals for Coming Year

AI

AI provided an outline of his thoughts for the meeting beforehand (see below). Additional comments and discussion noted.

1. Goals for 2022-2023

- a. **Support IHS music program fully**: meet fundraising goals; exceed if possible
- b. Continue, develop, and further establish **fundraising** initiatives
 - i. Existing events (Taste of Music, Taste of Broadway, Simply Sweet)

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- ii. Semi-new events (mattress fundraiser). Discussion: Al said Dec 4 is preliminary date for fundraiser. **ACTION: Al to arrange for meeting with Nancy Morawski of Custom Fundraising Solutions (CFS), the organization that conducted last year's fundraiser.**
 - iii. New fundraisers and initiatives
 - 1. Goodwill
 - 2. Chipotle? Other restaurants?
 - 3. Mailing Campaign/Appeal?
 - 4. Sponsor an instrument
 - 5. Big purchase campaign
 - 6. Recognition on music awards night program (e.g., donation tiers)
 - 7. Recognition of sponsors
 - iv. Build corporate and business sponsorships
 - v. Family/parent donations - make it exceedingly easy; advertise and appeal clearly what we need, what the money supports. Discussion: Koan concurred, was surprised there wasn't more 'pass the hat' at the Band summer camp.
 - c. Engage parents and families to **grow program and parent volunteers beyond 2023**
- 2. Major Tasks for the IMPA Board, 2022-23**
- d. **Modernize processes** and improve efficiencies
 - vi. Board meetings
 - vii. Check reimbursement form and process (DocuSign)
 - viii. Audit form/process. **ACTION: Al, Ming, and Margaret to get together this month to do audit.**
 - ix. Replace "founding principles" with mission statement, values
 - x. Convince directors to change scholarship award process
 - xi. Develop a clear transition/hand-off process and instruction manual
 - e. Thorough **review of by-laws** (needs to be done this school year - winter task). Audit required by by-laws every 3 years, this is the 3rd year.
 - f. **Recruit parent volunteers** for key roles (esp. fundraising coordinator)
 - g. **Engage parents of freshmen and sophomores**; re-engage parents of juniors; appeal to parents of seniors to give generously one last time
- 3. Website** - Al asked everyone to check site, and Chloe will make changes as needed.
- 4. General member meetings** (September 15; February TBD; May TBD). Al said let's come up with dates for 2nd and 3rd meetings offline. He prefers May instead of doing the meeting on Awards Night, which he thought detracted from the Awards Night celebration, and there seemed to be general agreement that separating the general meeting from Awards Night would be good.
- 5. September 15 Meeting**

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- a. Ask principal to announce in school-wide announcements
- b. VPs - send out via Charms
- c. Refreshments (drinks and food)
- d. Send flyers home with kids
- e. [IMPA Information Sheet](#)
- f. Volunteer cards

6. Ideas for this year

- a. Parent newsletter (for each program?)
- b. Engagement of middle school music programs, particularly choir, to build up IHS Music program + engage incoming 9th grade parents

IV. [Treasurer Report](#)

Ming

Ming presented various tabs in the Excel report to acquaint the mostly new Board members with the layout of the report. **ACTION: Approve Treasurer's Report at Sept 15 IMPA General Meeting.**

- Motion made by: N/A
- Second by:
- Passes:

V. E-Signing Checks

Ming

Ming gave a [presentation on e-signing checks](#). The current paper-based check system is cumbersome, she says, and will become more so as we move out of pandemic mode and start having more events and overall activity. She presented one option – DocuSign - which has a monthly per-license fee of \$22.18. IMPA would probably need about 5 licenses. There was a question of how many checks per year are written, Al guessed 100 or so, but it was unclear given the recent depressed pandemic activity level.

Motion to Adjourn Meeting @ 8:00pm

- Motion by: Al
- Second by: Diana
- Passes: Unanimously