

## **PARTS Board Meeting Minutes**

**Date:** Wednesday, June 19, 2019

**Location:** Long Beach Café, 615 E. Ocean Blvd., Long Beach

**In Attendance:** Jeremy Dodgen, Amanda Wells, Estela Gama, Sandi Jenkins, Elaine Del Bello

**Called to order:** at 6:19 by Jeremy Dodgen, President-elect

### **Review/update Bylaws and leadership**

Discussed plans to update the bylaws, including: PARTS name – needs to be updated to new acronym. Talked about money handling, determined that students can only handle money with an adult present. Need to add that students should be eligible to be Board members excepting financial positions due to bank regulations.

Briefly reviewed board duties & check signing procedures. Agreed to appoint/elect 2 new board members in September due to Amanda needing to resign and one open position. Reinstate members at large who support the board, including Amanda.

### **Fundraising**

Discussed Fundraising Goal for the year: possibly \$6,000, will look at budget numbers

Brainstormed on various fundraising possibilities, to be refined before first meeting in September:

- Taco/papusa person/trucks for Open House & Back to School – PARTS to possibly get a percentage
- Restaurant nights – possibly bring back
- concessions – discussed adding food when possible
- online silent auction – discussed adding to the calendar, staffing
- program ads, etc. – streamline to only ½ & full page ads, fall and spring campaigns
- Selling T-shirts - Ideas for both parents and students, “I support the arts at Renaissance”
- grants – probably not, due to no large projects needed at the time
- matching gifts from employers and corporations – possibly add option to fundraising paperwork
- Text-to-Give campaigns – look at costs/benefits
- GuideStar – need to change name of account to qualify for listing as a charitable organization
- banners on fence at LB Blvd. – get approval from new principal to hang, look at pricing
- Dance-a-thon: students pay/get sponsors: get out of class, – win prizes, tiered privileges for donations
- Exchanging perks for donations/service – things such as social media/website mentions, free ads in programs/banners, tickets, etc.

Also discussed community outreach & seeking community partners – building relationships with the community

### **Budget**

Current budget overview – \$3227.86 as of May 31<sup>st</sup> (less expenses from June.) Reviewed last year’s budget to identify needs for upcoming year. Teacher requests: Mr. Tran no Habits for Success program, recording studio instead, no official proposal yet.

The board itemized this year’s budget income & expenditures – Estela will put numbers in. Projected income from donations will be \$1,850, fundraising will be \$4,900, with total expenses of \$3,210 after changes. If all goals are met, there would be a surplus of \$3,540 for unanticipated needs, scholarships, etc. It was agreed that we should continue to solicit most of the scholarship monies from community donors.

### **Calendar** – Review Master Calendar

Registration days will be Aug. 20, 21, & 22 – board assignments for membership campaign: Sandi – possibly all 3 days; Jeremy 2 days; Elaine 1-2 days; Estela on the 21<sup>st</sup>.

Staff Breakfast will be Aug. 27 - present PARTS to staff: Sandi, Jeremy, Elaine, Estela, possibly Amanda. We discussed getting donations of the food such as bagels, etc.

Teacher Supply Drive: request Kleenex, Antibacterial Wipes, Air Freshener, Hand Sanitizer donations from families at registration, first meeting, bin in office for collection.

PARTS meetings: agreed to cancel December & February meetings, keep all others on calendar.

Back to School Night will be Oct. 2 – Elaine to staff information table, someone to schedule food trucks.

Support for Performances – school calendar of events handed out and discussed:

PARTS Talent Show – Friday, Oct. 4, Auditions September 24th (min. day) & Dress rehearsal on Oct. 3 – dates and theater to be confirmed

Parent Info. Night – December 5 – may need PARTS board members to be involved, possible info. table

Scholarship & Committee Timeline – Elaine to organize this year, applications out in February

Spring Musical Tech Week April 27-30 – PARTS to provide dinner(s) for cast & crew

Spring Musicals May 1-2 & 8-9 – PARTS to sell concessions & possibly handle t-shirts again

Teacher Appreciation Week May 4-8 – will discuss PARTS involvement with Mr. Navia, staff luncheon

Open House/Arts Festival – May 21 – a silent auction was discussed and decided against, PARTS will support event in any way possible, but families are there to enjoy the arts

Award ceremony support – PARTS will continue to provide refreshments

Graduation support – PARTS has supplied flowers the past 3 years, but it was deemed not worth the effort

### **College Prep/Community Awareness**

Discussed having speakers at meetings like in the past, but all agreed the shorter the meetings the better.

If we opt to have speakers, one idea was to reach out to alumni success stories for speakers

### **Membership Drive**

Need to revise flyer and translation, will sent out via email for revisions. We will continue to offer fee to join, students always free, donations always welcome. Discussed the need for incentives for joining and/or attending meetings - swag for registration – keychains? Discussed contacting alumni and reaching out to them for support for events, etc.

### **PARTS Identity**

Discussed the need for a consistent, recognizable identity: name, logo & graphics. Need to develop swag: t-shirts, water bottles, stickers, keychains, etc. The website needs a complete redesign – more graphics, user friendly, update forms, etc.

### **Communication**

Need to improve the communication between parents/students/members/community partners, PARTS can be a key. Create a weekly/monthly email “newsletter” – upcoming events and opportunities, sent to all families. Will improve Social Media presence - continue to grow Instagram, Facebook, start a Twitter acct. RHSA Events to be submitted to local news: LBPost, Grunion, DLBA, kidsguide.info, hulafrog.com

### **Member Involvement**

Recruit Arts Liaisons – for Ms. Dowell & other arts teachers - Jeremy & board to assign members for each art teacher. Discussed ways to increase student involvement, including adding student liaisons to PARTS. Create a fundraising committee and sub committees– find a parent volunteer to chair each event.

**Meeting adjourned:** at 8:55pm by Jeremy Dodgen, President-elect

Respectfully submitted by Elaine Del Bello, Secretary