

To: IMADA Members  
From: Jo-Ann Duncan, IMADA Secretary  
Re: April 7, 2009 Minutes  
Date: April 20, 2009

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The members of the Ipswich Music, Art and Drama Association, Inc. (IMADA) convened at 7:00 p.m., Tuesday, April 7, 2009 in the Guidance Office of the Ipswich Middle/High School. Members in attendance included: President Terri Murphy, Treasurer Gerry Rogers, Secretary Jo-Ann Duncan, Anne Brown, Brian Carman, Becky Gayton, Gina Looby, Trina Schell, Sheila Taylor, Steve Veiga, and Alicia Zampitella.

President Terri Murphy chaired and opened the meeting at 7:05 p.m.

### **1. March 2009 Meeting Minutes**

Sheila Taylor motioned to accept the minutes of the March meeting (attached). Gerry Rogers seconded and the motion carried by unanimous vote.

### **2. Treasurer's Report**

Treasurer Gerry Rogers submitted the April 2009 report and noted a new IMADA 7-month CD for \$10,000 and a new Drama Club \$10,000 7-month CD (holding funds for drama) to receive better interest. There was an Art for the Arts deposit and lots of disbursements, including a donor directed \$1,000 to the China trip. Currently IMADA has a total of \$47,953.04 in checking and savings accounts. Of this amount, \$35,611.08 is earmarked and on hold for distribution leaving \$12,341.96 available to spend.

Gerry Rogers also explained that the Main Street display case lighting project was bid on by a second electrician, the budget committee recommended approving the expenditure and a vote was taken at the interim IMADA meeting held on March 24. The work is complete but no bill has been received yet. The cost was estimated to be \$500 to \$600.

\$2,000 will be set aside to cover the fall concert.

Jo-Ann Duncan motioned to accept the Treasurer's Report (attached). Trina Schell seconded and the motion was unanimously approved.

### **3. New Business**

Jo-Ann Duncan has agreed to continue serving in the Secretary position until her term ends in September 2010. Gerry Rogers is willing to extend her time as Treasurer for one year, to vacate in September 2010. This will be voted on at the May "Annual" meeting.

Becky Gayton reported the 21<sup>st</sup> Century Foundation would like to expand its scope and gather all community fundraising under one umbrella, into one annual appeal. The "hard appeal" letter would provide a check-box for the donor to specify where they would like their donation to be used. When asked, Beck explained that the checks would be written and held by the 21<sup>st</sup> Century. Any money earmarked for IMADA would be held by 21<sup>st</sup> Century. The IMADA members present respectively declined the invitation to be part of this effort.

### **4. Old Business: Committee Reports**

**Budget Committee:** President Murphy reviewed a discussion with Gerry Dolan regarding badly needed instruments. Students start to play instruments in the 4<sup>th</sup> grade. Many students rent or purchase their own instruments, but the larger and more expensive instruments are supplied by the

school. These include vibraphones, French horns, bassoons, timpani, baritone saxophones, oboes, etc. Many of these are not rentable and the school has to purchase them (i.e. 2 vibraphones (1 requires repair,) 3 bassoons (which costs approx \$6,000 and 2 require repairs)) which leaves a large gap in the orchestra/band over several years. There needs to be a long term goal of purchasing which Gerry Dolan will address with the school budget. Options include asking school committee for a bond to purchase instruments or procuring long term lease with option to buy. IMADA might be contacted to match funds or apply for grants. Note that the school also owns several of the common instruments (flutes, clarinets, violins, etc.) which are loaned to students who cannot afford them. One member suggested the school require a minimal “rent” from students who use school instruments – which would then be set aside to build a fund for future instrument purchases.

Brian Carman requires MAC computers for film class. Nothing concrete on the specific hardware/software requirements at this time

IMADA members present discussed summer study grant usage and whether or not to fund additional grants this summer. Per Terri Murphy, FA teachers tell students about the grants and distribute the IMADA application. Ten Middle School students and ten High School students are each awarded \$100 grants. The funds are provided by IMADA but the selection is awarded by the FA teachers. IMADA does not see the filled-out forms and does not know the selection criteria. Terri Murphy did have a discussion with Gerald Dolan who told her that more than ten from each school apply and so many students are turned away. One member commented that she would not want additional grants funded if they were going to be given to students who would be involved in their summer study program even if they did not receive the funds.

Steve Veiga motioned to set aside an additional \$1,000 into the summer study grant pool to fund five additional Middle School grants and five additional High School grants, to be awarded only if the FA faculty making the decision determines there is a need. Jo-Ann Duncan seconded and the motion was approved by a 10 to 2 margin. *Terri Murphy said she would relay the information to Gerald Dolan.*

Steve Veiga motioned to set aside an additional \$1,000 into the scholarship pool, to be used if the IMADA committee members determine there is a need. Jo-Ann Duncan seconded and the motion was approved unanimously.

**Annual Fall Fundraising:** Nothing to report.

**Program Book:** Nothing to report.

**Fall Fundraising Concert:** Tentative fall concert dates were September 26 or October 3. *Steve Veiga, Trina Schell and Martha Mauser will meet and discuss alternatives if Livingston Taylor is not available.* Concert sponsorship letters are needed for EBSCO and Institution For Savings to offset costs.

**Email/Website:** Nothing to report.

**Seat Plaque Campaign:** Becky Gayton reported the 21<sup>st</sup> Century Foundation came to a decision on the type of donor plaque (attached) for the IPAC Lobby. There was a discussion about the plaque’s placement and IMADA members agreed Gerry Dolan and Barry Cahill be contacted, along with the art teachers, to impact the student display space as little as possible.

**Art for the Arts:** Gerry Rogers handed out an update of the income/profit for this event. All expenses are in and paid for. The profit for this event was \$7,162.20! Terri Murphy reported there is a \$29 annual fee to keep the credit card account open vs. a \$45 start up fee if it is canceled and we reapply next year. Members present agreed the \$29 was a reasonable fee in case IMADA wanted to use it again for another project.

**Art Show Receptions:** There is a High school art show scheduled for May 4<sup>th</sup>. Terri Murphy will contact the coordinators.

**Middle School Plays:** Becky Gayton has burned and distributed all *Aladdin, Jr* DVDs.

**High School Plays:** The Ash Girl will be performed May 8, 9 + 10. Volunteers are needed. Members present discussed whether flowers should be sold. Since they are usually sold at other shows and the audience might expect them, the members felt we should sell flowers. *Terri Murphy will contact the coordinators. Becky Gayton will film the performances.*

**Scholarship Committee:** The application was available via guidance, IMADA's website and an email blast. All requests are due to guidance on April 16. *Terri will have Sandy Bemis schedule the scholarship committee to review and make the selections.*

**Mass HS Drama Guild Festival:** Nothing to report.

**Fine Arts Award Night:** Nothing to report.

**Concert Clothing Closet:** Terri Murphy reported for Alison Duback that the concert closet is now being stored behind the Ensemble Room, the same storage room as IMADA supplies. There was some question whether it should be brought out into the lobby every Thursday or remain in the storage room and be accessed by appointment. The IMADA members present thought it was best for it to be seen in the lobby each Thursday so as not disturb private lessons, rehearsals, and meetings being held in the classroom. Having it out also jogs memories about its availability, rather than be forgotten in storage. *Terri will follow up with Allison.*

**Publicity:** Nothing to report.

**Quarterly Events Posters:** Nothing to report.

**Grant Writing:** Nothing to report.

**Instrument Resale:** Nothing to report.

## **5. Fine Arts Department**

Brian Carman attended the meeting and thanked IMADA for "the amazing" Art for the Arts event.

## **6. Upcoming Events**

President Murphy noted it is Ipswich's turn to host the Middle School Linda Upper Band Jamboree on May 6<sup>th</sup>. In the past an IMADA coordinator was needed to call band parents to bring baked goods for the party after. *Terri will check with Laurie Colitti.*

The June IMADA meeting has traditionally been a dinner meeting and party. *Trina Schell and Steve Veiga volunteered to find a location and report back at the May meeting.*

**High School Instrumental Concert** – Tuesday, April 14, 7:30 pm, IPAC

**High School "Pops" Concert** – Thursday, April 30, 7:30 pm, IPAC

**High School Visual Arts Exhibition** – Mon, May 4, 6:00 – 8:00 pm, IPAC Gallery

**Linda Upper Band Jamboree** – Wednesday, May 6, 7:00 pm, Roundy Gym

**The Ash Girl** – May 8 & 9 @ 7:30 pm, May 10 @ 2:30 pm, IPAC

## **7. Adjournment**

The meeting was adjourned at 9:00pm. The next IMADA meeting is scheduled for **Tuesday, May 5, 2009 at 7:00pm in the Guidance Office** of the Ipswich Middle/High School.