

## PRESTO Meeting Minutes

**Meeting Date: 10/13/2009**

**Location: SM West Orchestra Room**

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
<b>Attendance</b>	Attendees: Sabrina Crooke, Laura King-Hagen, Rex and Tina Railsback, Curtis Mulvenon, Mark Boydston, Kim Martin, Cindy and Steve Lanigan, Jeannie Miller, Tammy and Rick Karsten		
<b>Call to Order/Minutes</b>	Call to Order – Meeting called to order at 7:07 pm by Sabrina Crooke.		
<b>WELCOME AND INTRODUCTIONS</b>  <b>REVIEW AND APPROVAL OF GENERAL MINUTES (090809)</b>  <b>STUDENT OFFICERS REPORT AND REQUESTS</b>  <b>HOMECOMING REVIEW</b>  <b>TREASURERS REPORT:</b>  <b>COMMITTEES</b> <b>STANDING COMMITTEES REPORT:</b> <b>CHAPERONES: KATHY SULLIVAN</b>	<p>Introductions</p> <p>Reviewed minutes from 9-8-09. Still in transition mode on the website. Motion to approve minutes by Rex Railsback, seconded by Jeanie Miller. Discussion – none. Minutes approved.</p> <p>Student receipts from the homecoming float need to be turned in.</p> <p>Thanks to Matt Munz for providing the trailer and to the King-Hagens for providing the truck to pull the trailer.</p> <p>Getting close to the goal for the membership after the concert. At \$430 on membership, had a \$5 donation at the concert that is included. Information regarding the Homecoming game concessions is not available at this time. Suggestion to look into having the picnic at Sar-Ko-Par Park for August 2010.</p> <p>Chaperones will be needed on Jan 22. Orchestra will be going to a Kansas City Symphony</p>	<p>Rex Railsback to check with City Parks/Rec on cost of shelter.</p> <p>Sabrina to advise Kathy on the need for</p>	

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<p><b>COMMUNICATIONS – CINDY LANIGAN (EMAIL); ROBERT MORRIS (WEBMASTER); TINA RAILSBACK (PUBLICITY); LYNN BIGGS (WEB PICTURES)</b></p> <ul style="list-style-type: none"> <li>• Mass mailings – review of bad emails –</li> <li>• Transition Status on Website</li> <li>• Bulletin board maintenance – hallway</li> <li>• Viking Voice out – Thank you Tina</li> <li>• Fall concert pictures to Lynn Biggs via <a href="mailto:pictures@prestowest.org">pictures@prestowest.org</a></li> </ul> <p><b>MEMBERSHIP – JENNIFER MORRIS</b></p> <ul style="list-style-type: none"> <li>• PRESTO Membership drive so far; associate memberships</li> <li>• Contact lists for committee chairs</li> </ul> <p><b>UNIFORMS – ROBIN WHITTENBURG</b></p> <ul style="list-style-type: none"> <li>• Uniform Contract – Mr. Mulvenon - number outstanding? What needed?</li> <li>• PRESTO's – assigning ids new dresses</li> </ul> <p><b>WAYS AND MEANS – LAURA KING-HAGEN</b></p> <ul style="list-style-type: none"> <li>• Thank you to Laura and family for heading up work done on Concession</li> </ul>	<p>rehearsal. Will leave at 8am in the morning and will need approx 8 chaperones max for this trip. Probably have lunch at Oak Park Mall or a pizza place close to the Lyric. Freshman will not be going on this trip.</p> <p>Email – there are five email addresses needed. Website needs to be updated – will coordinate between Rick Karsten and Robert Morris. Bulletin board in hallway will be updated by students. Viking Voice article submitted and article was submitted to the paper to be included in the community section. Pictures – Lynn Biggs is posting pictures to the website.</p> <p>Membership forms need to go to Jennifer Morris. Mr. Mulvenon. Associate forms are ready to go, and need the students to work on this as well. Sabrina Crooke to get info on this contact list on the committee chairs.</p> <p>Need to get some uniform contracts back from students that have not been returned at this time. Need to determine if a mass mailing needs to be completed or not. July 1, 2010, West will have a capital outlay of \$10K for orchestra uniforms and this has to be used for uniforms only. Will work at using this capital for expanding.</p> <p>Big thank you to Laura King-Hagen for coordinating the volunteers for the concession stand. Laura also took lots of notes so that when</p>	<p>Chaperones.</p> <p>Mr. Mulvenon will speak to the students during class regarding the associate membership drive for grandparents and extended family members on Friday 10-16-09.</p> <p>Jeannie Miller will mail envelopes once they are ready.</p> <p>Need to post the uniform contract form on the website.</p>	

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<ul style="list-style-type: none"> <li>• Results of Concessions if available</li> <li>• Ad sales proposal – need to know: paperless concerts(slide presentation), programs printed, location on website for ads.</li> </ul> <p><b>Other Committee Reports</b></p> <p><b>Student Brunches</b></p> <ul style="list-style-type: none"> <li>• Fall results, winter planning</li> </ul> <p><b>DIRECTOR’S REMARKS AND QUESTIONS FOR DIRECTOR</b></p>	<p>the next football concession stand is handled, information will be available. Suggestion - have adults work one hour slots instead of 30 minutes, and staggering the shift change times. Ad Sales – idea to have package to have companies to be displayed on the screen prior to the concert, this can also be added to the website. Need to update the homepage of the website to add the community sponsors – and work to get the logo and name/link to go to sponsor website. Goal to obtain 5-6 sponsors initially for website/collage concert program. Winter concert through Fall concert next year and in the Collage and banquet programs – need to determine what cost would be for this. Rick Karsten moved to allow Laura King-Hagen to put together a print/slideshow/website advertising package. Seconded by Rex Railsback. Discussion – West Area Festival will have a very small half page program and will not need advertisers. Call for vote – approved.</p> <p>Student brunches – due to block scheduling and the parade rescheduling – candies were provided to students date after concert. Will be working on brunch for the Winter concert – Christie Caudillo will be coordinating.</p> <p>Mission Impossible was posted by someone on You Tube. It is not sure who posted this.</p> <p>Banquet – Mr. Mulvenon spoke to Dr. McLean regarding family concerns on banquet. Could do the banquet as we have, change to a dessert banquet, etc. There is no official school policy on</p>	<p>Laura King-Hagen to devise pricing/advertising package.</p> <p>Review and discuss at the next meeting.</p>	

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<p>OUTSTANDING BUSINESS VOLUNTEERS STILL NEEDED:</p>	<p>this as there have been some parents have multiple kids in school in multiple activities have a higher cost burden. Need to think about different options and discuss at the next meeting. Susan Hocker is the banquet chair.</p> <p>District auditions for sophomores-seniors on Nov 14<sup>th</sup> in Baldwin, KS. The middle school is under construction this year and they are looking for another school in Baldwin to house the auditions.</p> <p>Mr. Mulvenon has submitted for information on a trip in of Spring 2011 (possibly April). This is very preliminary at this time. He is scouting Boston and San Francisco and it will not be an international trip and would probably fly to the location. Heritage Festivals has not scheduled the festivals in 2011 at this time. Once the date is determined, a fund raiser will be started. Application has already submitted to school district for trip.</p> <p>Slide show for the Fall Concert the Concert Orchestra and Chamber Orchestra students were on the initial slideshow, but when played prior to the concert they were not listed. Next slide show will have pieces announced on a screen prior to playing so that audience will know what is being played. Mr. Mulvenon will also be working with the student lighting tech crew to come up with a light scheme for the concert. Will also being working on getting the house sound system to record the concerts for classroom use <u>only</u>.</p>	<p>Information will be coming home to student in the next couple of weeks.</p>	

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<p>CONTACTING DESIGN VOLUNTEER FOR PROGRAM PUBLICATIONS, PTSA LIASON, WESTRIDGE LIASON, PICNIC 2010, COMMITTEE MEMBERS</p> <p>TRIP SCHOLARSHIP PROCESS (DESIGN FOR FOLLOWING YEARS)</p> <p>NEW BUSINESS</p>	<p>Design volunteer for potential use for programs, logos, etc. If anyone knows of people that can volunteer, please let Sabrina Crooke know.</p> <p>Trip scholarship process – Tammy Karsten will start working on this. Jeannie Miller indicated that Band Aides has a process noted.</p>		
<p><b>Adjournment</b></p>	<p>Move to close by Rex Railsback, seconded by Jeannie Miller. Discussion, and approved to adjourn. Meeting adjourned at 8:10 pm.</p>		
<p><b>Next PRESTO Meeting</b></p>	<p>November 10, 2009</p>		

Minutes scribed by Tina/Rex Railsback for committee review.

Link to Presto website: <http://www.prestowest.org/>

Date	Concert Dates	Time
10-8-09	Fall Concert	7:00 pm
12-10-09	Winter Concert	7:00 pm
3-11-10	Collage Concert	7:00 pm
4-29-10	West Area Orchestra Festival	7:00 pm
5-11-10	Orchestra Banquet	7:00 pm

Date	Important Dates	
2-18-10 to 2-20-10	Musical Production of Les Miserables	
	KMEA District Auditions	
	State Orchestra, Kansas Music Educators Association	
4-6-10	SM schools large ensemble orchestra festival	
	Regional solo/small ensemble contest	
	State large ensemble contest	
	State solo/small ensemble contest	
Date	PRESTO Meetings	Time
9-8-09	Orchestra Room at SMW	7:00 pm
10-13-09	Orchestra Room at SMW	7:00 pm
11-10-09	Orchestra Room at SMW	7:00 pm
12-1-09	Orchestra Room at SMW	7:00 pm
1-12-10	Orchestra Room at SMW	7:00 pm
2-9-10	Orchestra Room at SMW	7:00 pm
3-2-10	Orchestra Room at SMW	7:00 pm
3-30-10	Orchestra Room at SMW	7:00 pm
4-20-10	Orchestra Room at SMW	7:00 pm