

PRESTO Executive Meeting Minutes

Meeting Date: 9/08/09

Location: SM West Orchestra Room

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
Attendance	Attendees: Sabrina and Steven Crooke, Tammy and Rick Karsten, Rex and Tina Railsback, Laura King-Hagen, Curtis Mulvenon, Jeanie Miller, Jennifer Morris, Cindy Lanigan, Doug and Robin Whittenburg, Hudson and Susan Endicott, student officers		
Call to Order/Minutes	Call to Order – 7:03 PM		
Agenda Items CALL TO ORDER WELCOME AND INTRODUCTIONS REVIEW AND APPROVAL OF EXECUTIVE MINUTES (072309) STUDENT OFFICERS REPORT AND REQUESTS HOMECOMING?	Meeting called to order by co-Presidents – Sabrina and Steven Crooke. Welcome to the incoming Freshman parents. Explained purpose of PRESTO and what membership dues are used for and how support is provided to Mr. Mulvenon. Review of Executive minutes Steven Crooke moved to approved, approved by Exec. Committee. Recommendation to put draft minutes Introduction of the student officers: Emily, Rashin and Steven Emily reviewed what orchestras are working on during class. Student offices are		

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
<p>TREASURERS REPORT: AUDIT REPORT – COPY OF REPORT AVAILABLE FINAL BUDGET PRESENTATION AND VOTE SIGNATURE CARDS</p>	<p>requesting funding support for the homecoming float. Laura King-Hagen volunteered the use of a truck. Question is there a freshman family that has a trailer available to use instead of renting one. Motion to fund – Rick Karsten, seconded by Rex Railsback to provide up to \$100.</p> <p>Question to student officers on the feasibility of a letter writing campaign to send to extended family – grandparents, etc to help support the orchestra. Emily stated that if it was approved to discuss during class - it was felt that this would be agreeable to the students.</p> <ul style="list-style-type: none"> • End of year audit report – auditor advised the PRESTO books to be in good working order. Recommendation that when paying the judges fees, to have a receipt created for them or they invoice PRESTO so that the monies are accounted for. • Scholarships – all the letters/checks send in August. A Thank You letter was received and read from Kayla Vietz. • Donations – a copy of a donations letter for a 501 (3)(c) to be kept by the officers. • Signature cards for officers available. • Membership - \$320 collected at this time. • Reviewed budget worksheet during meeting. This can be reviewed again after the Homecoming game 		

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
<p>COMMITTEES: STANDING COMMITTEES REPORT: CHAPERONES: KATHY SULLIVAN COMMUNICATIONS – CINDY LANIGAN (EMAIL); _____ (WEBMASTER); TINA RAILSBACK (PUBLICITY); LYNN BIGGS (WEB PICTURES) Transition Status from Rick and Tammy Karsten Bylaws – Bulletin board maintenance – location of board and need volunteer Picnic pictures and article in Viking Voice</p> <p>MEMBERSHIP – JENNIFER MORRIS PRESTO Membership drive so far; future plans Orchestra student spreadsheet – accuracy, needs.</p>	<p>revenue and Collage concert. There may also a change in how the school handles banquets for the different groups. There are a number of families that expressed concern to the principle as they have a number of students and a number of activities they are involved in. It is felt that the budget shortfall can be made up.</p> <ul style="list-style-type: none"> • Move to approve budget – Steven Crooke, seconded by Tammy Karsten. All approved. <p>Cindy Lanigan – Email Robert Morris – Webmaster Tina Railsback – Publicity Lynn Biggs – Web Pictures</p> <p>Transition status – In progress at this time. Cindy Lanigan has been reviewing information with the Karsten’s. At this time, only 5 email addresses have come back. Bylaws – bulletin board maintenance – the orchestra students are responsible for maintaining. Tina to send Viking Voice article to the paper to see if they will print.</p> <p>Membership – suggestion to have mints available at the membership tables – “your membership is worth a mint to us”. Twenty new memberships from Back to School night. Also discussed how to do ads for the concert programs. Suggestions as to have programs and ads projected prior to the actual concert. Suggested use of orchestra</p>	<p>Review bylaws to remove bulletin board info and responsibility.</p>	

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
<p>UNIFORMS – ROBIN WHITTENBURG Mr. Mulvenon’s plans for students’ uniforms now and in the future New Uniform Contract PRESTO’s role now Assignment and Fittings for each block – date/ help needed</p> <p>WAYS AND MEANS – LAURA KING-HAGEN Concessions at football homecoming game (Oct 9th, 2009) Ad sales proposal (type, number of options proposed, costs)</p>	<p>labby to assist as well – if not working on other items.</p> <p>Contracts to be handed out with the uniforms. Mr. Mulvenon will collect them. Uniform handouts will be Thurs for block 2 and Friday for blocks 1 & 7. Uniforms will be handed to students their high school tenure – so that they will keep the uniform for all years of school they are in orchestra. If new size is needed, will need to return dry-cleaned in a sealed bag and another will need another ordered. Presto will no longer be responsible for replacement costs – it will be handled out of Mr. Mulvenon’s district budget. There is a budget for next year to order new uniforms – and will order as similar as possible and supplement current stock of dresses.</p> <p>Orchestra has Homecoming game concessions stands. There was a good response at the picnic for volunteers – but still need a few more. Laura will need to send reminder for some more shifts to be filled and will send to Rick Karsten and Cindy Lanigan. King-Hagens and Crooks need to be trained on running the concessions.</p> <p>If we are reducing the printed programs, may need to re-evaluate sponsorship. Can also review posting to the website as a list of sponsors of the Orchestra and then post links to the sponsors. Can also put the info on the PRESTO website for the sponsors, so that people can put the visible sponsorship.</p>	<p>PRESTO will be responsible for distribution, collection and exchanging of uniforms.</p> <p>Robin to get with Jennifer on more volunteers to assist distribution.</p> <p>Mr. Mulvenon to post sign up sheet in the class room.</p> <p>Laura King-Hagen to put together a proposal on ads/sponsorships. She will also put together something that members can take to employers for sponsorship.</p>	

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
<p>Other Committee Reports Picnic (Jeannie Miller, Sabrina Crooke) Student Brunches () Homecoming parade conflict?</p> <p>DIRECTOR'S REMARKS AND QUESTIONS FOR DIRECTOR</p> <p>OUTSTANDING BUSINESS VOLUNTEERS STILL NEEDED: PUBLICATION OF PROGRAMS AND ADS, PTSA LIASON, WESTRIDGE LIASON, BRUNCH COORDINATOR, COMMITTEE MEMBERS</p> <p>NEW BUSINESS</p>	<p>No ads for the West Area Festival – program will be a half sheet and there will no room for ads.</p> <p>Get informed regarding the subject of block scheduling – information on the West website. There is a meeting at Trailridge Middle School in September.</p> <p>Student brunches – homecoming is day after the Fall Concert; will be difficult for blocks to 7 participate due to the homecoming activities.</p> <p>T-shirt orders are being sent in – artwork has been approved – Orchestra Hero - - black shirts – red letters/white outline. T-Shirts will not be more than \$10. T-shirts will be run out of Mr. Mulvenon club account through the school. Suggested PRESTO to purchase four T-shirts for giveaways at concerts. Reviewed pieces that the blocks are playing at this time. If there is a trip, it would be spring 2011 or 2012. Has several options that he is reviewing at this time.</p> <p>Jennifer to put info on emails on where volunteers are still needed.</p>		

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
Adjournment	Move to adjourn by Sabrina Crooke, seconded by Tammy Karsten and Rex Railsback at 8:16 pm.		
Next PRESTO Meeting	Oct 13, 2009		

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