

PRESTO Meeting Minutes

Meeting Date: 12/1/2009

Location: SM West Orchestra Room

Topic	Discussion/Findings	Recommendations/ Actions	Follow-Up
Attendance	Attendees: Sabrina Crooke, Laura King-Hagen, Tammy Karsten, Rex & Tina Railsback, Robert Morris, Jeannie Miller, Elizabeth Uppman Curtis Mulvenon and Rashin Alipour		
Call to Order/Minutes	Call to Order – Meeting called to order at 7:04 pm by Sabrina Crooke.		
WELCOME AND INTRODUCTIONS			
REVIEW AND APPROVAL OF GENERAL MINUTES (11/09)	Minutes reviewed and have been posted to the website so they can be reviewed prior to the meeting. Motion to approve the minutes as presented by Rex Railsback, seconded by Elizabeth. Minutes accepted.		
STUDENT OFFICERS REPORT AND REQUESTS	Rashin Alipour provided a report from the students. Have been rehearsing for the upcoming concert. Have had one full orchestra rehearsal. The letter-writing has been completed and will be mailed.		
HALLWAY CASE DISPLAY – NEED HELP?	The key issue for the hallway display has been solved, but has run out of time to put info in it. They will be switching cases and want to put all the concert dates in the display case, pictures, etc.	Sabrina Crooke and Anita Hawkins will be updating case on Friday, Dec 4.	
TREASURERS REPORT	Will make a line item for the Associate	Jeannie Miller to add line	

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<p>COMMITTEES STANDING COMMITTEES REPORT CHAPERONES: KATHY SULLIVAN January 22nd chaperone slots filled (one slot left)?</p> <p>COMMUNICATIONS – CINDY LANIGAN (EMAIL); ROBERT MORRIS (WEBMASTER); TINA RAILSBACK (PUBLICITY); LYNN BIGGS (WEB PICTURES)</p> <p>MEMBERSHIP – JENNIFER MORRIS PRESTO Membership: associate memberships results 7th and/or 8th grade information</p> <p>UNIFORMS – ROBIN WHITTENBURG Uniform company search – dress review</p> <p>WAYS AND MEANS – LAURA KING-HAGEN</p>	<p>Membership fee. Additions are two business sponsorships – Santa Fe Tow and Beckman’s. Have not received any homecoming receipts to date. The Toon Shop has also donated \$25 gift certificates for the Collage Concert. Question regarding cash flow at this time – cash versus value of CD. Need to know when the CD comes due, it has uniform cleaning costs and scholarship costs. Motion to approve budget report as presented by Rex Railsback, seconded by Tammy Karsten.</p> <p>Up to seven chaperones for the January trip have volunteered. Per Curtis Mulvenon, anyone can meet the students there and the tickets \$3 at the Lyric for the rehearsal.</p> <p>Robert Morris has updated home page with the ads and the minutes. Has put more keywords on the pages so that it is easier to find in Google.</p> <p>Letters will be mailed tomorrow.</p> <p>Robin Whittenburg will doing the uniform company search again and ask them about samples to view prior to ordering. She will look into this after the first of the year.</p> <p>Ads are on the website that selected that ad option. The other option will be the print ads. Any</p>	<p>item to budget and will check to determine when CD comes due.</p> <p>Jeannie Miller to mail letters.</p> <p>Add a calendar icon to the website to make more room</p>	

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<p>Successes</p> <p>Other Committee Reports</p> <p>Brunch</p> <p>Banquet</p> <p>DIRECTOR'S REMARKS AND QUESTIONS FOR DIRECTOR</p>	<p>recommendations for advertisers will be appreciated. Black Dog had donated a lot of gift certificates for the picnic. Looking to see if they are able to provide services for the Spring conferences from 5-8:30pm. This could be a trial run to see how it works, the Fall conferences have a lot more parents attending. Some of the solicitations can turn into other options for PRESTO. PRESTO members relayed appreciation for Laura King-Hagen's work on the sponsorships and the wonderful job on obtaining donations, etc.</p> <p>Question on the limit of advertisers for the website - there is no limit at this point, but the issue is screen scrolling to view all the info. May also look into putting in a calendar icon and put the info on a separate page.</p> <p>No reports</p> <p>No reports</p> <p>No reports</p> <p>No comments regarding the banquet at this time.</p> <p>The arrangements for the Winter Concert have some holiday pieces – which are hard to find. Going through the process of who will be doing solo pieces for the different groups. There will be a bass quartet piece for the concert as well.</p> <p>There were five freshmen that made District</p>	<p>for the business sponsors information and reduce scrolling.</p> <p>Curtis Mulvenon to provide</p>	

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<p>OUTSTANDING BUSINESS Director Equipment request (mic and laptop) – cost estimate needed, funds available?</p> <p>Donuts for Orchestra – details</p>	<p>Orchestra for a total of 13 students. District Orchestra is on Saturday, Dec 5th with a concert later that after. There will be a clinician at the district orchestra and will be working with the students.</p> <p>The snowball mic and a laptop have been provided by the district. A ticket is open o have the software loaded on the laptop. Will need \$500 for another laptop. He has been able to get another snowball mic through the school. New laptop will also have a CD burner and he has the ability to load software on the laptop. Will also be looking to purchase a mini-keyboard at some point in the future that can be plugged to the laptop so that the practice rooms can be used as mini recording studio for the students.</p> <p>Donuts for Orchestra – Krispy Kreme provided information. For fundraising – they will sell lots of 25 dozen donuts at \$0.24/donut. The will provide napkins as well. You have to pay for the full 25 dozen at one time, but can do less orders each day. Curtis will try and get signup sheets for selling the donuts. Need a table on the bridge, posters, cash box/change, etc. Have approval to do this for Dec 7th. Curtis to fill out the forms needed to get the donuts ordered. Sabrina, Jeannie, Elizabeth and Cindy will pick up donuts at 6:30am to get to the bridge by 7 am. Flyers can be made up for selling the donuts and posted around school by the students. Proceeds will help offset the concessions and equipment request or assist with the banquet.</p>	<p>names of Freshmen so that they can be added to the website.</p> <p>Curtis Mulvenon to use part of his PRESTO budget to purchase additional laptop.</p> <p>Sabrina Crooke, Jeannie Miller, Elizabeth Uppman and Cindy Lanigan will pick up the donuts and deliver to school next week. Orchestra students to create flyers. Curtis Mulvenon to have students sign up to man the table in shifts and will obtain a cash box/change and have table set up on the bridge.</p>	

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<p>Ad sales – status and needs</p> <p>Fundraiser (blackdog coffee stand) for Spring conferences</p> <p>Volunteers still needed: Contacting Design volunteer for program publications, PTSA liason, Westridge liason, Picnic 2010, committee members</p> <p>Trip scholarship form and Picnic date</p>	<p>No comments</p> <p>Black Dog had donated a lot of gift certificates for the picnic. Looking to see if they are able to provide services for the Spring conferences from 5-8:30pm. This could be a trial run to see how it works, the Fall conferences have a lot more parents attending</p> <p>Sabrina still working on this.</p> <p>Will Myers can be the Westridge liaison and will also contact to assist at Westridge.</p> <p>Tammy Karsten was able to obtain info from Band-Aides for trip scholarships- Special Activity Fund. A select number of parents run the scholarship committee. Rules are posted on their website, forms, etc. Questions regarding if this should have input from the Counselors office or just have a select number of parents handle. Recommendation since the forms and program for Band-Aides have been in place since prior to 2005, to adopt this program.</p> <p>Trip fundraising for future trips – need to have a separate treasurer for this instead of Curtis Mulvenon handling it to make it easier. All checks would still need to be made out to SMW. Will need to have a trip treasurer next year. Also</p>	<p>Tammy Karsten to update the documents to reflect PRESTO and present at a future meeting.</p> <p>Establish a trip treasurer position for the years in which trips are taken.</p>	

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NEW BUSINESS	<p>need to have some of the fundraising to go to assist all the students for a portion of the trip – meals, etc.</p> <p>Will also need to look at other ways for the students to earn money – playing for special events, sacking groceries, gift wrapping at the mall, or other service opportunities, etc.</p> <p>No new business to report.</p>	<p>Submit any fundraising or service opportunities to rails money to Curtis Mulvenon. Curtis will keep an opportunity list and will review potential.</p>	
Adjournment	<p>Move to close by Rex Railsback, seconded by Tammy Karsten.</p> <p>Meeting adjourned at 8:29 pm.</p>		
Next PRESTO Meeting	January 12, 2010		

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