



Creative Arts Parents Association (CAPA)
September 20, 2016, 7:15 PM
WHS Media Center/Library

DRAFT MINUTES

Meeting called to order at 7:18pm

Present:

President: [Kathryn Welter](#)

Vice-President: [Cindy Lewis, arrived at 7:30](#)

Treasurer: [Andrea Case](#)

Secretary: [Kim Reichelt](#)

Member-at-Large: [Barb Renterghem](#)

Faculty Advisor: [Susan Memoli](#)

Not present: Member-at-Large/Webmaster: [Kirsten Robinson](#)

1. Confirm budget for this year and any bookkeeping issues.

We had a discussion about this year's budget (approved in the spring), and the large account balance (20k in checking, 10k in savings and another 14k in CDs) which amounts to about 2x our annual expenditures. We have a CD coming up for renewal in October (\$7750) A second one (\$6150) comes up after. Andrea will go into the bank and renew the CD at a longer term to get a higher rate.

Susan Bottan requested a copy of the CAPA budget, which Andrea will send to her.

2. Communication/Fundraising with Wayland families

Last year we opted not to do a mailing because it was so expensive. But we could use a PR person who could do the PR/outreach, how to get our name out there and get more involvement. Kathryn will see if Jen would do Fine Arts Night. Barb will ask around for ideas of people who might help with PR. Cindy suggests perhaps a recent college grad or student for a resume-building internship.

We brainstormed fundraising ideas - e.g. selling student art work (perhaps not within fundraising rules) Perhaps recent grads could sell work? Is there a big project upcoming that might warrant its own special fundraising effort?

- a. **E-news/newsletter blasts about green campaign**
- b. **Gather and confirm email addresses of fine arts students (collect from faculty)**

Fine Art teachers are collecting emails from students

- c. **Continue constant contact?**

Andrea to take care of past bills. Kim suggested looking at MailChimp, which is free for lists < 2000, and would save considerable funds.

3. Filling open positions on CAPA for this year.

Particular need for more support with general PR, Town Crier announcements/grants, Fine Arts night, as well as photographers for events. Also need parent liaisons for Orchestra, Band, Chorus, and Visual Arts.

Getting some volunteers - Jeff Baron has indicated an interest

Karen Philip and Marie Campbell - Windows

Bonnie Johnson and Wynn Calder - Theater

Deb Stubeda - Visual Arts (maybe)

Lana Murphy and Andra Bowditch - will write text for a cappella releases

Christina Veal - she'll help if one of her sons gets in a cappella

Debbie Vogt - jackets. Note: price has gone up from \$130 to \$133 (of which students pay \$30)

Need someone to do grant write-ups

Tom is still going to do bottle and can drive

Cindy will continue with a cappella and bottle and can drive and theater and windows liaison and grants and Fine Arts party.

Need student liaisons, as well, which teachers choose.

4. **Fall A Cappella Concert - update.** Wynn is working on finding groups with a small committee - then run it by Rachel - but he hasn't communicated yet where he is on that

5. Theatre program—understand process for choosing new theatre teacher

Post the position approximately February, will select about five final candidates. Will start meeting with candidates in April at the latest. From that recommendation they will go to Allyson and then to Paul for final approval.

Scope of duties - would it change from current position? Teach at .8 + performance at .2 - that's a full-time job already. So probably not realistic to add lighting and that sort of thing as an extra part of the job. Some schools have a separate house manager.

6. **Timing of Grants Process.** (Grant requests by September 28; final approvals at Oct meeting)

General Meeting at 8:00 PM:

Band - we got an update from Joe. First Pep Band performance of the year - about 125 band students playing together, great to get high schoolers and middle schoolers together. Next game is October 14, and the 5th graders will join. Great start with lots of new members. Music technology classes are fantastic, and pull in kids who might not normally be in a music class. He took lessons in piano and ProTools and went to a Band Directors institute - literature, scheduling issues, private lessons, motivating students... Excited for the year, lots of great stuff on the horizon. Field trip to BSO to see Holst's The Planets and YoYo Ma at the BSO.

Joe has submitted a request for professional development, and would really like quick turnaround so he and Rachel can get the training sooner. About \$300 would get a master class and some training.

Orchestra - getting ready for masquerade (Oct 24). Mozart, Bach and teaching art to children class. Also attending national music conference in Texas in November. Groups going well. Teaching guitar, including much of the football team and a couple of Chinese exchange students (and one girl). Department running well. New third grade strings and general music teacher at Loker, new art teacher at Claypit - working out well

We would like student liaisons from each of the groups

We closed with a discussion about the fall musical. There has been some concern about the cast size of the musical, and the sense that many might have felt excluded and that the show choice wasn't welcoming. Students who were not selected as one of the eight members have little to do, though it is still fun to be involved. There was discussion about past years and the students lobbying for shows perhaps resulting in bigger shows. Also, the question was raised whether the show is better suited to the spring (as it mostly has been historically) when new students are more open to being involved.