

Washington High School PPA

Meeting Minutes

December 1, 2011

President Kathy Litow called the meeting to order at 7:00 p.m. in the Little Theater at Washington High School and welcomed everyone. Ten members/guests were in attendance.

Program

Carrie Tinkham handed out the State Large Group Speech Committee Descriptions (see attached). She said that the Speech group is off and running. It is the biggest group yet with 107 kids participating. The goal this year was to increase the diversity of the group and to explore ways to get kids to continue going out for Speech. Carrie stated that there are many sophomores that joined that were not members as freshman. They have a full slate for the freshman and varsity teams.

Wash is hosting the State contest that will be held on February 4, 2012. Approximately 5000 people will attend. The event is a huge money-maker; Kennedy High School made approximately \$14,000.00 hosting last year. A number of judges have committed but there is still a need for volunteers and committee chairs. Participating students and a parent are required to volunteer for 5-6 hour shifts. Carrie will start communicating soon via e-mail regarding requests for volunteers. Her goal is to have a list up and running by Christmas break. There is also a Speech contest web-site in the beginning stages.

Carrie stated that the PPA calendar has all the dates listed for the District, State, and All-State contests. She emphasized that it costs nothing to join and participate in Speech; transportation is provided and there is no class requirement.

Executive Committee Reports

Secretary-The November 8, 2011 minutes were reviewed and approved.

Treasurer-No report was available.

Announcements/Committee Reports

Hall of Fame-Cyndie Birchansky stated that she started working on this in September, and that no one responded to an e-mail regarding requests for nominations. They do have several names though, and those names can be rolled over from year to year. There may be people that have been overlooked from years past that should be considered.

Java and Jazz-The event made \$963.00. Cyndie stated that they are looking for someone to help with Java and Jazz next year; Suzie Coleman offered to help. Cyndie said that she and her co-chair, Ann, personally donated items and funds, and felt that there is a need to get those items in the budget so that future volunteers don't feel pressured to follow suit.

Suzie Coleman stated that changing the date of Java and Jazz should be considered, perhaps moving it to the first week of December due to conflicts with other school's activities. Dr. Plagman said that individual schools decide when activities are scheduled; he normally does the scheduling in May for the upcoming year.

Buy it For a Song-The co-chairs were not in attendance. Karen Matthews guessed that the event made approximately \$15,000.00; last year's figure was \$15,027.00. They did well with the live auction, and a discussion ensued about possibly having the auctioneer donate their services as an in-kind gift. Several people mentioned that they would like to have chairs at the event and more substantial (as opposed to snack) food.

Cocoa and Carols-Kathy purchased a new sign to replace the worn-out one; it will go up on Monday. Volunteers are needed for the December 10th event. Sixteen people have signed up on sign-up genius, but 35 are needed.

Mo-Show-Kathy volunteered to be the head of the Host committee this year.

Fab Five-Kathy stated that Jenny Herron is the representative and is working diligently on this project. A new idea for this fundraiser is to offer an opportunity to buy "shout-outs" for your kids. There is a volunteer sign-up sheet and a list of job requirements available. Fab Five will be held on February 4, 2012, which conflicts with the State Speech event.

Old Business-None.

New Business-Carl Salomon stated that he plans on recording the Madrigals concert on Friday December 16th, and will make a CD which will sell for \$5.00 apiece.

The meeting was adjourned at 7:50 p.m.

Pam King, Secretary

State Large Group Speech Committee Descriptions

Co-Chairs: Anne Salamon
Lori Shah

Logistics & Facilities

Parking & Traffic
Traffic Control
Bus Staging
Interior Logistics
Large Performance Area Setup & Teardown
Set/Prop Staging
Tables, chairs and table coverings for cafeteria, concession, registration & sales areas
Finance
Cash, Cash boxes, cash handling & counting

Food

Coordinate Supplies purchase
Menu & Pricing
Satellite food locations

Hospitality (sub-chair to Food)

Greeting/Admission/Information/T-shirt sales tables
Volunteer lounge & check-in
Judges lounge
Bus Drivers Lounge
Food & Gift bags for judges

Volunteers & Staffing

Work w/ other committees to determine volunteer needs
Create Master Schedule for Volunteer need
Room Monitors, Timers
Hall & outside room marshalls
Student Volunteers
Adult Volunteers
Recruit Volunteers & track progress
Set up online signup

Contest Office & Tabulations

Coordinate & Orient tabulation volunteers
Tabulate and post results
Director information & support

Communications

Program design & printing
Maps & signage
Pre-event maps & info posted on website
Call for volunteers, volunteer information