

MINUTES

ACMA PTO

Date | time December 10, 2019 | *Meeting called to order by* Jami Curl @ 7:03 pm

In Attendance

Lorien Tenney, Courtney Cronk, Erin Kilbourne, Jesse Watson, Kerry Gelhar, Jami Curl, Jenny Anderson, Jennifer Means, Jessica Dunn, Elia Freedman

Approval of Minutes

Jami Curl raised the motion to approve the PTO meeting minutes of November 12, 2019. Kerry provided the second. The PTO members in attendance approved the motion.

Minutes

Kerry Gelhar provided the fundraising update on behalf of Kathy Leis, unable to attend. November's restaurant night fundraiser at Pizzicato raised \$490.00. This event in previous years had raised funds for the ACMA Theatre Department' and this recent event's funds will be allocated by the PTO for the Theatre Department. The December Restaurant Night fundraising event will be on Wednesday, December 18, 2019, at Chipotle on Cedar Hills Boulevard. The restaurant will donate the ACMA PTO 33% of sales raised from customers bring in a paper or mobile flyer, and perhaps mentioning ACMA when ordering, Kathy shared 33% is a significant donation for a restaurant fundraising event.

Several donations and sponsorship for Spectacular have been obtained. Highlights include two sponsorships for the event program and several in kind donations ranging in value from \$800.00 to \$40.00. One back page and one quarter page advertisements sponsorships were purchased. Soliciting sponsorship and donations, including donations for raffle baskets continue.

Jessica Dunn provided the ACMA Teacher appreciation update. The PTO proposal is to create a coffee bar within the teacher's lounge. Lorien built a volunteer and donation request in Better Impact to support the ACMA Teacher's Lounge Coffee Bar. The PTO Teacher Appreciation Committee's goal is to have the coffee bar stocked and established the month of December. The mugs for the coffee bar are created by ACMA students. The creation of the mugs was discussed during the November 2019 PTO Meeting. The mugs are not yet presented to the teachers. The mugs will be presented and available for use once the coffee bar is stocked.

No student government update presented at the PTO meeting because a student government representative was not present.

PTO sponsored volunteer opportunities will be created in Better Impact. Lorien has cleaned up Better Impact administrative set up and historical events to improve connecting PTO solicited volunteers for the future. It may be possible to encourage with individuals accessing the PTO through Better Impact to attend PTO meetings.

Jami shared one new funding request from the Dance Department was submitted. The submission is for funds in addition to the Dance Department PTO budget line and will help pay for an upcoming Dance Department event.. Jami shared in addition to acknowledging the funding request the PTO Board and members should encourage the requestor(s), as well as staff, teachers and students, to become actively involved in Spectacular ticket sales, because the Spectacular will be the single fund raising event to build PTO funds to support funding requisitions. While the PTO and others will continue to encourage all members of the ACMA community to promote Spectacular ticket sales, historically most ticket sales occur approximately two weeks before the event. Jami also mentioned scholarshipsticket needs or requests should be directed to Principal Paige or ACMA counselors.

SPECTACULAR UPDATES

1. Jamie shared the gymnasium seating will be expanded for a Chinese dance troupe performance on January 15th; and the setting expansion will remain for use as part of Spectacular.
2. Principal Paige will be writing a letter introducing more details of this year's Spectacular event, such as theme, dates, purpose and ticket, as well as other available details. Will share with PTO for editing assistance. The letter was mentioned on December 6th during First Friday with Principal Paige. First Friday is an opportunity for ACMA parents and community to hear ACMA and Beaverton School District information presented by Principal Paige at 7:30 am the First Friday school day of each month.
3. Spectacular posters will be distributed to various Beaverton Schools, as well as PTO Board and members to be posted in the nearby community.
4. Letters requesting sponsorship and donations were sent by USPS mail and email to various community businesses and prospective community members. A sponsor/donor spreadsheet has been created and will be continually updated as the written communication campaign continues to capture address changes, declination of invitation to sponsor or donate and to record sponsorships and donations received.
5. Cedar Mills News, an electronic community newspaper will run an ad for ACMA Spectacular in the month of December, 2019 and January 2020. Also, the Spectacular Sponsorships and Donations Committee will reach out to Virginia Bruce to

request a news story as additional free press for the event. The Cedar Mill News has previous published news stories about prior Theatre Department performances.

6. The Lobby Experience/Hospitality Committee shared updates. The plan is to provide savory hors d'oeuvres to all Spectacular audience members. Drinks and sweet food offering will be sold as part of event concessions. The Committee is proposing to hire BSD Nutrition Services employees to prepare and serve the savory hors d'oeuvres. Committee member Jennifer Means will coordinate the kitchen and server activities. A Food Handler's Card is not required of the servers if the servers are not touching food, yet rather are providing the trayed food for individuals to pick up themselves.

7. Art will be on display and for sale in the lobby. The Lobby will be open one hour prior to the start of the Spectacular performances and during two intermissions. The committee suggested soliciting artists from the community, alumni and any other feasible source to fill the lobby.

8. It takes a significant number of volunteers to support Spectacular. Recruitment ideas include students, such as ACMA National Honor Society (NHS), ACMA staff and faculty, ACMA PTO members, parents, family and anyone wishing to support ACMA. The PTO suggested requesting volunteers from ACMA Student Government, NAHS, NHS and Ohana classes.

9. Lobby events may include:
A. booths (13 at this time are being considered)

- i. 50/50 raffle
- ii. Short film
- iii. Photography
- iv. Written word: poetry, short story and illustrated stories
- v. Seven minute portraits (popular last year)
- vi. Temporary tattoos
- vii. Make your own Picasso like art
- viii. Photography sales
- ix. Make your own corsage or other floral sales
- x. Crowdfunding
- xi. Sales of ACMA or Spectacular branded items: journals, notebooks, tee shirts

10. The committee suggested selling tickets or script to be used for booth purchases. Script quantity to participate may vary by booth.

11. Art sales will be separated from concession sales.

Each month a PTO member in attendance will have their name drawn to receive two tickets for one Spectacular Performance. compliments of the ACMA PTO Board. This month Elia

Freedman was the winning PTO member. He donated his pair of tickets to a couple who might not be able to afford tickets otherwise.

Adjournment at 8:30 pm. (The meeting was extended to provide numerous, timely Spectacular planning and event updates.)

Budget

Jesse Watson shared the Treasurer's ACMA PTO Budget report. Low activity last month. We have raised \$200.00 for the ACMA Family/WeAreACMA Fund since the last PTO meeting. Spectacular has sold \$818.00 in tickets. A small fee is immediately deducted from online Spectacular ticket sales. We raised an additional \$350.00 in corporate matching to ACMA Family Fund donations. Sponsorship funds raised for Spectacular are posted to the Spectacular subaccount(s). The current ACMA PTO bank balance is \$30,000.00.

Principal's Report

Principal Bjorn Paige was unable to attend the PTO meeting this month. Jami Curl provided the Principal report emailed from Principal Paige. December is a busy month at ACMA with various performances happening (see list below). ACMA alumni Kaitlin Purple will bring in canvas art and current ACMA students will build a frame to display the art. The framed canvas art will be delivered to ACMA as part of December's Open Mic Night event on Friday, December 13th.

Upcoming Events

- Open Mic Night: Friday, December 13th: 6:30-8:00 pm
- Winter Music Concert: Tuesday, December 17th
- Chipotle Fundraiser (Cedar Hills Blvd): 12/18, 4p - 8p
 - **33% of all sales that evening goes to ACMA PTO**
- Winter Break: 12/23/19 - 1/3/20
- Coffee with the Principal: Friday, 1/10/20
- Auditions for Peter & the Starcatcher: 1/14/20 - 1/16/20
- Chinese Dance Troupe: 1/15/20
- Winter Formal: 1/31/20
- Dance West Performance with the Oregon Symphony, 2pm, Arlene Schitzer: 2/2/20
- 2020 Spectacular: Friday, 2/7/20 & Saturday, 2/8/20

For more dates, see the [ACMA calendar](#) or [ACMAPTO.com](#)

Next Meeting

Tuesday, January 14, 2020 at 7:00 pm.