

# minutes

<b>ARTS ACADEMY PARENTS ASSOCIATION</b>			
1.12.2015	7:30 pm	CCHS Faculty Lounge	
Meeting called by	Joe Gianfortune		
Type of meeting	Planning and Organizational		
Facilitator	Joe Gianfortune and Nancy Carusone		
Note taker	Nancy Carusone		
Attendees	Anna Filipkowski, Terry Long, Tricia Gardner, Maria Andriella, Maureen Atkinson, Michael Atkinson, Tamie Hobbs, Peter Baczewski, Lynn Guida, Mary Kenney, Karen Whitmore, Terri Bank, Christy Fitzpatrick, Barbara-Ann Ward, Joe Gianfortune and Nancy Carusone		
<b>Call Meeting To Order</b>			
Presenter:	Joe Gianfortune		
Items Discussed	<ul style="list-style-type: none"> <li>• Open Prayer – Welcome to All</li> <li>• Announcement of Nancy Carusone as President of the Arts Academy Parents Assoc.</li> <li>• Joe discussed his visions of the Arts Academy, including the importance of getting “all” of the ARTS involved with the productions as well as the Parents Assoc.</li> </ul>		
<b>New Direction</b>			
Presenter:	Nancy Carusone		
Items Discussed	<ul style="list-style-type: none"> <li>• Nancy talked about the format/structure of how the meetings were going to run. Topics included the importance of the new parents, taking notes to pass down to other parents taking over your committee, teamwork and the importance of sharing your ideas &amp; skills. “Everyone’s opinion counts!”</li> <li>• Sign-In Sheet at Meetings &amp; its use</li> <li>• Arts Academy Parents Assoc. meetings are now being announced in the weekly Irish Times, monthly CCHS calendar and being emailed to all parents on the day of the meeting so no one is missed.</li> <li>• Meeting Minutes &amp; contact list will be distributed after every meeting.</li> </ul>		
Conclusions/Comments	Joe suggested that the minutes go out to all parents with the agenda attached. Terri Banks stated that in doing this, it may pull the whole school into the involvement of the play. All agreed and Nancy will get approval from Heather Crisci.		
<b>Action Items (New Direction)</b>		Person Responsible	Deadline
Typing up Meeting Minutes & Contact List		Nancy C	complete
Approval for distribution to 400 active Arts parents		Nancy C	1/16/2015
<b>Old Business</b>			
Presenter	Nancy Carusone		
Items Discussed	<ul style="list-style-type: none"> <li>• Spring Musical (Les Mis) Dates are confirmed- see pg.2 agenda</li> <li>• Dates Confirmed for the remaining Arts Academy Parents Assoc. meetings – see pg.2 agenda.</li> <li>• Spring Concert is Sunday, May 17, 2015 at 2:00pm</li> </ul>		

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<p>Conclusions/Comments</p>	<p>Joe added that the Mass for the cast &amp; family will be held on April 26 approx. at 10:30am.          Joe stated that the Arts Academy Banquet is scheduled for May 20 @ 6:30pm. There was also discussion about how to include all of the Art Depart. into the Dining Hall.          There is talk about a Cabaret night in February that still needs to be confirmed. This is an Open Mic student talent show charging a \$5 admission fee.          Lynn, Karen, &amp; Mary suggested that the Parents Assoc. should set up or be a part of an already existing meeting between the parents of the cast/crew &amp; Mr. Farina that takes place before the production begins. This would assist the Parents Assoc. in getting more parent support/volunteers from those that have not attended any meetings.</p>	
<p>Action Items (from Old Business)</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>Confirmation of Mass –Time</p>	<p>Joe</p>	
<p>Confirmation of Arts Academy Banquet (Who is invited?) –Date/Time</p>	<p>Joe &amp; Nancy</p>	<p>1/22/2015</p>
<p>Confirmation of Cabaret Night – Date/Time</p>	<p>Joe</p>	<p>1/22/2015</p>
<p>Contact Brian about meeting to set up with parents &amp; Joe Farina</p>	<p>Joe &amp; Nancy</p>	<p>1/22/2015</p>
<p><b>New Business</b></p>		
<p>Presenter</p>	<p>Nancy Carusone</p>	
<p>Items Discussed</p>	<ul style="list-style-type: none"> <li>• Ad book-update on new system/rules</li> <li>• Budget-everything must get approved by Brian</li> <li>• Select chairs for the following Les Mis show committees:</li> <li>• <b>Ad &amp; patron, marketing, special events, concessions &amp; ticket sales</b></li> <li>• Brainstorm ideas for added events for musical</li> <li>• Chain of command/any questions- see agenda pg. 2</li> <li>• Auction basket donation from Arts Academy Parents Assoc. to Ceilidh Night</li> <li>• Possible (future) ideas of other art depart events</li> </ul>	
<p>Conclusions/Comments</p>	<p>Discussion of how ad/patron forms will be scanned into a computer. Design of new form is underway. We are fine-tuning the process &amp; production from last year.  <b>CHAIRS: AD &amp; PATRON – KAREN WHITMORE</b>  <b>MARKETING – LYNN GUIDA, ANNA FILIPKOWSKI &amp; TERRI BANKS</b>  <b>SPECIAL EVENTS – MILLIE DAVERSO</b>  <b>TICKET SALES – CHRISTY FITZPATRICK</b>  <b>CONCESSIONS - ?</b></p> <p>Lynn Guida had the following suggestions of events that could possibly coincide with Les Mis: High Tea Brunch-women's, marketing toward the elderly population with gifts (handmade), Antique Flea or French market, Brunch after the Mass, Ballroom dancing for the Friday/Saturday shows (time paid), and French event-film/slide show. Anna added a French Art painting event, and discounting tickets to nursing home patients. Terri suggested contacting &amp; inviting the class of 2003 who performed in the Les Mis production to the show.          Lynn concluded with the idea of having HOPEFM radio station (97.1) promote our Musical on his show. Owner of the station, Bill Lukerman donated to the Ad Book several times.</p> <p>Everyone agreed to donate the basket to the Ceilidh Night, which will include 2 tickets to the Les Mis show. The basket will be a Theatre theme worth \$200.</p> <p>Nancy shared with the group that the Fine &amp; Digital Arts Department were thinking of having their own event this year instead of sharing it with the Spring Concert. Possible ideas include students selling their own artwork.</p> <p>Peter Baczewski offered his services as a professional photographer as we move forward with the production of the show.</p>	

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<i>Action Items (New Business)</i>	<i>Person Responsible</i>	<i>Deadline</i>
<i>Need to find a Concession Chair- group wanted to ask Kathy Miller</i>	<i>Nancy</i>	<i>1/16/2015</i>
<i>Distribute rough draft of responsibilities to Chairpersons</i>	<i>Nancy</i>	<i>complete</i>
<i>Chairpersons will begin to form their committees</i>	<i>Committee Chair</i>	<i>ASAP</i>
<i>Purchase and put together Auction Basket (get tickets from Christy)</i>	<i>Barbara-Ann</i>	<i>2/23/2015</i>
<b>CLOSED THE MEETING</b>		
	Joe Gianfortune	
	Thank you all for coming out tonight. I appreciate everyone's hard work, dedication, and support. Our next meeting is on Monday, February 9, 2015 at 7:30 pm.	

Minutes prepared by: Nancy Carusone  
1/13/2015