

Minutes of FAB meeting 10/01/2025

Previous Meeting Minutes: Sept 10 & May 13

- Minutes for Sept 10 and May 13 meetings emailed an hour ago - please review now so we can vote.
- Ms. Poppe made a motion to approve; Ms. Lewis seconded. The minutes were approved.

FAB WEBSITE

- Ravisha cannot log in; Weebly would not allow reset; unable to hack it. Login must be by the person who set up the account.
- Mr C mentioned the FAB site is confusing - people aren't sure when to go there. Would be nice to have one hub, combine the 4 departments. Suggested building FAB site off the Theatre site, which is in Weebly. His login is attached to his school email address. Have ITS students update every year.
- Ms. Lewis mentioned the 4 departments have different sites and raised concern if all departments rolled up to the theater site.
- Ravisha suggested FAB have a landing page and payment page remain separate, and link to 4 dept websites, which will stay the same.
- Maggie shared concern about timing. It's already late in the year. The FAB site needs to function soon.
- Judy mentioned accounting integration issues between Square and Finance Booster and Weebly. There might be another website hosting company besides Weebly that can input code so the Treasurer doesn't have to guess each transaction's location. Maybe code is more sophisticated with a different host store besides Weebly? If build new store, make sure it integrates with accounting so Mr. Young doesn't have to spend months figuring out line items. Ravisha mentioned this is not possible the way the systems work

ACTION ITEMS:

- Ravisha to follow up with parent who set up the Weebly account in 2019. She's out of town until the end of this week. If that parent isn't able to help, Ravisha will reach out to Weebly next week. May have to buy a new domain name.
- Ravisha to email Ms. Lewis & Mr. C current login password and see if it's the same as theirs in case they're all the same.

BOARD GOVERNANCE

- Maggie brought up the Board transition next year. Who will be taking over Ravisha's position as President, and filling in the other roles? It's late in the year. Volunteers are new, and are trying to organize & figure out what's going on, but many things are broken. Brian (theatre student president) doesn't want to leave a mess for the incoming parents
- Ravisha agreed the Board doesn't transition well each year from gmail accounts, passwords, onboarding, so new person can't reset anything. Procedures haven't been done.

ACTION ITEMS:

- Ravisha to create a list of procedures by month, a checklist for all board members so each year when board changes they know what to do
- Maggie to share theatre parent email addresses with Ravisha - Mr. C is okay with it.
- Ravisha to email all parents in all 4 departments asking for help to & fill ALL board positions, then introduce & onboard them asap.

VISUAL ARTS: Ms. Poppe

- Preparing for the State Fair on Oct 16-26 (with new art teacher, Tessa Dahlmann.) Can submit 6 pieces; deliver next week.
- NHS induction end of the month - sell artwork to raise money for art show submission fees
- No big show in Fall this year (all in Spring)
- Theater stage work as well
- State Conference for Art Teachers conference next week Oct 8-12, so out of town & won't sell art at Orchestra concert

ACTION ITEMS:

- Please advertise on social media to visit the State Fair and see art in the Graham Scott Building

ORCHESTRA: Ms. Lewis

- Concert next week, October 9 (too early in year for beginners, so next year will be later)
- Spanish Heritage Month performances in Orchestra room. Got the rent approved by united arts, so excited.

ACTION ITEMS:

- Need 2 money boxes (tickets & merch) for concert on Oct 9

THEATRE: Mr. C

- Fall play Oct 16-18 is going well. Front house is in motion. Fundraising at Goodberries for after show Oct 16-18 & Ruckus on strike night Oct 20; set up flowers to pay with stars or concessions; Thursday night Oct 16 only will sell \$5 student tickets.
- NCTC Oct 29-30; have hotel; have food getting setup. Parent volunteers are responding;

ACTION ITEMS:

- Keep Master List of parent emails for all to access. Can pull out parent emails for Theater IV list & add to same list for musical (add new ones). Just keep stacking instead. Delete those who graduate. Ms. Poppe asked if parents who give email address when joining FAB can have their email addresses added to master file?
- Ms. Poppe can add Goodberry's and Ruckus to Playbill for after show and strike night fundraisers
- Need 3 cash boxes for Fall Play Oct 16-18
- Need Item Sales Report from Mr. Young to know who hasn't paid NCTC \$125 fee

- Judy to ask her husband Ron try to get 10-foot U-Haul donated; if not, Drama Fund will pay for it. Will coordinate on timing.
- Theatre IV Play Poster & Cur8: will put \$8 for everybody (no \$10)
- Cur8 for 1984 on Oct 16 - student ticket \$5
- Brian to make social media post about \$5 student ticket on Oct 16 only; will also let English teachers know since it's a book :)

ACCOUNTING: Mr. Young

- Need separate device for Square Readers to download app with bluetooth
- Dollar amount just shows up in Square account / non-descript payments with time-stamped, so still challenged by figuring out which accounts
- Maybe visual arts keeps track of all sales on spreadsheet so know amount for Mr. Young to separate
- Network Solutions charges domain fee. GHHSFABC is the username. We don't know the person who created it. We're locked out. Have an outdated master file.
- Maggie suggested creating a new master file going forward
- Got an "Edward Jones" donation \$250, but not sure if promised to a program. No one knows, including Ms. Winans.
- General FAB fund is negative balance
- August 14th Amazon purchase \$190.60. No other info.

ACTION ITEMS:

- Young to purchase TWO Square Readers
- Young to create new Square account (locked out of old account)
- Maggie to donate gently-used iPad for Square Reader app - bring to school next week when Mr. Young bringing cash boxes for Orchestra
- Young to send Item Sales Report to all departments (Mr. C asked about who hasn't paid NCTC \$125 fee)
- Young to share account balances for each department through July 31 so they know what's in their accounts & if doing okay financially.
- Young to put \$250 Edward Jones donation into general FAB account since it's a negative balance
- Young to dispute Amazon Aug 14 charge
- Young to provide 2 cash boxes for Oct 9 Orchestra show
- Young to provide 3 cash boxes for Theater shows on Oct 16, 17, and 18

DANCE: Ms. Winans

- No updates this month. **Meeting was adjourned.**