

Meeting Minutes

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Title: Pembroke Association of Performing Arts (PAPA) – Monthly Meeting

Date: April 7, 2026

Time: 6:00 PM

Location: Pembroke Public High School Library

Minutes Recorded by: Karin Ballantine

Attendance:

Jen Mahar, Patty Hoban, Nancy Leonard, Jaime Whalen, Karin Ballantine, Dave Christensen, Mimi Gallagher, Gwynne Chapman, Lorcan Finnigan, Erin Haley, Gregory Tarbox, Mark Norman, Mike Guimares

Agenda & Discussion

Item	Subject	Discussion Summary
1	Approval of Previous Minutes	Minutes from the March meeting were not available. Discussion topic: Organization of raffle prizes for the Spring Concert.
2	Treasurer's Report	<p>Excess funds of \$5,911 remain after all current budgeted expenses, in addition to the required \$2,000 minimum balance. The group thanked members for their initiative and support during a successful year.</p> <p>The Spring Raffle raised \$3,343. Special appreciation was extended to Jamie for organizing the raffle prizes so effectively.</p> <p>A portion of the excess funds may be used toward a lighting board, estimated at \$8,420. Karin, Jen, and Mrs. Chapman will apply for a Mass Cultural Council grant (using the school's exempt status) to help fund the purchase. Deadline End of April.</p> <p>Funding support has also been requested from the superintendent previously, but no response has been received.</p>
3	Color Guard	Erin Haley thanked the group for the recent donation of flags for the color guard and shared that the program is continuing to grow. She noted that several incoming parents have expressed interest in supporting fundraising initiatives. The group is looking to connect the color guard with P.A.P.A. through participation in events and fundraising

activities. The program includes 17 PHS students, with participants spanning grades 5–12. The Grade 5–8 team recently won the finals—congratulations to all involved.

- 4 **Scholarships** P.A.P.A. will award five \$500 scholarships. Six applications have been received to date; the mail-in deadline was April 6. A committee consisting of Dave, Jeff, Bob, Leah, and Mike will review the applications and select the recipients by the end of April. Mike will attend the awards night.

- 5 **Banquet (Wed
May 6, 7-9 pm)** Mrs. Chapman will send a Google form to all students to capture attendance and dessert contributions. Freshman and sophomore students requested to provide dessert.

The group voted to include the two color guard seniors and three former band students who are not currently enrolled, to ensure everyone is part of the celebration.

Jen will coordinate food, including gluten-free options. Patty will organize drinks. No ice cream bar will be provided.

Patty will organize the photo booth; she has secured a local provider within the \$500 budget, and the group voted to approve the expense.

Jamie will organize all decorations, including tablecloths, centerpieces, backdrop, and balloons for 20–25 tables, with Nancy assisting.

Karin will organize student banners through ‘We Print,’ the same vendor as last year.

All receipts for expenses are to be submitted to Bob.

Grace will organize the slideshow.

- 6 **Bake
sale/concessions** Group agreed to organize a bake sale for PHS Spring Concert on April 30. Jen to prepare a sign up form for volunteers to donate baked goods. There will be an intermission and large attendance is expected - good opportunity to connect with community members and raise funds. Bake Sale will not be organized for other concerts.

- 7 **Upcoming school
Year 2026/2027** Disney/Universal Trip (April 2027):
The group discussed the April 2027 Disney/Universal trip, with the music competition at Universal Workshop. Sign-up deadline is July 1, with a total cost of approx \$2,400 (\$99 due at sign-up), \$300 lower than the previous trip. Multiple fundraisers will be held to help students

cover costs, including Little Caesar's, popcorn, mattress, and restaurant fundraisers.

Band Camp (Aug 10–14):

Band Camp will run from August 10–14. P.A.P.A. Breakfast will be organized on Wednesday by Nancy and Bob. Jamie and Mimi will coordinate food trucks for Friday's performance and picnic, which will also be promoted within the community.

Apparel & Fundraising:

Disney/Universal t-shirts will be sponsored by P.A.P.A. and added to the apparel order form so students can select sizes. Jen, Patty, and Karin will nominate Band Camp for the Rockland Trust Ice Cream Party. Jen will also check with Elise about running the Savers fundraiser again.

8 **AOB**

Team members who collected raffle prizes for Spring Raffle are requested to send thank-you notes to the businesses that donated.

High school students are encouraged to help promote performing arts and P.A.P.A. events, and assist with fundraising alongside parents during Instrument Rental Night on Wednesday, 9/2. Mrs. Chapman will follow up on this.

Next meeting, Tuesday, May 5, 2026