

Meeting Minutes

Meeting Minutes

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

Date: September 2, 2025

Time: 6:00 PM

Location: Pembroke Public High School Library

Minutes Recorded by: Karin Ballantine

Attendance:

Jen Mahan, Nancy Leonard, Bob Leonard, Mark Norman, Karin Ballantine, Erin Finnigan, Sam Long, Jaime Whalen, Jacey Glass, Michelle Sullivan, Mimi Gallagher, Leah Smith, Jeff Smith, Gwynne Chapman, Austin Glass, Mike Guimares, Tracy Meehan, Krisa Heraty, Claire Arena, Elise Kearney

Agenda & Discussion

Item	Subject	Discussion Summary
1	Approval of Previous Minutes	Minutes of the last meeting were discussed and approved.
2	Treasurer's Report	Report presented and approved. Current available bank balance ~\$2,000. Upcoming excise tax payment of ~\$140.
3	Savers Fundraiser	Donations collected were comparable to last year (2024 earnings: \$700). Bonus eligibility is unknown. Elise is awaiting receipt from Savers. Parent volunteers, students, and Mr. Tarbox helped with the drop-off.
4	Wireless Speaker System Request	Drama Club requests PAPA to fund a new wireless speaker system (~\$2,000). Agreed to fundraise specifically for this. Ideas: flyer, online advertising.

- | | | |
|---|--|--|
| 5 | Scholarships | PAPA awards 5 scholarships (\$500 each) annually. Need to fund again this year. One community member volunteered to fund one scholarship. Jen to identify the volunteer. |
| 6 | Fundraising Opportunities | <ul style="list-style-type: none"> - Sell blankets at football games and tree lighting. Consider reducing the current price of \$30 (cost: \$27). ~60 blankets in inventory. - Confirmed table at <i>Pembroke Celebrates</i> on Sept 20 (sell blankets + spin-the-wheel donation game). - Run Double Good Popcorn fundraiser again – need a volunteer. - Explore Soundcheck Studio “Parent Night Out” fundraiser. - Cupcake Charlie’s fundraiser: Orders: Feb 23–Mar 13 Delivery: Apr 1 Forms/payment due: Mar 18 - We need to form a subcommittee to run the raffle fundraiser and start to plan early on, as it requires significant planning and effort. |
| 7 | Mattress Fundraiser
(Nov 1) | <ul style="list-style-type: none"> - Need to form a subcommittee. - Promote extensively (FAQs, web page, info night). - Students can raise funds for <i>Music in the Parks 2026</i> and <i>Disney 2027</i>. - Voted to allow fundraising over two years per student. PAPA holds/manage individual student funds. - PAPA earns \$200/mattress; students earn \$50 each. - 89 students in the music program – participation encouraged during fundraising event. - Consider advertising at football game prior to Nov 1 (mattress costume) - Mike to check with police about digital board posting in Pembroke Center. - All parents are encouraged to attend info night. |
| 8 | Website | <ul style="list-style-type: none"> - Baseline complete: pembrokearts.com - Add Venmo for donations. - Include all relevant info and link webpage in all social posts. |

- Publish meeting minutes for transparency.

- Add our mission statement.

9 **Any Other
Business (AOB)**

- Mr. Glass requested notification (email/text) for pending post approvals.

- PAPA closet has been cleaned. More organization suggested.

Next meeting Tuesday 10/7/25