

# Meeting Minutes

## Meeting Minutes

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

**Date:** February 3, 2026

**Time:** 6:00 PM

**Location:** Pembroke Public High School Library

**Minutes Recorded by:** Karin Ballantine

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### Attendance:

Jen Mahar, Patty Hoban, Bob and Nancy Leonard, Jaime Whalen, Karin Ballantine, Dave Christensen, Mimi Gallagher

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### Agenda & Discussion

Item	Subject	Discussion Summary
1	<b>Approval of Previous Minutes</b>	Minutes from the December meeting, distributed via email in advance, were approved.
2	<b>Treasurer's Report</b>	<p>Available funds total \$1,760 after all current budgeted expenses have been paid, in addition to the required \$2,000 minimum balance. Upcoming fundraiser proceeds (All Town Raffle and Cupcake Charlie's) are not yet included in this amount. Sullivan's Funeral Home will generously donate one \$500 scholarship, which will increase the available balance once received. The minimum balance will be reserved to cover the Drum Major Academy costs over the summer.</p> <p>Agreement to keep student Mattress fundraiser payout as previously communicated. Checks for DoubleGood fundraiser will be distributed to 6 students. Bob to confirm with Mrs Chapman.</p>
3	<b>May Banquet</b>	Last year we had too much food, so suggestions include ordering less and keeping the menu simple—like offering Big Y Pizza and one salad instead of two. An ice cream bar isn't needed. The potluck dessert will continue, but student-provided desserts should be limited to freshman and junior families only. Jen has a list of food items ordered last year.

- 8      **All Towns Raffle**      The collection of raffle prizes has begun, and members were reminded to update the spreadsheet as prizes are collected. The cut-off for collecting raffle prizes is the end of February, with all prizes to be assembled by the next P.A.P.A. meeting on Monday, March 2nd. Karin will prepare the raffle pamphlet following the March 2nd meeting. It was also suggested that the number of raffle prizes be reduced this year by combining multiple items into single prize packages, as last year's large number of prizes was overwhelming for ticket buyers and required significant effort to manage.
- Kathleen Keegan generously donated \$500 for the raffle.
- 5      **Concession sales**      Jen to confirm if concession sales are required for upcoming High school play (Feb 6-7). Concession sales to take place at Middle school play (March 27-28) and Spring concert (April 30). Only Water to be sold at the All Town concert (March 9th, 10th and 12th).
- 6      **Cupcake Charlies Fundraiser**      Cupcakes sold in packs of six for \$25. Papa will receive \$6 per pack (= \$1 per cupcake). Collecting orders from 2/23-3/13. Delivery 4/1 to HS - cupcakes need to be picked up at school. Karin to distribute forms to teachers and students. Request support from teachers to promote fundraiser with students.
- 7      **Scholarship**      Mike is heading the committee. Jen turned in our P.A.P.A. specific application form. P.A.P.A. will provide 5 scholarships at \$500 each.
- 8      **AOB**      Next Meeting will take place on Monday, March 2nd (not Tuesday).

Next meeting, Monday, March 2nd