

**North Allegheny Orchestra Parents Association**  
Minutes of the meeting of September 16, 2013  
NASH Orchestra Room

- I. Meeting called to order by NAOPA president Lisa Harris at 7:07 pm
- II. The minutes of the May, 2013 meeting were approved
- III. Treasurer's Report  
The only expense so far this year was for the pizza for today's PMEA audition.
- IV. Committee Report  
Uniform Committee - Sue Neff coordinator  
Volunteers are needed for the uniform fittings being held at NAI from 7-9 on Wednesday, September 18 (girls) and Monday, September 23 (boys). If the students are unable to come on their scheduled night, they may come on the other night.
- V. Old Business  
Tax-Exempt status  
NAOPA is a non-profit organization, but not a tax exempt organization. Last year, NAOPA filed for tax exempt status and is awaiting confirmation. Kelly Miller, former NAOPA treasurer, filed taxes for the years 2008-2012. The checks were cashed in August.
- VI. Director's Report  
Strolling Strings  
Strolling events are scheduled for the following dates:  
October 21 - Group A  
October 24 - Group B  
November 16 - Group D  
December 6 - Group D  
December 8 - Group B  
December 18 - Group C  
The dates are listed on Mrs. Lavelle's website.

Concert CD's

CD's of the 2012-2013 school year concerts are available for sale.

PMEA

North Allegheny is again hosting the PMEA festival, auditions for which were held today. The students who are chosen will rehearse all day Saturday, November 9 and the morning of Sunday, November 10. The concert will be held on Sunday, November 10 at 2:00 pm. Parents whose children are participating are asked to volunteer for a number of tasks which need to be done that day. Sue Neff will coordinate the parent volunteers. All are encouraged to attend the concert.

### Upcoming Concert

The winter concert will be held on December 16, 2013. The mandatory rehearsal is scheduled for December 12 after school. This year the concert will be a Rock and Roll themed performance. Volunteers will be needed for the 50/50 raffle and Basket Raffles. The basket raffle also needs a coordinator.

### Myrtle Beach Trip

The itinerary has been set for the trip. The students will leave Tuesday, April 8 in the evening and will return on Sunday, April 13. The itinerary was available at tonight's meeting, will be explained to the students and the information will be emailed to parents. Those interested in serving as chaperones should contact Mrs. Lavelle. For students interested in participating in the trip, a \$100 deposit is due by October 17, 2013. The total cost of the trip will be a maximum of \$675.

### VII. New Business

Future meeting dates are listed on the school calendar and are as follows:

October 17, 2013 - Mattress Sale representative will share information  
November 21  
January 16  
February 20  
March 20  
April 24  
May 15

A Strolling Strings chaperone coordinator and concert basket raffle coordinator are still needed.

### VIII. Fundraisers

Fundraisers are an opportunity for students to raise money to offset the cost of the trip. Participation in the fundraisers is not mandatory.

The following fundraisers are available:

Fundraiser	Dates	Coordinator
Flowers/Bulbs	9/23 - 10/6	Diane Cebulski
Program Ads	10/7 - 10/20	Julie Krassenstein
Pies and Dunkin Coffee	10/21 - 11/3	Annette Watkins/Patty Skrovanek
Mixed Bag Designs	11/4 - 11/17	Laurie Slotterback
Mattress Sale	11/9	
Pierogies	1/13 - 1/26	Diane Cebulski

IX. The meeting was adjourned at 7:55 pm by Lisa Harris.

## North Allegheny Orchestra Parents Association

### MINUTES

October 17, 2013

#### Call to Order

The NAOPA meeting was called to order by Sarah Lavelle at 7:05 pm.

#### Approval of Minutes

The minutes from the September NAOPA meeting were approved.

#### Treasurer's Report

Over the past month, 3 checks were written. There is currently \$19,987 in the account. The deposits for the Myrtle Beach trip will be deposited within the next week.

#### Committee Reports

##### Uniforms

Sue Neff reported that all students have been fitted and more tuxedos will be ordered. Tuxedos in need of repairs are being fixed.

##### Flower Bulb Fundraiser

The bulb sale was very successful and will probably be used again next year.

##### Concert Program Ads

The ad sale ends on Sunday, October 20. Ads can be scanned and emailed to coordinator Juliet Krassenstein by noon on Monday, October 21. Sales are down this year, from \$8,000 in 2012 to under \$4,000 this year. For a list of the companies which have already purchased ads, please see the fundraising website.

##### Chaperone Coordinator

Heidi Coltin has volunteered to be the chaperone coordinator for the 2013-2014 school year. One chaperone is needed for the Group A strolling event on Monday, October 21 and one chaperone is needed for the Group B event on Thursday, October 24. Please email Sarah Lavelle [slavelle@northallegheny.org](mailto:slavelle@northallegheny.org) if you are able to attend.

#### Special Guest

Scott MacKenzie, the mattress sale representative, explained the history of the mattress company, the products which will be available and the specifics of the sale, which will be held on November 9, 2013 at NASH. Scott distributed packets and requested that each family invite family, friends and neighbors to attend the sale. Every student whose name is given as a referral will receive \$25 cash for each mattress sold. Yard signs are available for display after October 26, 2013.

## **Orchestra Director's Report**

### **PMEA Festival**

The PMEA Festival is scheduled to be held on November 9 and 10, 2013 at Carson Middle School. The parents whose children are playing in the festival have been contacted and asked to volunteer at the event.

### **Concert**

The winter concert will be held at NASH on December 16, 2013. Rehearsal is December 12 immediately after school.

### **Myrtle Beach Trip**

The trip is scheduled for April 8-13, 2014. The student permission forms, \$100 deposit and chaperone interest forms are due today. If you are considering being a chaperone, please contact Sarah Lavelle [slavelle@northhalleggheny.org](mailto:slavelle@northhalleggheny.org) as soon as possible.

### **CD Sales**

The artwork for the CD cover has been approved and the 2013-2013 concert CD's are expected to be in soon.

### **Practice CD's**

Mrs. Lavelle has recorded the violin part for the strolling songs and will burn practice CD's for anyone who brings in a blank CD. She will record a viola practice CD and a cello CD as well.

## **Old Business**

### **Tax Exempt Status**

There is no update on the tax exempt status due to the government shutdown. We have been assessed nearly \$600 in fines/penalties from our taxes which were filed over the summer.

## **New Business**

### **Pie Fundraiser**

Annette Watkins reported that the pie fundraiser will be held from October 21 through November 3. The pies will be delivered Saturday, November 23, the weekend before Thanksgiving. The profits which the students receive will depend on the total number of pies sold.

### **Dunkin Donuts Coffee Sale**

The students will receive the packets for the coffee sale on Monday. Packets were available for parents at the meeting. One pound of coffee is sold for \$9.00, with a \$3 profit for each pound.

#### Mixed Bag Sale

Laurie Slotterback introduced the new fundraiser, to be held from November 1 through November 15. The bags come in a variety of sizes and types. The students receive 50% profit from order form sales and 40% profit for online sales.

<http://www.mixedbagdesigns.com/> Packets were available at the meeting. More information will be emailed.

#### Basket Coordinator

The last position to be filled is the Basket Coordinator position for raffle baskets at concerts. Please contact Sarah Lavelle [slavelle@northalleggheny.org](mailto:slavelle@northalleggheny.org) if you are interested in filling this position.

The meeting was adjourned at 7:42 pm

Minutes submitted by Karen Howell

North Allegheny Orchestra Parents Association  
Minutes  
November 21, 2013

**Call to Order**

The meeting was called to order by president Lisa Harris at 7:00.

**Approval of Minutes**

The minutes of the October NAOPA meeting were approved.

**Treasurer's Report**

The organization currently has \$52,740 in the bank. The orchestra teachers have the fundraiser totals to date. The second trip payment of \$200.00 was due today. Some students may be waiting to see how much they have raised, however.

**Committee Reports**

- Flower Bulb sales – The flower bulb sale netted \$2,416.50.
- Pies/Dunkin Donuts sale – The pickup will be Saturday, November 23 from 9-11 am in the NASH cafeteria. 573 pies were sold.
- Concert Program Ads – Almost \$9,000 worth of ads were sold. The total amount raised will be determined after the costs are known. Juliet Krassenstein is estimating that the profit will be approximately 62% per ad.
- Mattress sale – 24 mattresses were sold for a profit of approximately \$1,800. Students earned about \$550 from referrals. Both strings classrooms (NAI and NASH) have the students' individual credit amounts listed.
- Mixed Bag Designs sale – Students sold a total of \$4,000 worth of bags for a \$2,000 profit. Hopefully the bags will be delivered before Christmas.
- Pierogi sale – The last fundraiser for the school year will be held in January.
- Chaperone Coordinator report – Sarah Lavelle reported that here are four strolling events in December.
  - December 6 – Group D; Meet at the Chadwick at 8:15.
  - December 8 – Group B; Meet at NASH at 1:30. This strolling group will be doing two events this day, the first at the Martina Spiritual Retreat Center and the second at a church in Baden. The students will be fed in between the events. They should return by 6:15.
  - December 11 – Group A; Meet at NASH at 6:45. Pittsburgh Athletic Association dinner.

- December 18 – Group C; Meet at NASH at 5:30. Sewickley. This is an outdoor event. The students may dress casually, wearing what they would normally wear to school. If the students would like to use a school instrument instead of their own, they may.

### **Director's Report**

The students in both buildings are working on the holiday songs for the strolling events. Playing tests have been taking place this week.

The winter concert is December 16 at 7:00.

The rehearsal is scheduled for December 12 beginning at 2:30. The times provided to the students are approximate. Students should bring their own instruments.

### **Volunteers**

Preferred seating will be available to parents who are volunteering in some capacity the evening of the performance, or those who have volunteered during the fall. They may enter the auditorium early and save seats for their party.

Laurie Dauer has volunteered to be the trip chaperone coordinator.

The basket coordinator position has been filled.

### **Old Business – Tax Exempt status**

The application to become a tax-exempt organization was filed last fall. The IRS still has not gotten to it. The tax penalties are being paid.

### **Other Business**

The trip chaperones may choose their roommates. Please pay your trip payment (\$337) as soon as possible.

Gift baskets will be raffled off at the concert. Each will have a theme. The students from the corresponding class are asked to bring in a donated item for the basket.

9<sup>TH</sup> grade: Christmas basket

10<sup>th</sup> grade: Italian food basket

11<sup>th</sup> grade: Masculine Men's basket

12<sup>th</sup> grade: Spa/Ladies Night Out basket

Please turn in donated items to the strings teachers by December 12.

The meeting was adjourned at 7:32.

## North Allegheny Orchestra Parents Association

January 16, 2014 meeting

### NASH

1. Call to Order - The meeting was called to order by NAOPA president Lisa Harris at 7:07 pm.
2. Approval of Minutes - The minutes of the November, 2013 NAOPA meeting were approved.
3. Treasurer's Report
  - Chris Lindberg reported that as of January 1, 2014, NAOPA has \$94,014.97 in the bank.
  - Concert Program Ad sales totaled \$5,472.
  - Other concert fundraisers: Eat n Park cookies - \$260, CD's - \$460, 50/50 Raffle - \$503 and Baskets - \$283.
  - The Mixed Bag fundraiser brought in \$1,919.50.
  - The pierogi sale is going on until January 24.
4. Old Business
  - The change to the tax exempt status is underway. There is evidence that the IRS is working on our case.
  - We've been advised to wait to file our 2013 taxes until the tax exempt status has been decided.
5. Committee Reports
  - Chaperone Coordinator - There are three upcoming strolling events.
    1. January 23 - 7:15 Group C MES
    2. February 22 - 6:00 Group A
    3. February 23 - 2:15 Group B
  - Pierogi Sale
    1. Now through January 24. The profit is a minimum of \$3.50 per box. The orders must be turned in on Friday, January 24. The delivery date is February 15. Volunteers are needed to help sort the orders for pickup. Contact Diane Cebulski if you are able to help.
6. Director's Report
  - Trip
    - The initial letter was redistributed at the meeting.
    - Date reminder:
      - Date of the trip: Tues., April 8 - Sun., April 13
      - Location: Myrtle Beach
      - Departure from NASH: Approximately 8:30 pm, Tues.
      - Return to NASH: Approximately 10:00 am, Sun.



- Cost of the trip: \$675.00
- Final balance is due February 20, 2014
- A trip informational meeting will be held closer to the date of the trip.
- Trip Chaperones
  - Lisa Harris reviewed the list of chaperones and verified attendance with those present at the meeting.
  - Lisa Harris will contact those on the list who were not in attendance to verify their participation.
  - Those chaperones who have not yet paid for their trip are asked to pay as soon as possible.
  - A chaperone meeting will be held closer to the trip.

#### 7. New Business

- NAOPA will place an advertisement for the Strolling Strings in the musical program.
- The spring orchestra banquet will be held at the Chadwick.

8. Adjournment - The meeting was adjourned at 7:34 pm

Minutes submitted by Karen Howell

North Allegheny Orchestra Parents Association

**Minutes**

**February 20, 2014**

7:00 - 8:00 pm

NASH Orchestra Room

Called Meeting to Order

Approve Prior Meeting Minutes (January 2014)-No updates

Treasurer Report:

Financial Report-

\$ 11,000.00 used for down payment on Myrtle Beach trip

\$ 4,095.00 used for pierogies

Final Balance Trip Payments due today for Students and Chaperones

Committee Reports/Coordinator Updates:

Chaperone Coordinator - Upcoming Strolling Strings Events and Volunteer Needs

February 22, 2014 - In New Castle; snacks provided on bus

February 23, 2014 - Kerr Fitness Center, LaRoche

March 29, 2014 - Group C

April 7, 2014 - Groups B, C, D

May 1, 2014 - Group A

May 15, 2014 - Group D

Pierogi Fundraiser - Recap

Orchestra Director's Report:

Myrtle Beach Trip April 8-13

Preliminary trip itinerary on <http://naorchestra.org/>

Final Room and Bus Assignments being made - expected to take four busses

Chaperones will be provided detail of necessary background checks - good for

three years

**Chaperone meeting scheduled for March 20, 2014, at 6:00 p.m.**

**Student Parent Meeting scheduled for March 20, 2014, at 7:00 p.m.**

Old Business:

Tax-Exempt Status Filing Update - Preliminary Approval Received

Forms mailed back, final approval expected 4-6 weeks after receipt

Retro to October 22, 2012

Prior Tax Year Payments -

2009 still outstanding

2012 Taxes - may or may not need to file

2013 Taxes - will complete from 990

Some changes coming; for example - no individual accounting

New Business:

*Shrek Musical*

Almost sold out for Friday and Saturday  
Orchestra pit working hard, Tech week starting  
NAOPA Ad - Place

Spring Banquet

Scheduled for May 28, 2014 – Senior's paid for by NAOPA

Small Games of Chance - Need to revise way we have basket and 50/50 raffles  
Lisa Harris went to seminar sponsored by the PA state Liquor Control Board  
Changes for upcoming concert

**North Allegheny Orchestra Parents Association  
Minutes  
April 24, 2014  
NASH Orchestra Room**

Call to Order

The meeting was called to order at 7:04 by president Lisa Harris

Approval of Minutes

The minutes from the February meeting were approved.

Treasurer's Report

NAOPA has \$40,608.19 in the bank as of 4/18/14, with concert and banquet expenses yet to be paid.

Committee Reports

- Chaperone – Priority will be given to the parents of seniors for chaperoning strolling events. There are two strolling events coming up, May 1 – Group A and May 15 – Group D
- Banquet – The banquet will be held at the Chadwick on May 28 and is open to all members of the orchestra and their families. The cost is \$20 per person with NAOPA covering the cost for seniors. Sign up sheets will be available for students soon. Students may reserve tables if they have a group of ten.
- 50/50 Raffle – NAOPA's Games of Chance license expires soon. We will be reapplying. State law mandates that each ticket must be the same price, no discount pricing for larger amounts of tickets, and every ticket must be accounted for.

Myrtle Beach Trip Update

North Allegheny was named the Grand Champion school district of all the school districts which participated in the festival. Both string orchestras received excellent ratings and the chamber orchestra earned a superior rating and was named the top orchestra at the event. The chaperones noted that the students behaved in an excellent manner. They were well-behaved and respectful of adults and each other. The hotel staff was very complimentary of the NA students.

### Spring Concert

The orchestras will rehearse on May 12 after school. The concert will be held on May 13 at 7 pm. Volunteers are needed to take attendance in the rooms and to sell 50/50 raffle tickets. Please contact Lisa Harris or Mrs. Lavelle if you are interested.

### Old Business

NAOPA's tax exempt status has been approved. The remainder of the taxes for past years will be filed soon.

### New Business

Election of officers will be held at the May meeting. Nominations for the President and Vice President positions are currently being taken. Please notify Lisa Harris if you would like to nominate someone or be nominated.

Open coordinator positions are:

- Flower and Bulb sales

- Pierogi sales

Co-coordinator positions to be filled:

- Pie sales

- Dunkin' coffee sale

- Banquet

It has been recommended that the vice president take on more responsibility for paperwork related to the fundraising and building forms.

The next meeting will be held on May 15, 2014 at 7:00 pm.

The meeting was adjourned at 7:39 pm.

**North Allegheny Orchestra Parents Association**  
**Minutes**  
**May 15, 2014**  
**NASH Orchestra Room**

Call to Order

The meeting was called to order at 7:10 by president, Lisa Harris

Approval of Minutes

The minutes from the April meeting were approved.

Treasurer's Report

- > NAOPA has \$37,627.06 in the bank as of 5/14/14, with banquet expenses yet to be paid.
- > At the spring concert, the 50/50 raffle brought in \$334, \$30 was made on CD's and NAOPA received \$384.82 in donations for the Loverti Scholarship. In total for the year, the Loverti Scholarship received \$1,028.94 in donations.
- > Taxes are being filed.

Committee Reports

- > Banquet - The banquet will be held at the Chadwick on May 28 and is open to all members of the orchestra and their families. Volunteers are needed to staff the registration table. Also, donations of gift cards for prizes are being accepted. Anyone who is able to solicit donations from local businesses or would like to donate them on their own may send them to school with their child.
- > Uniforms - All seniors and underclassmen who are not returning to orchestra should return their uniform to the NASH orchestra room by 10:00 am on May 30. Tuxedos must be dry cleaned, and a dry cleaning receipt must be attached to the bag. The tie and cummerbund must be included. Girls' dresses must be washed, dried, folded and placed in a gallon sized ziplock bag. Write your name, dress size and height on the bag.

Director's Report

- > The directors are planning a themed concert again for the December concert. The theme has yet to be determined.
- > The spring concert will likely be moved from May to April in 2015 to better accommodate students' schedules.
- > There will be an orchestra trip in April, 2015. The destination has not been decided upon yet. It will likely be a four-day trip, from Thursday through Sunday and will be at roughly the same time as this year's trip was held.
- > NAOPA will again hold the mattress sale, but may hold it earlier next year, perhaps late September or early October. Mrs. Leasure feels that we need to sleep on it before making a decision.

Old Business

- > The spring concert was a huge success, with students performing beautifully.

New Business

- > A new \$500 scholarship has been established to honor a graduating senior strolling strings member who best exemplifies the spirit of the strolling strings and demonstrates a superior strolling technique and persona. Students will be nominated by their peers and will be required to complete an essay. The NAOPA board and the three directors will make the final choice for the award.

> Election of officers was held. Matt Howell was elected to hold the office of president and Nancy Wolper was elected to be the vice-president.

> Coordinator position filled:

Giant Eagle gift cards - Heather Rogus

(additional volunteers will be needed to assist with the new program)

> Co-coordinator positions filled:

Pie sales - Kerri Acierno

> Open coordinator positions are:

Flower and Bulb sales

Pierogi sales

> Co-coordinator positions to be filled:

Dunkin' coffee sale

Banquet

This was the final NAOPA meeting of the 2013-2014 school year.

The meeting was adjourned at 7:58 pm.

Minutes submitted by Karen Howell