

## PA Board Meeting Minutes-July 30, 2009

In attendance: Judith-Ann Ortiz, Deborah Delano, Angie Crain, Ileana Gonzalez-Tablada, Beth Flowers, Stephanie Evans, and Cathy Lennartz

The meeting was opened with a prayer lead by Judith-Ann Ortiz.

### Budget

- Judith-Ann clarified with Ileana the process for reimbursement in the hospitality budget.

### New Volunteer Form

- Beth Flowers will take over from Deborah, the re-organization of the parent volunteer form.
- New form will be forwarded to Mrs. Lennartz for approval and then to Stephanie to be included in e-mail blast.
- Will need approximately 100 copies initially, and 316 for student packets.

### Newsletter/Communication

- Stephanie will send an e-blast with introductions, announcements, and new volunteer form next week before orientation.
- She will do the same before Open House, Picnic, Wine and Cheese,...
- E-mail will be sent to Mrs. Lennartz first for approval.
- Phone Directory:
  - It was discussed and decided by the members present to sell the directory for \$3 to 5.
  - Stephanie is working on the printing of the directory.
- It was again discussed and emphasized the need to communicate to parents just what the PA does and provides for throughout the year. This will need to be addressed in e-mails, newsletters, and at meetings.

### Orientation

- Volunteer forms will be printed on yellow paper. Beth will attend to this.
- Stephanie will take care of printing name tags for board members, Mr. Aquila and Mrs. Lennartz, and Connie Gerlach.
- Board members should arrive at 6pm to help with set up.
- Deborah discussed issuing receipts or just keeping a running list of parents who have paid membership dues.

### Wine and Cheese General Meeting

- Each board member will provide 2 bottles of wine. One red and one white.

Used uniform sale was addressed and tabled for a later date.

#### Other Fundraisers

- Nothing but Noodles.
  - Mrs. Lennartz stated that the Senior Class has used Nothing but Noodles in the past as a fund raiser.
  - Will need to look into other possible restaurants.
- Prosperity Incentive.
  - Will need to investigate this more.

#### Binders

- Will address the need to have things written down to pass on to the next board member.
- Will include: cover page, job responsibilities, a timeline of events, costs, contact list, bylaws, Robert Rules of Order, and any suggestions for next year..

Submitted by: Angie Crain, Secretary