

Valley Catholic Parent Association Board Meeting
October 19, 2009
Valley Catholic High School Library

Meeting Began: 7:00 in HS lobby

Meeting Attendees

President – Amy VanderZanden
Vice President – Ann Duyck
VP Treasurer - Lisa Aleman
Secretary – Kristy Motta
Wine Tasting Co-chair – Kimberly White
Staff Appreciation/scrip – Maureen Pulicella
8th Grade Rep – Lisa Gard
7th Grade Rep/Auction Liaison – Judy Oakes
HS Auction Liaison – Lea Davis

Not in Attendance

Treasurer – Kim McAuliffe
Wine Tasting – Barb Phillips
Applause – Miriam Brady
Dance Chaperone – Mary Ford
Faculty/Staff Liaison – Mary Donovan

Opening

Old Business:

- By-laws

Mission Statement/Purpose

Board is concerned that some items may be too specific. There was discussion as to whether fundraising should be included in mission statement. There was further discussion regarding the limitations on new fundraising ideas. There was board discussion around whether it is acceptable for the purpose (under mission statement) to describe the board's responsibilities and goals. A member said the board should be able to dictate where the funds are directed. Parents are closer to the needs of the students, i.e. computer tables and chairs in library. May want to add through fundraising to the end of the mission statement.

Article Three / Executive Council

There was extensive discussion as to who should be part of the council and whether an executive council is necessary. Decision was made to eliminate officers, and call everyone members. Positions on the Parent Association Board will be President, VP, secretary, treasurer, auction liaisons, chaperone, applause!, 7th and 8th grade rep, scrip/staff appreciation, used book, and wine tasting. All other positions can be removed. If there is someone shadowing a position, they should be included in membership. Shadower would have automatic board position in the following year. One person can hold more than one position.

There will no longer be executive council meetings. General parent association meetings will change language to indicate meetings will be held monthly (no specifics).

A member suggested that elections were complicated. Decision was made that becoming a board member does not have to be formal. Do we need to include some type of election? Board suggested that being on the board is voluntary, but if there is more than one volunteer, should have an informal election. The goal is to put enough in the by-laws to avoid an "inner circle". Board should also have the goal to get word out of the existence of the board, and promote participation by others. MS will become separate in 2 years anyway. Board should advertise open positions on subsequent year's board, and have future board member shadow the current board member for continuity. It was also suggested that the board maintain the 8th grade rep position to help with transition to HS. The Board will actively seek volunteers toward end of year.

Membership terms. Board wants president and treasurer to be in their positions for 2 years. Do not list anything specific for other positions. Could add tagline indicating that if you cannot serve 2 years, let board know in advance. There should be an emphasis on a willingness to commit.

Voting: It was discussed that we should have 100% participation for voting on deployment of funds for "big ticket" or "wish list" items. If not everyone is able to attend the formal meeting, votes will be solicited electronically. This shows that all board members had a vote and was involved. Voting on day to day items will be done during meeting. This would not require 100% participation. The minutes from each meeting would record attendance. An agenda should be sent in advance to initiate feedback for additional topics at next board meeting. Ross asked if association would sponsor a BBQ after the last football game. If an issue such as this presents itself, and requires a vote prior to the next meeting, voting can be done electronically. A vote is not required for basic reimbursement of expenses. Amy and I will put together updated by-laws.

- Reimbursements

Reimbursements requests should be submitted to the treasurer first. If for some reason the treasurer is unavailable, reimbursement requests can be submitted to the president. However, the treasurer is responsible for tracking incoming and outgoing receipts. Reimbursement checks will be mailed.

Committee Reports:

Treasurer

There is an unfamiliar account with Washington Trust. This is in addition to the existing account that currently has \$11,000, less the \$2,000 that was committed to applause. The board needs to know if Washington Trust account is earmarked for another purpose. Question was raised as to how long it has been there, and whether it is being actively used. Statements are going to the convent. Michele Garcia was mentioned as a potential source of information since she is an executive at Washington Trust Bank.

Applause

The HS drama department has their Fall production starting 11/7. They are looking for good support.

Dance Chaperone

They are looking for chaperones for the HS dance this Friday night. They need about 6 people. Concern is that many parents do not have their call to protect certificate. There was subsequent discussion about the background check and called to protect requirements. Additional classes for a called to protect certificate can be found online at <http://www.archdpdx.org/cpo/schedule.htm>. Once obtained, the certificate should be presented to the appropriate persons at Valley Catholic. The convent will know if people are currently certified. Use of a school wide form/policy was suggested. Need consistency.

Staff Appreciation/escrip

Printed greeting cards with gift cards for faculty/staff birthdays have been ordered. Goal is to have belated and 2nd October birthday cards out soon. Chair will coordinate with Pat for distribution to faculty/staff. Want to have a new microwave for Christmas gift. Teacher Appreciation is in May.

Escrip has little participation. Only \$400+ was raised recently. 95% came from Safeway. There are 51 people registered. An email newsletter was discussed as a useful form of communication. Jan Wilson is the one to do email blasts. Can put downloadable link on

website. It was also mentioned that the board needs a presence on the school website with minutes, contacts, numbers, etc.

The idea of buying a banner for the lobby to promote escrip was also mentioned. Cost is \$15. Suggestion was that it might be better to have at sports events, wine tasting and other events. Albertson's does not participate. Only one VC school participating in escrip. Need approval for banner. Let's start with eblast and website link. Would like to participate and support scrip thru ES. Board would like to send eblast on escrip to ES families too. If ES is using escrip, where do funds go?

Wine Tasting

The wine tasting committee had a meeting last week. The meeting opened with a potential date conflict. The wine tasting has been booked since last April, but athletic director did not know about event. CYO had an event using all of the gyms. Met with Jeff Gallagher and Dale French, and decision was made to maintain the event as originally planned. CYO has agreed to cut the number of games to shorten the day, allowing the wine tasting to proceed. Will need help with set up and take down to coordinate with CYO event. Tickets for the wine tasting went on sale 10/15. Available in office. Looking for 3 sponsors to pay for catalog. Ads are \$50 to \$100. Committee is looking for sponsors to cover the cost of the catalog. Committee would like the board to take out an ad honoring Pat Joyaux. They are frantically working on communication and marketing. Committee is trying to determine how to get the kids involved. Idea was presented that they could create coasters. Faculty and staff members receive free admission to the event. Need to put flyers in staff room, and email a personal invite to staff and faculty. Next committee meeting is 11/3. A motion was made to donate a basket for auction and ad for Pat. The motion was seconded, and carried to provide basket and \$50 ad for Pat. Board will put together a chocolate themed basket for \$100. Lea will be in charge of putting together the basket. The deadline for the ad is Nov. 1. I will put together the ad, and get useful info on Pat from Mrs. G.

Auction Liaisons

A hand out was provided. It has been scanned and is attached to these minutes. Auction committee is looking for a shadow chairperson. The committee is also looking for people to help make follow up calls for past donors after they receive a letter this year. This can be done from home. The committee would also like a donation from the board. Last year the board donated \$500 toward financial aid. In the past, they have put together basket of gift cards with coffee, dinner out, movies, etc. The committee will wait until after 1st of year to ask for donations. Amy suggested republishing auction results from last year as motivation for participation.

Other Business

Board provided card and gift certificate for Pat Ellis for organizing used book sale. This is the largest fund raiser for the board.

Upcoming Events:

Dance – October 23rd

Wine Tasting Event – November 21st

Next Meeting – November 16th

December Meeting – 14th? Yes to meeting.

Meeting adjourned 9:10