

**Parent Association  
Executive Committee Meeting Minutes  
October 15  
Compiled by Arianne Burnham**

Members present: Anne Pillsbury, Deb Nussbaum, Ann Corley, Arianne Burnham, Laurie Goetsch, and Susan Cameron. Staff present: Ana Safavi, Vickie Baldwin

**Fall Harvest – Debrief**

Overall Fall Harvest was a great event. The flow of room was not great even though there were fewer tables than last year. The suggestion was made to remove all the long tables, which aren't intimate and went mostly unused this year. The food process was frustrating as food was slow to come out of the kitchen and then people waited at the door and emptied trays before they got to the center of the room. Next year, consider rolling out carts with food to the middle and far sides and bring food in multiple doors. Two servers called in sick this year, which added to the delays. For next year consider these ideas: Menu board and menus on all tables, name tags so new families are identified, different name tags for middle school and upper school families, assign people to take new folks around (a buddy family for the year).

There was also a concern at the bars. We didn't make as much money on the drinks. People didn't realize the jar funds went to the event, not the bartenders. It was on a sign, but some folks can't read without glasses and it was dark.

For next year we need to think about why there were fewer people with a larger population?

The idea of an auction was discussed. Vickie reported that Terry is not excited about them and that they are probably not appropriate for the Annual Fund (maybe for special fundraising – a capital campaign). Also, there has been some pushback in recent years about all the "stuff" at auctions. Some groups have moved to auctions of experiences only.

**Budget Discussion**

Laurie asked for clarification on what some line items relate to and if it was okay for her to re-work the budget so that it more clearly depicted how the PA is spending its funds. Laurie will do a new layout and will send around for review and approval.

There was some discussion about moving some of the PA funds around. Vickie will ask the Business Office for approval to take \$200 out of Fall Harvest and put in Booster, as Fall Harvest funds are usually not available for other line items.

Need to have some funds available for the Booster program. Perhaps to purchase t-shirts that then could be sold and the funds could reimburse the PA budget.

There was discussion on needing to set limits for how long parents can wait to submit reimbursement requests for PA related expenses. It was agreed that there should be a two month limit for most bills and that June 30<sup>th</sup> is the drop dead date for any expenses for the current year. Expenses submitted after 2 months or after June 30<sup>th</sup> may not be reimbursed.

Nothing in by laws that says we won't pay above budget if well-meaning person overspends. This needs to be put in **PA Handbook**.

Kim Merino is working on a PA Handbook. She is saving emails with information to use and trying to get helpful directions and structure for future PA officers and class reps

### **Back to School Picnics**

Class reps need to be reminded to book picnic dates early. Current class reps book the dates for the following year, even if they don't plan to continue as class reps. Dates should be booked by May 1<sup>st</sup>. There are usually dates that need to be avoided due to other school activities. Some were too early this year. Shouldn't start at 4:00pm, but set up could start then. You don't have to use full time available to you if you book a shelter at a park.

### **Halloween Bowling**

This is no longer a Halloween event and is scheduled for March 16, 2014. This will be a Middle School only event and we need to find a volunteer to lead this event.

### **Curling**

Kathy Weber (mom of senior David Weber-Jahn) should be contacted as she knows about it (Deb will do this). Fun activity for students and parents. Perhaps a cohesive event for Upper School

### **Lifeskills Class**

There is some discussion about having a Life Skills Class for juniors and seniors – how to change a tire, balance a checkbook, cook meals, etc.