

Date: 17 June 2009

Subject: Parent Organization Officers Meeting

Attendees: Cookie Matthews Clark, Linda Gast, Mary Baugher, Sharon Pasterick, Sister Virginia Ann Brooks, Janice Partenheimer

Main topic: Budget and events

It was suggested that we have a target to give back at the end of the year and establish a budget for each event with specific goals. The family events are good but we need to see if we could use the money more wisely and not lose money on events. One suggestion was to have baked goods brought in for events versus buying them. We did that for multiple events at the end of the year and it worked out very well. The deserts are always good and it gives parents another avenue for making their service hour requirements.

For the Spaghetti Dinner, it was suggested to get in touch with Anne Davidson (her contact information is at the end of the meeting minutes). She was exceptional for that event. We need a chair for the Spaghetti Dinner. All the other chairs volunteered at the last Parents meeting. The Spaghetti Dinner will be in the fall this year, with a tentative date of 3 October. We need to generate a request as a Parent Announcement for a volunteer for the event. We need to come up with a list of requirements and duties the volunteer will need to fulfill. The first would be to put together a committee for the event. The list of requirements for the committee included: Getting tickets, decorations, organizing the parent volunteers (serving, cooking, cleaning, replenishing), establishing menu and purchasing the required food, organizing the student volunteers. Need to speak to Lisa Brininstool [065@setonhs.org], the student service coordinator regarding student service hours. One suggestion was to have people (including teachers) donate cakes to be sold at the event. Need to make sure that there are multiple notifications of the event. We do have two women who have volunteered to help us with communication (Charlene Harry) and PR (Cathy Hall) for all events.

Need to have some Officers and Spaghetti Dinner Committee Members at the Freshman Parent's night (September 10<sup>th</sup>), Music Parent's night (?) and Back to School night (September 24<sup>th</sup>).

It was suggested that at least one member of the officers attend the 50<sup>th</sup> Anniversary Liturgy on 23 September at 9 AM. Linda volunteered to attend.

We were reminded that the 18<sup>th</sup> of October was not available because that is the Hall of Fame Dinner.

We are needed to work the Open House and provide the food for the reception on Sunday, November 8, at 12 noon. Last year the ladies in the office (Jean Blorstad, Cindy Woodard) and Peggy Joyner led the effort and we provided them with funds for their assistance. We already have a chair and several helpers for this year's event (Valerie Toyer, chair, and Cheryl Alexander, Charlene Harry).

We discussed the raffles held at each of the Parents meetings. Three years ago, the raffle was for \$2000 against the next year's tuition or in the case of senior it would be a scholarship for college. Some of the parents liked two years ago when we had a \$200 tuition assistance raffle award at each meeting. Sharon suggested maybe a combination of the two, \$100 or \$200 per meeting with a \$1000 or \$2000 one at the end of year if you attended at least 5 meetings. We counted seven (7) Parents meetings for the year held on the first Wednesday of the month (October, November, December, February, March, April, and May). Linda hopes to hold special "working" meetings for officers and chairs in September and January. We also talked about having the pot luck at the December meeting. We were reminded that we need to make sure the parents know about it so there are not any people embarrassed and we have enough food.

Sharon wanted to let us know that Mrs. Leanna Burke will be sending out the Parent Announcements over the summer. Also, there will be a mailing at the end of July and if we wanted to make up a flyer with the list of events and any other information, then we could add it to the mailing. Linda suggested that we help with postage if we add to the mailing cost.

The other suggestion was to have the flyer completed by 18 July and have a table or something at the Used Book and Uniform Sale to give to any parents at the sale.

The last thing we talked about was designating the \$10,000 that the 2008-2009 Parent's Organization gave to the school. Sister Virginia Ann gave us a list of options:

- It will be between \$5 and \$10 K to finish up the work in the Art Room.
- The Computer Lab is being upgraded with cabling from the ceiling versus through the floor to go with the new MACs which were received from the State Department.
- The replacement of the glass doors will be about \$25 K.
- The student bathrooms must be fixed and upgraded. The fixtures do not need replaced but some of the doors need replaced or fixed. The floor has been steam cleaned.
- The bill for the library air conditioning.
- Higher fencing is needed at the rear of the gymnasium
- Need energy efficient lighting.

We discussed it and decided that the Parent's Organization would pay for the Art Room and maybe a plaque would be put up acknowledging the Parent's Organization for their funding. If any funds are left, they would go to the computer room upgrades

We suggested that a Parent's Announcement go out to have parents and students help with the cabling of the computer room. That would lower the cost of that effort.

The next meeting will be 25 July in the school library with the officers, school officials (as needed) and the chairs of the different events, time TBA.

Information Requested:

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