



**Parent Association  
Executive Committee Meeting Minutes  
January 10, 2020**

**Members present:**

President - Dineen Mansfield

Dir of Business - Alpa Brennam

Vice President - Tricia Swan

Gala Chair - Shanalee Sharboneau

Secretary – Crystal DuRette

Treasurer- May Nguyen Mitchell

**Call to order:**

- The meeting was called to order by Dineen at **8:03 a.m.**
- Tricia motioned to approve the minutes from the December 13, 2019, PA Executive Committee meeting. Motion seconded by Dineen. Motion approved. *Dineen to send a final copy of December approved minutes to Ms. Mares for publication to the website.*

**Officer Reports:**

**Treasurer Report: May Nguyen Mitchell**

- The December Treasurer report was presented by May Mitchell.
  - Net Income YTD: \$9,546.09
  - December Income - Spirit Nights Baskin Robbins/ Chipotle \$355.48; Lunch program (Nov) \$362.
  - December Expenses - Storage \$233.
  - PA will continue to carry the 2019 Meet N Sweets expense ~\$1200, pending invoice.
  - May motioned to provide Gala donation from PA of \$250. for candy bar, \$500 Gala sponsorship, as well as provide yearly PA donation to MS home room; motion 2nd by Tricia - Motion approved.
- May motioned to approve Treasurer report. Motion seconded by Crystal.

## **Unfinished Business:**

- **Catholic School Week**
  - The event at Mel's bowling is booked for 25 people with \$100. deposit
    - *Tricia* will confirm RSVP number -24 hours prior to the event.
    - *Crystal* to send out RSVP reminder -1 week prior to the event.
  - Freedom Friday - Danna sent out the note to the room parents on getting lunch volunteers for Freedom Friday, 1/31.
  
- **Winter Uniform Resale & Collection**
  - *May* to send email and check in with Shannon & Nicole on the uniform collection timeline and plans for winter, and if need help and support for June sale.

## **New Business:**

- **Gala Update (Shanalee)**
  - Continuing to work and account for silent auction items that are coming in.
  - Goal to raise \$65k (conservate) for gala action
  - Invitations expected to go out next week, mid-January
  - Mrs. Quinn is leading classroom Gala items - no issues
  - *Alpa* to send out and manage Newsletter blurb for any help or additional auction items.
  
- **PA Handbook**
  - *Crystal* to review and forward updated PA handbook content to Ms. Mares to be updated and published on HFCS website.
  
- **PA Executive Committee Officer Nominations for 2020-2021**
  - *Crystal* to push PA nominations into E-Newsletter
  
- **HF Meeting in April to moved to April 8 (Wed) @ 8am, due to Good Friday**
  - *May* to send email to Mrs. Walker to notify her of the change
  
- **Next PA EC Meeting - February 10th, 8am**
- **Meeting Adjourned at 8:45 AM**