



**Parent Association  
Executive Committee Meeting Minutes  
February 14, 2020**

**Members present:**

President - Dineen Mansfield

Dir of Business - Alpa Brennam

Vice President - Tricia Swan

RWTA - Bridget Clark

Secretary – Crystal DuRette

Treasurer- May Nguyen Mitchell

**Call to order:**

- The meeting was called to order by Dineen at **8:06 a.m.**
- May motioned to approve the minutes from the January 10, 2020, PA Executive Committee meeting. Motion seconded by Dineen. Motion approved. ***Dineen** to send a final copy of January approved minutes to Ms. Brennam for publication to the website.*

**Officer Reports:**

**Treasurer Report: May Nguyen Mitchell**

- The January Treasurer report was presented by May Mitchell.
  - Net Income YTD: \$4,005.82
  - January Income - \$1009.85
    - Includes - Box Tops \$789.10, Lunch program (Dec) \$195.75, only two weeks, PA dues \$25
  - January Expenses - \$4075.12
    - Includes - Storage \$233; Donation to Gala projects \$2,500; Gala sponsorship & candy bar \$750; Staff Appreciation & Gifts (wreaths, staff bowling, Nov staff appreciation lunch) \$2847.12; Uniform committee software \$245
  - PA will continue to carry the 2019 Meet N Sweets expense ~\$1200, pending invoice.
  - Pending Expenses for 2020 include -
    - 2020 Eat N Treat Signs & Banners (Oct, 2020)

- 2020 Orientation Meet N Sweets \$2000 (Aug, 2020)
- May motioned to approve Treasurer report. Motion seconded by Tricia.

**Unfinished Business:**

- **Gala Prep - Alpa Brennam**
  - Gala preparations are in good shape - no outstanding issues. There is a SignUp Genius from Lauren Rogers to have parents volunteer for set-up on Friday and Saturday.
    - *Alpa* will send a note to Dana on timing to ensure class projects are gathered for the event.
- **PA Executive Committee Officer Nominations for 2020-2021**
  - Dineen has had no emails on interest from E-Newsletter. Dineen has reached out to Allen Christy, and he had committed to lead and start the Arc Angels Group for the 2020-2021 school year.
  - PA Committee brainstormed additional candidates, and will reach out to individuals in their respective HF parent groups to gauge interest for candidates.
  - **Tricia** to reach out to committee chairs if returning 2020-2021 school year.
- **PA Handbook**
  - Crystal updated the 2019-2020 PA handbook content and sent to Ms. Brennam to be updated and published on HFCS website. The Final copy is also posted on the HF Google site [pa.holyfamilycs@gmail.com](mailto:pa.holyfamilycs@gmail.com)
- **Winter Uniform Resale & Collection**
  - *Pending feedback - May to send email and check in with Shannon & Nicole if need help and support for June sale.*

**New Business:**

- **RWTA -Bridget Clark**
  - Run with the Angels will take place at St. Dominic HS on 3-April, 2020.
  - The theme is Out of this World (Space Theme)
  - Planning the event for 600 students and 150 volunteers
  - The changes this year include setting up leads for each of the areas to manage the space and volunteers; donation request of \$75./family versus per student; pre-order and pre-registration for shirts for earlier count and delivery.

- Bridget asked if PA would again support the treat for students (Bomb Pops vs. snow cones); May motioned to approve support. Motion seconded by Dineen. **Tricia** to research procuring Bomb Pops for the event.
- Scheduled a run to the Storage unit on 3/31 @ 8am to gather the RWTA items.
- **Service Chair Committee volunteer luncheon - May 5th**
  - Discussed planning for the Thank you Luncheon for May for all our Service Chair volunteers (~30). Based on volunteer mass timing, we honed on 5-May (Cinco de Mayo) for luncheon and theme.
  - **Tricia** to reach out to Mexican restaurants - i.e. Mesa Rosa, Morales for cost and availability.
  - **Crystal** to check with Kelly Walker on any issues with the date.
- **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 - March 13th, 8am**
- **Meeting Adjourned at 8:44 AM**