



**Parent Association
Executive Committee Meeting Minutes
August 9, 2019**

Members present:

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|--------------------------------|-----------------------------------|
| President - Dineen Mansfield | Dir of Development – Alpa Brannam |
| VP - Tricia Swan | Principal - Kelly Laster |
| Secretary – Crystal DuRette | |
| Treasurer- May Nguyen Mitchell | |

Call to order:

- The meeting was called to order by Dineen at **9:03a.m.**
- Dineen motioned to approve the minutes from the June 14th, PA Executive Committee meeting. Motion seconded by Tricia. Motion approved. ***Dineen** to send a final copy of June approved minutes to Ms. Mares-Almanza for publication to the website.*

Officer Reports:

Treasurer Report: May Nguyen Mitchell

- 2018-2019 School Year report was provided - **Net Income @ \$8,452.81**
The 2018-2019 donation to pavillion -\$8,452. This completes the two year commitment from PA for net income to be donated to support building new pavillon.
- May motioned to approve Treasurer report. Motion seconded by Dineen.
- 2019-2020 proposed budget was presented. The following items are to be reviewed to support September meeting to set the overall budget for this year: lunch program, BoxTops, and uniform resale. The structure and income from lunch program will change with the vendor change. ***Dineen** to get with Cristian on fee structure for lunch program.* Box Tops program has changed and request for budget for gift basket of school supplies to winning classroom. ***Dineen** to invite Christy Allen for*

*overview of Boxtop program changes to support 2019-2020. **May** to update budget and prepare for 2019-2020 PA budget approval in September meeting.*

- January uniform resale may also be postponed to a single end of year (May/ June) uniform resale, due to the limited volume of Flynn O'Hara uniforms provided to PA for re-sale. **Alpa** to check with Mrs. Laster on possible date(s) for uniform sale at end of school year.

Unfinished Business:

- None

New Business:

- **Back to School Nights | August 20,21,22**
 - Spirit shop will be available on-line. **Alpa** to advise when ready to push to E-News. No Service Committee tables @ BTS nights.
- **Google Drive for PA Documents**
 - PA Officers will begin uploading PA documents to the pa.holyfamilycs@gmail.com account. This includes Agendas, Minutes, Treasurer reports, PA Newsletters, and other documents and flyers. Currently, the EIM list will remain with VP officer to support the privacy of personal information and support the current sharing structure with HF administration.
 - **Alpa** to take initial review the PA Handbook for updates for 2019-2020. PA officers to review and update, once Alpa denotes its ready.
 - **Crystal** to send Cristina the Minutes for February 2019 to now to archive on HFCS website.
- **ENews**
 - First ENews to be published on 8/15/2019. **Crystal** to send initial call to Service Committee members for any ENews information, as well as denote the information below.
 - Lunch Volunteer Sign-ups. **Dineen** to reach out to Christian on Volunteer lunch link.
 - PA Volunteer Link. **May** to reach out to Cristina to have the link on the front page of HFCS Website. **May** to change the linked Google form with Tricia's contact info. **Alpa** to send out email blast to parents for volunteer sign-up link.

- **Next PA EC Meeting - September 13th, 8am**

Meeting Adjourned at 9:44AM