



**Parent Association
Executive Committee Meeting Minutes
November 08, 2019**

Members present:

VP - Tricia Swan	Dir of Development – Alpa Brannam
Secretary – Crystal DuRette	Dir of Communications - Cristina Mares
Treasurer- May Nguyen Mitchell	Principal - Kelly Laster
Staff Appreciation - Ellen Miri	

Call to order:

- The meeting was called to order by Tricia at **8:02 a.m.**
- Tricia motioned to approve the minutes from the October 11, 2019, PA Executive Committee meeting. Motion seconded by Crystal. Motion approved. ***Dineen** to send a final copy of October approved minutes to Ms. Mares for publication to the website.*

Officer Reports:

Treasurer Report: May Nguyen Mitchell

- October Treasure report was presented by May Mitchell.
The payment to Fun Bus from Back to School snow cones is pending due to communication with company. Will continue to hold funds in our account.
 - Net Income YTD: \$8,836.33
 - October Income - Spirit Nights, \$200; lunch program (Sept) \$420.50, Spirit Wear, Membership Dues
 - October Expenses - Eat n Treat \$584.24, Storage \$233.
- May motioned to approve Treasurer report. Motion seconded by Crystal.

Unfinished Business:

- **Grandparents Day**
 - Alpa good to go with Sign-up and Directions

- **Book Fair** - Good to go!
- **Our Lady of Guadalupe (12/12)**
 - Cristina Mares is leading event with Mrs. Lake.
 - Cristina asking for room parent help with coordinating refreshments. ***Cristina/ Mrs. Lake** to advise what help needed in this capacity to notify room parent lead.*

New Business:

- **Thanksgiving Luncheon (11/21)**
 - Ellen reviewed the need to to for the PAEC to help manage distribution of staff lunch. ***Ellen** to send an email with final details of food pick-up and teacher food needs.*
 - **PAEC team** to manage distribution on 11/21
 - Note - K-cup and Pie Drive to be sorted in the office-copy room
- **Catholic Schools Week**
 - Staff event suggested to be Bowling @ Mel's. It was well received last year. Proposed Date - 1/24, 4:30-6:30. ***Tricia** to look into arrangements.*
 - Freedom Friday Lunch. ***Alpa** to send Room Parent request for coverage*
- **Advent Wreath ask by Mrs. Hinkel**
 - Alpa noted that there is an open ask for advent wreaths for the classrooms.
 - Discussion on whether room parents could solicit for volunteers to donate or purchase. ***Alpa** to get more information from Mrs. Hinkel on detail of wreath type, cost, quantity, etc.*
- **Boy Scouts - Pack 97**
 - Pack 97 Leadership committee has asked if PA would be willing to allow them to utilize space in the Holy Family PA storage unit.
 - Discussion ended with approval from Mrs. Laster and PAEC that with a nominal \$10/mo., Pack 97 could utilize space. The PAEC would need to clean-out the storage unit of the items that are no longer needed and assess the overall space. ***Crystal** to coordinate clean-out day in January and advise Pack 97 Leadership Committee (James Blair, Tony Morone)*
- **No Drop of at Charity Building Sign**
 - Ellen to check with Shelly on the location of the sign for the Morning Supervision Committee
- **Next PA EC Meeting - December 13th, 8am**

- **Meeting Adjourned at 8:43AM**