



**Parent Association
Executive Committee Meeting Minutes
December 13, 2019**

Members present:

President - Dineen Mansfield

Dir of Communications - Cristina Mares

Secretary – Crystal DuRette

Treasurer- May Nguyen Mitchell

Call to order:

- The meeting was called to order by Dineen at **8:08 a.m.**
- Crystal motioned to approve the minutes from the November 8th, 2019, PA Executive Committee meeting. Motion seconded by Dineen. Motion approved. ***Dineen** to send a final copy of November approved minutes to Ms. Mares for publication to the website.*

Officer Reports:

Treasurer Report: May Nguyen Mitchell

- November Treasurer report was presented by May Mitchell.
 - Net Income YTD: \$9,036.36
 - November Income - Membership Dues, Lunch program (Oct) \$429.57
 - November Expenses - Storage \$233., Staff Appreciation \$71.72
 - PA will continue to carry the 2019 Meet N Sweets Invoice ~\$1200.
- May motioned to approve Treasurer report. Motion seconded by Dineen.

Unfinished Business:

- **Catholic School Week**
 - ***Tricia** to confirm Mel's (bowling/ food) for January 24th for Staff Appreciation.*
 - ***Crystal** to send a Save the Date Evite for the Staff Appreciation event on 1/24*

- Christina highlighted that the 7 parishes will be sending out and looking for parent volunteers at masses the weekend of January 25/26 to support Catholic School Week.
- Freedom Friday - Friday of CSW is approved for teachers to have lunch coverage by parent volunteers. *Dineen will check with Ms. Walker and Danna (Room Parent Coordinator) to confirm sign-up and commentary is added to Room Parent note about teacher appreciation.* Note - Holy Family recognizes teacher appreciation the week of CSW versus the traditional “teacher appreciation” celebrated by the masses in the spring.
- **Cub Scout Storage** - The executive team agreed to take a look at the PA storage unit to clean-out and allocate space for scout items, i.e. the pinewood track, on January 10th after the PAEC Meeting.

New Business:

- **Winter Uniform Resale & Collection**
 - *May to send email and check in with Nicole on the uniform collection timeline and plans for winter; welcome to invite her to future meeting.*
- **Feedback on Lady Feast Reception**
 - Cristina highlighted that the event was a success, but did hear some feedback on the logistics, if the school does it again next year.
 - Crockpot heat time was not sufficient for some classes, depending when parent volunteers were able to get in and set-up.
 - Some crockpots were smaller than desirable making it a challenge to feed 50+ students. (The large coffee dispensers were the most desirable)
 - It was noted that having a large pavillon or area to set-up and manage the school population would have been ideal (Noted that the PAC / dining hall was not available for this event.)
- **Next PA EC Meeting - January 10th, 8am**
- **Meeting Adjourned at 8:29 AM**