



# IACA May 2012 Meeting Minutes

05/07/12 – Monday

7:00 PM to 8:30 PM

IACS - cafeteria

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**Meeting Called to Order:** 7:07 pm

**Accept Prior Meeting Minutes:** A motion was made and passed to accept April 2012 meeting minutes.

**Welcome & Introductions** - Attendees introduced themselves to the group

**Vote to Accept Financials:** Lori presented treasurer's report, announced fund allocations and a motion was made and passed to accept the financials as presented.

**Funding requests:**

- Kim Albert will use \$150 of money being held for DI to purchase books for a reference library.
- Janet Morris- needs to get reimbursed for expenses incurred replacing black light mounts for dances
- Janet Morris – requesting funds for a DJ hard drive
- Mariclare will fill out form for \$250 reimbursement for fire approved semi-formal purchases. Maintenance is building a dance floor for the semi and future dances as well as placing impatiens in front of the school. We agreed to leave the impatiens in place for the graduation.
- A motion was made and passed for \$300 to Rhonda/ Drama for costumes, fall plays and summer shows.
- A motion was made and passed for \$200 contingency for recess equipment should we not get enough donations over the next week. It will go in the blast this week.
- Kerry will turn in receipts for reimbursed for BBQ expenses which she anticipates to be same as last year.
- Acknowledged that the Athletic Department is taking their budgeted \$900 for Junior Olympic Regionals.
- Last Bash\_parent donation form needs to go to Annie then to Heather to go up on web
- Yankee Candle made \$1518.97!

**Agenda:**

1. All receipts for the 2011-2012 school year must be turned in by 6/30/12. This is our deadline for the 2011-2012 expenses. Please keep closets clean, return keys, keep lock box locked.
2. Valerie explained the voting protocol: Executive Board nominations and voting are verbal, unless there is more than one candidate for the same seat. In that case, it is a written vote.
3. Open seats & Nominations\_–Kelly Proctor & Michele Frey were nominated as co-secretaries. Lori DiMattia was nominated to keep her position as Treasurer. There were no volunteers for the VP elect position. Valerie was nominated as President. Heather was nominated for fundraising chair. Sheila Robinson was nominated for Volunteer Coordinator.
4. Congratulations went to Annie and the crew of 32 volunteers who raised \$3,000 for the athletic department!

5. Enrichment recommendations –Two main items were addressed: 1. A motion was made and passed that a \$200 line item for seed money for start up of new clubs be added to the budget. 2. To address the needs of clubs/activities that involve >20% of the student population (currently, drama at the HS and athletics at both the HS and MS), a motion was made and passed (with one oppositional vote) for a budgeted line item for \$2.50/student or a cap of \$500 per club for \$1500 for the coming year, 2012-2013, to be revisited and reviewed yearly. The enrichment committee read the following additional proposed items: 3. As student population increases, review the budget to increase enrichment. 4. Suggest that the school inform parents in advance for expensive field trips such as Sargent Center, Plimoth Plantation, etc 5. Suggest that the school add an acknowledgement to field trip permission slips if IACA funded all/part of the trip, as well as options for chaperone's to pay their own way if they choose to and for parents to donate extra money for scholarships. 6. Ensure that IACA receives recognition for purchases of capital equipment. 7. Institute, as part of the budgeting process, a step to ascertain from the principals what new things may need to be added to the budget for the following year. 8. Recommend liaisons for MS and HS, similar to HB liaisons, but who would hopefully be invited to staff meetings and be able to communicate to the community. Motions were made for all items not pertaining to enrichment (which will be the school's responsibility next year) and were passed.
6. A Motion was made and passed to take on the scheduling of Juries next year as well as making it a chair position. Susan was nominated as the chair.
7. Scholarship committee will meet 5/16 for judging. There are 7 applicants. Staff member, Jennifer Shaby has volunteered to judge. Annie wants to recruit Charlene Laroche for the additional staff member still needed.
8. Last Bash fundraising is going slow according to Allyson. Info will "blasted" until June 8<sup>th</sup> per Annie. Reminder: Father's Day Brunch Last Bash Fundraiser at the Holiday Inn, Boxborough. The committee still needs help with set up (no CORI required). Lisa T. needs to send, in writing, to Annie or IACA group exactly what they need for volunteers. Idea proposed that next year we should consider starting the Last Bash planning with 5<sup>th</sup> grade.
9. 8<sup>th</sup> grade moving up will be held Friday, June 15<sup>th</sup> in the morning. Because we've solicited for so much and still have the BBQ coming, Melissa is paying for this. So the \$250 that was allotted for this is not needed. Annie needs a couple of more parents to help: J. Greene, Kim Albert and Sheila Robinson volunteered.
10. Lori is waiting for a response from Tina and Stephanie Kelly regarding the Graduation Reception. Annie sent them a menu for review and they should be getting back to Annie this week. Annie will be picking up the food for this and the moving up ceremony simultaneously.
11. Annie will fill out the form for both Moving up and Grad reception for use of kitchen.
12. Sheila wants a list submitted to her from the committee chairs about who needs what volunteers.
13. Valerie wants someone to investigate Sullivan Ice cream, cookie dough and other potential fundraiser should we need them in order to have adequate funds to meet the budget to be agreed upon in August.
14. Expansion Initiative is giving us several options for how to dedicate the \$11k+ given. Susan H. reviewed the 4 options proposed for our \$11K expansion gift. A motion was made and passed to put our funds to the "IACA Shack" for the Track & Field with more than 2/3 vote.

15. Jamie is taking over the book fair and will be working alongside Karin Bourque.
16. Nancy Therrien took over cartridges
17. Annie announced that the Brick campaign will commence next year.
18. Sheila R, Sheila H and Michele were the door prize winners!
19. Earlier discussion regarding moving the publicity chair position to a board position, resulted in a motion being made and passed to bring the issue of this position becoming a board position to the committee reviewing the bylaws.

**Meeting Adjourned:** 9:03pm

**Attendees:**

L. DiMattia, V. Clark, M. Frey, A. Accettullo, P. Girouard, H. Landis, S. Hingorani, K. Wellenstein, S. Robinson, C. McKiel, L. Reed, K. Procter, K. Albert, M. Policelli, S. Howard, J. Green