



# IACA Nov. 2012 Meeting Minutes

11/13/12 – Monday.

6:30 PM to 8:30 PM

IACS - cafeteria

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## Agenda Topics

**Meeting Called to Order:** 6:50 pm

**Opening discussions included:**

1. Valerie received a donation to IACA in the mailbox.
2. Elavon Statement received will be forwarded to Lori to resolve recurring monthly charges with the credit card processing company.
3. Funding request from Crystal for \$28.95 for the Box Top Contest.
4. Letter from Massachusetts State Lottery Commission requesting the 5% of profits made from the relay raffle to be paid within 10 days.

**Accept Prior Meeting Minutes:** A motion was made and passed to accept October 15<sup>th</sup> meeting minutes.

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

**Principal Business:**

**New Business /Upcoming Events:**

1. Auditors, Kerry and Heather should be working on the 2011-2012 financial books. They were not in attendance to update the committee. Paula will get the binder to Heather.
2. Valerie contacted Brunswick Zone Bowling for a half day event on Wednesday, January 16<sup>th</sup>, 1-3pm. This is replacing the Nashoba Tubing event held in the past. There was discussion on each of the 3 packages offered and reviewed previous roller skating and school socials in regards to monies charged/earned. Need to work out logistics with Mike at Brunswick Zone (ie: paying an IACA representative at the door, getting a ticket to give at desk for shoes/lane assignment, paying at end of event). A motion was made and passed to offer Pkg. 2 at a cost of \$10 (2hrs of bowling, shoe rental, 1 slice of pizza and a drink) charging the students \$12.
3. Janet has done previous research into getting the rights to a film to be shown at school on February 27<sup>th</sup>. The research has been passed off to Paula to be forwarded to Lori. Hoping to have the movie at school on February 27<sup>th</sup>. There is a \$200 permit to show the movie and the students can not be charged to watch the movie. Proceeds would come from snack/drink sales. Paula will be looking into the possibility of an event at AMC or Chunky's for March 27<sup>th</sup> instead. She will discuss this with Lori.

4. Heather will run the Quality Night prep store on November 21<sup>st</sup>. Paula will check in with Heather to see if she needs any funds.
5. Drama requested that the funds received from the raffled painting at the play be routed through IACA's account since IACA has the raffle permit. Paula would deposit the total funds and then return the net to Drama (raffle profits less 5% paid to MA State Lottery Commission).
6. Paula has looked into use of tablecloths. In the past an IACS parent working for The Chateau Restaurant has gotten the Chateau to generously allow IACA to use their tablecloths at no cost. Paula needs to confirm that they are okay with a large number of tablecloths being used at once for the year-end events (Year End BBQ, 8<sup>th</sup> Grade Semi, 8<sup>th</sup> Grade Moving Up Ceremony, High School Graduation Reception, and Last Bash) which all happen in June. Paula will discuss this issue with Mary Welch, the IACS parent at the Chateau.
7. Valerie presented Janet's research on purchasing new tables for the newly expanded cafeteria. Janet has been in discussions with Chad and has received a quote of \$9,738.30 for 10 tables (\$973.83/table). As all of IACA's profits have been promised to the Expansion Initiative, discussed requesting a portion of the profits given to them be used for the purchase of tables. After much discussion a motion was made and passed to ask the Expansion Initiative if we (IACA) could spend \$3,895.32 for 4 tables of expansion initiative funds donated from IACA toward tables.
8. Requested volunteers for the Middle School Quality Nights to help with the Bake Sale tables from 5:45-7:00. Sheila Robinson volunteered for 7/8 Quality Night on Tuesday, Dec. 4<sup>th</sup>. Kelly Procter and Karin Bourque volunteered for 5/6 Quality Night on Thursday, Dec. 6<sup>th</sup>. Valerie will solicit for more volunteers. Ideally there would be 3 each night. Need to display sign reading: Before placing your order, please inform your server if a person in your party has a food allergy. Valerie will confirm location of Bake Sale table.
9. Discussed the Roller Kingdom half day event scheduled for that Wednesday (November 15<sup>th</sup>) with Bill. Joyce and Bill will cash out before leaving the event on Wednesday and he will return the cash box to Paula on Friday. Paula will go over the procedures with Bill before he leaves this meeting.
10. Valerie going to touch base with Tracey regarding the 12/14 HS Dance.
11. There is no IACA Meeting in December. The next meeting will be January 9<sup>th</sup>.
12. Valerie is looking for someone to chair the next Roller Skating event on February 13<sup>th</sup>.

**Additional Dates Reviewed:**

11/14 Roller Skating	12/6 5/6 Quality Night	1/11 7/8 Dance
11/21 QN Prep/Half Day	12/12, 12/19 Half Days	1/12, 1/19 HS Info Session
11/22, 11/23 No School	12/14 HS Dance	1/25 5/6 Dance
12/4 7/8 Quality Night	12/24 - 12/28 School Vacation	2/13 Roller Skating
12/5 HS Exposition Night 6-8	1/9 IACA Meeting	

**Meeting Adjourned: 8:04 pm**

Attendees: V. Clark, S. Robinson, K. Procter, P. Girouard, K. Bourque, B. Loehfelm, M. Maginnis