

MINUTES OF THE IACA MEETING SEPT. 15, 2009

Attendees: Janet Morris, Sheila Hingorani, Gwen Sandilands, Rose Lerer, Kathy Krystofik, Heather Landis , Elizabeth Valentine, Nichole Young, Bryn Dews, Donna Harrington, Andrea McFeeley, Allyson Printz, Patti Condon, Paula Girouard, Gail Falewicz, Annie Accettullo, Lori Herrick, Elizabeth Valentine, Karen Kirstel, Roger Schmidt, Sheryl Schmidt

The meeting was called to order by JM.

Vote in slate of officers/committee chairs: The following people were voted in. NY made a motion to accept the following slate of officers/chairs. PG seconded the motion.

President: Janet Morris
President-Elect: Gail Falewicz
Treasurer: Gwen Sandilands
Co-Secretaries: Rose Lerer and Kathy Krystofik
Library Lead Chair: Carol Gallagher
Library Volunteer Coordinator: Kerry Wellenstein
Hospitality: Allyson Printz
Book Fair Coordinator: Corine Mazza
Social Chair: Tracy Leedberg
Box Tops Coordinator: Kate Conran

Openings exist for the Enrichment Coordinator, Destination Imagination Coordinator, and Gift Cards/Scrip Coordinator.

Future Meeting Dates: All present agreed on the following IACA meeting dates:

Wed. Oct. 14
Thurs. Nov. 19
No meeting in December
Tues. Jan. 5
Wed. Feb. 10
Thurs. Mar. 11
Mon. Apr. 12
Tues. May 11
Mon. Jun 14

IACA Room: JM announced that the IACA has a room on the second floor next to Walter's office.

Minutes: A motion was made by BD and seconded by GS to accept the June meeting minutes.

A motion was made by KK and seconded by JM to accept the August meeting minutes.

RL will send the approved minutes to Greg Orpen to be posted on the school website.

Financial Report and Budget: GS presented 3 financial reports. A question was asked about why the budgeted revenue for this year was decreased from last year. GS and JM explained that it was decided to remove some of the smaller fundraisers and to focus on one large adult social event/fundraiser in March. Expenses have been cut to reflect this lower number. GS agreed to notify the teachers about the enrichment funds available for each grade.

A motion was made by BD to accept the July to August Revenue and Expense Activity Report. All present voted aye.

A motion was made by SH and seconded by JM to accept the proposed 2009/2010 budget. All present voted aye.

Ice Cream Social: The evenings went well. Possible improvements for next year include having more stations and showing people where to go. It was very crowded. It was suggested that the place used for the high school social was too small. There is ice cream left over. In the future, we will not use Styrofoam in an effort to be more green.

Welcome Back Teacher Breakfast was very successful. Thanks to everyone who provided food.

Homebase Breakfasts are coming up on **Thurs. Sept. 24**. There seemed to be some misunderstanding about this. SH agreed to get some info into the Dispatch or Connection.

-You can't just bring any type of food to the breakfast. (This was explained in the online Connection but not everyone had read that.) There is a menu (approved by the nurse) and teachers will have sign up sheets in the classrooms during ILP's this week. Teachers need to understand that they can't accept items outside the approved menu.

-This is a family event. Siblings are welcome.

-Coffee will be served in the dining room.

-People need to take leftovers home.

-SH indicated that we have HB liaisons. If possible, the HB liaisons will send reminder emails about the breakfast.

Parent Open Houses are coming up on Sept. 30 (middle school) and Oct. 1 (high school). JM indicated that the IACA and Board of Trustees will speak briefly in the auditorium. AP asked how the open houses were going to run. Last year, the HS open house was more formal/scheduled where as the MS open house was drop in.

Student Socials: There are 3 dances for 5/6 and 3 for 7/8 this year.

-Tracy Leedberg is the DJ. Since TL spends a lot of time running the equipment and pre-approving songs, JM asked for a volunteer to organize the snack and trinket sales. LH agreed to do this.

-EV indicated that her husband may be able to help with DJ'ing; JM suggested that he contact TL. It was agreed that, with 6 MS student socials on the calendar, it would be good to have a backup DJ. He should start training with TL early so he could step in if she was not available to DJ on short notice.

-We need male and female chaperones for these socials. They need to be CORI-certified in advance. RL agreed to put a notice about this in the newsletter.

-Halloween student socials are on Oct. 23 (7/8) and Oct. 30 (5/6). Should people wear a costume? Admission will be \$5. We will snacks for 50 cents each. Water will be free because, in the interest of being more green and encouraging the kids to drink water, we will not be selling water bottles. Instead, we will have a large container filled with tap water and ice cubes; GF has a container like this. A parent volunteer will dispense the water into small Dixie cups. The cups are intended to be single use/throw away right after drinking in a waste basket right next to the water and snack table.

March Adult Social/Fundraiser: This is the first time that the IACA has run an event like this. It is intended to be a fun evening for the adults while also raising funds for the school. Affordability is key and it is expected to be held at the school to save on facility rental costs. The type of event is not yet decided. A committee is being formed to plan this event.

- One suggestion was a casino night. HL has run casino nights before as fundraisers for other schools. She used a company called Happy Nights and was very pleased. They bring in all the equipment and give the parent volunteers a 20 minute training before the event starts. One problem is that you need many volunteers (they needed 45 volunteers for an event that drew 200-275 people). She also suggested that a bar be available. Some reiterated concerns (from last year's wine tasting discussion) about liability if we serve alcohol; we would need to hire a company with licensed bartenders to serve the alcohol. GS suggested that it might make more financial sense to hold an event like this at a facility that already has a bar.

-Another suggestion was an auction or silent auction. HL knows someone who can do sports memorabilia auctions. KK indicated that her preschool raised a lot of money with an auction by having a committee that went out and actively solicited donations from businesses in the community, as well as from families. Red Sox tickets and special dinners (prepared by a community member) were also mentioned as popular items. Other good items are having families donate training sessions to teach others things like how to manage your itunes account, get photos out of your camera, or knit a sweater. Having an auction booklet is important because it provides advertising to the people/businesses who donate items.

-NY suggested that we could hold a comedy night in the auditorium.

Communication:

-The new paper Dispatch and the online newsletters were discussed.

-It was suggested that we have sandwich boards/signs telling about IACA meetings and other events at the rotary for middle school pickup and at the high school parking lot.

-The IACA will have a table on HB breakfast day and at the Parent Open Houses with bookfair volunteer signup forms, CORI forms, 100% club, and general info.

-JM indicated that Corine Mazza will publicize the book fair in the Dispatch and Connection.

Miscellaneous:

Grants: HL asked if we had ever asked for grants for enrichment activities. JM mentioned that we would do this but we need the details on the proposed program first. BD mentioned that one person has volunteered (via the volunteer sheets) to write grants.

Technology: LH mentioned that her husband is very talented with technology and can help with that.

-Karen Kirstel will help ensure that the volunteer list is updated. PC indicated that she has a volunteer database from another school that could be modified for IACS.

-LH wants to work on the book fair.

T-shirts: All agreed to sell the T-shirts for \$5 each.

JM adjourned the meeting at 8:35 PM.

The next meeting is on Monday, October 14 at 7PM.