

MINUTES OF THE IACA MEETING OCTOBER 14, 2009

Attendees: Janet Morris, Kerry Wellenstein, Carol Gallagher, Nicole Young, Paula Girourard, Sherry Schmidt, Kathy Krystofik, Gwen Sandilands, Janet Morris, Lisa Reed, Lori Herrick, Tracy Leedberg.

Janet Morris called the meeting to order. Motion was made by LR to accept the minutes from the Sept. 15, 2009 meeting; motion was seconded by Janet Morris; minutes accepted.

Financial Report: Gwen Sandilands presented the financial report. She submitted the IACA Revenue and Expense Activity Report, covering August 31 – Oct. 13, 2009.

Book Fair: only receipts were presented on report; next month, expenses will be listed. Collected receipts totaled \$4,526.87, plus \$529.78 in credit card sales. We will receive 25% if we take it in cash, plus 5% for selling over \$5,000.00, and we will get 10% bonus in books for our account. We will take the amount as cash. CG will buy books for the library, although space for new books is an issue. She will seek volunteers to build custom bookshelves from oak to match the ones already there. KK and LR noted that having the Book Fair open on the Open House nights was very lucrative. Some older students helped run the book fair at night, and they loved helping, and were actually very helpful. High School Book Fair purchases were low. It was suggested that we should move their book section to the High School. Setting up the Book Fair – JM reported that the first box we received contained only “goodies”, and no books. Molly from Scholastic remedied this quickly, and we received the rest of the order.

Tee Shirts: All new students have received tee shirts, distributed by the principals. Now we can sell more tee shirts at events. Gwen reported that the cost for new tee shirts would be \$5.00. There are approximately 100 tee shirts left to sell. We should put in the Dispatch that they are available for purchase.

Museum of Fine Arts Field Trip: 7th and 8th graders are going to the Museum of Fine Arts, subsidized by the IACA. It helps our fundraising if people are aware that their donations fund field trips. We should ask teachers to put this fact on the field trip permission slips.

High School Dance: To be held Oct. 16. JM and GS explained that the High School pays IACA \$200.00 per dance to use the audio equipment. In the past, the IACA ran the event, and collected the fees. Now that the HS runs the dances, they collect and keep the fees. The \$200.00 is to defray the cost the IACA spent to purchase the equipment last year. TL reported that Kaitlin would be setting up the equipment for the dance.

Home Base Breakfasts: They went well. TL reported that some comments were made that the tables and desks in the classrooms were dirty. Next year, we should ask students to clean the tables and desks the night before. We should provide them with cleaning supplies for this task.

Open Houses: JM reported that the refreshments IACA provided were a hit. Our flyer was available at the table. JM spoke at the Open House about the role of the IACA, and explained the 100% Club. JM noted that she is currently serving on IACA Board, as well as the Development

Committee (“100% Club”). JM felt she could be fair to both committees, which both run fundraising events.

JM discussed the upcoming art event to be held in Lowell. Allyson Prinz feels that it is ok to provide refreshments for the event.

School Spirit Night: Oct. 22nd – discussed whether we wanted to set up a table, provide refreshments, and sell tee shirts. Walter is running this event. There will be entertainment. Decided to set up a table to sell snacks, water. The table will be located in the hallway outside the auditorium.

Publicity: We need a coordinator! This will be an internal publicity person to coordinate publicity within the school for IACA events. We need to pinpoint job duties, write up a job description, and ask within the community for a volunteer.

Volunteer Database: JM reported that the database is up and running. Gail Falewicz will maintain this. Requests for volunteers for events should go through Gail. GS had questions about confidentiality. Sheila Hingorani is the volunteer coordinator, but it was noted that she is only doing the database. We need to ask Gail and Sheila about this. It was decided that only Gail, Sheila, and Janet should have access to the database.

IACA website tab: JM’s husband is working to get the IACA a tab on the school’s general website. There will be a page about IACA. He is also working on a re-vamp of the school’s website. He is setting up the school website so that it can be maintained by the school, not him. KK suggested that we check out the form and function of the F.W. Parker Essential Charter school’s website – very comprehensive and up-to-date.

Middle School Dances: Ray O’Donnell will be the teacher chaperone for the 7th and 8th grade social; Carrie Anderson will be the teacher chaperone for the 5th and 6th grade social. Each one will receive \$75.00 from IACA to chaperone. The group discussed paying teachers to chaperone the socials. Some felt that the teachers should not be paid, as they saw it as a community obligation. The consensus was that it was fair to pay chaperones, as it makes it a more professional obligation, and it was noted that we do make money on these events. TL will coordinate the socials. She would like more help running the socials. She will coordinate with JM to recruit more volunteers. TL mentioned that for \$20.00, we can purchase music downloads. It was decided that we will take that amount from the \$500.00 line item budgeted for socials.

Also, regarding the High School socials: The High School now runs and profits from their socials. They do rent the equipment as noted previously. However, it was discussed that the Middle School supply room should be used by the Middle School for their socials, and the High School should purchase and store their own supplies for their socials. JM will do an inventory of the Middle School supply room.

Roller Skating Fundraiser/Social Event: This event was scheduled for the afternoon of November 17th, an early release day. The group decided to run it this time on an early release day, to see how it is received by the community. We can revisit the possibility of holding it on a non-release day, to accommodate different schedules. The rink rental will be \$300.00. Skate rentals will be available for an additional \$3.00 charge. The rink will not be open to the public during the event, but it will not be

chaperoned, and that fact should be reflected on the event publicity. It was decided to charge a \$6.00 entry fee, with skate rentals optional at an additional \$3.00. LR suggested that we hold this as a social event, rather than a fundraiser, and any profits should be earmarked for the IACA general fund. GS suggested that we ask Ms. Shaby to have kids make posters for this event.

Future Fundraisers: LR brought up the subject of the large fundraiser for the spring. There was a discussion about possible fundraisers. LR suggested that we take the envelope request off the list of possible fundraisers for IACA, since that would be similar to the Development Fund request. A football tailgate fundraiser was suggested for the fall. People would pay an entrance fee to be able to park and tailgate in the parking lot, with their own food or food sold by IACA, with those attending to view the Patriots game in the auditorium on the big screen. LR believed that parents would like to do activities with their kids, and felt that a May field day would be a popular fundraiser.

New February meeting date: The new date for the Feb. 2010 IACA meeting is February 9, 2010.

Respectfully Submitted,
Kathy Krystofik
Co-Secretary, IACA