

## MINUTES OF THE INNOVATION ACADEMY COMMUNITY ASSOCIATION MEETING JANUARY 5, 2010

**Attendees:** Rose Lerer, Paula Girouard, Carol Gallagher, Kathy Krystofik, Kerry Wellenstein, Gwen Sandilands, Janet Morris, Nichole Young, Gail Falewicz, Allyson Printz.

**Financial Report:** Gwen Sandilands: IRS notified IACA that there would be a penalty of \$1,300.00 for late tax return in 2005/2006. GS called the IRS to dispute. IRS will notify IACA in mid-February if they will waive the penalty. Rose Lerer asked if IACA has a position of treasurer-elect, so that person could become familiar with the duties of the treasurer before they become responsible for the duties. GS suggested that IACA retain a professional to do the tax return. It is a lot to ask a volunteer to take on that responsibility. It might cost \$400.00 - \$500.00 to hire a professional. It was also suggested that a member of the school community might be willing to donate their time, or charge a reduced fee for tax prep. Even if not, GS believed that it is necessary that a professional do the tax return. Should ask within the community through the Connection. Nichole Young agreed that we should recruit a professional. GS thought we should hire an accountant now to advise on the issue of the past IRS penalty. RL wanted us to advertise for a board treasurer (replacing GS). GS will step down as treasurer after this year; according to the IACA by-laws, the position is limited to 3 years, and she has served for that long.

**Gift Card Update:** Made a profit of \$1,400.00. NY ran the program. She suggested we continue the program for the year, and was willing to take this on and run it once a month. Cards will be shipped to the school from now on.

**Destination Imagination:** Bryn Dewes was not present, but she requested more money for the program. GS reported that a \$400.00 donation from last year was not spent.

**Dance equipment rentals:** Greg Orpen, Sasha Douglas, Erin Attfield-Quinlan met with Janet Morris. Greg Orpen and Sasha Douglas felt a flat fee for the rental would be easier. Greg said we would receive \$100.00 for the high school dance. Regarding a DJ policy, NY felt there should be some training for student helpers, and they should be trained each year. The group felt that 2 weeks' notice for the use of the equipment would be reasonable. JM felt uncomfortable having the equipment stored in the freezer. We should store it more securely. JM asked Tracey Leedberg if we could get a cart for storage, and is awaiting her answer. An inventory list should be attached to the cart.

JM suggested that an IACA member attend a student government meeting; they meet several times during the week. JM will wait for student government group to invite her to a meeting. NY was disappointed that Greg Orpen declined her offer to be an IACA high school liaison.

**Co-Co Key:** Discussed ways of advertising this event – use e-mail, google group, make an announcement at the All-School Meeting next week. Kids could make posters.

**Ice Cream Social:** Moved from January 22<sup>nd</sup> to March 5<sup>th</sup>, due to Co-Co Key event.

**Big Fundraiser:** We still need to decide on an event. Some ideas: RL suggested “Stump Trivia”, which is run by a professional. It would be \$250.00 per team. GS could ask Walter for 5 faculty teams. Event could be held here, but group felt that holding it in a place with a bar would bring in more

money. JM will ask Lisa to look into Mt. Pleasant Golf Club in Lowell, Billerica Elks, or Chelmsford Elks for dates and costs.

**Basket Raffle:** Need a chairperson and a team for this event. It should be scheduled to display baskets on the night of the high school play (May 13, 14, 15). Baskets should be ready by mid-May, and the raffle should be drawn after the middle school art show on June 4<sup>th</sup>. Group consensus was not to display them at high school exhibition night. Allyson Printz was willing to co-chair, and will report back at February meeting.

**Book Fair:** RL noted that the Bookends book fair profit is only half of what we could make with Scholastic. The purpose of the book fair is to make money. Perhaps we could ask Bookends to attend that March 9, 10, 11 Quality Nights. JM will send us e-mail with feedback from Bookends. Also, JM will check with principals, and find a location here to do it those nights.

Meeting was adjourned. Date for next meeting: February 9, 2010.

Respectfully Submitted,  
Kathy Krystofik  
Co-Secretary, IACA