

IACA Board Meeting Minutes

August 3, 2011

Attendees: V. Clark, M. Pollicelli, L. DiMattia, J. Morris, M. Frey

Called to Order at 7:16pm

Lori DiMattia was voted unanimously as treasurer.

The original dates set for IACA meetings for 2011-2012 are changing. New dates have been submitted and are awaiting approval. This year's first meeting which has been set up, but not approved yet will start as a "Meet and Greet" for new parents. We'll provide coffee. Val will talk about IACA and lead into the events sign up encouraging parents to sign up for volunteer opportunities on the "Events Board". The board lists the requirements for each event to better help parents (and the IACA) plan accordingly and in advance. It encompasses all the events/volunteer opportunities throughout the coming year for parents to contribute, meet other parents, meet their child's classmates, etc. Melissa Kapeckas and Greg Orpen will alternate attendance at each meeting this year which will greatly enhance communication.

We discussed our hopes of more adult involvement/leadership with organization and planning of high school dances during the coming year (2011-2012).

Immediate Needs:

We need a sports liaison between IACA and Athletic department to help avoid schedule conflicts as well as help with publicity. Lori volunteered to be the sports liaison.

Mariclare volunteered to host a coffee hour given by IACA during new student orientation on 8/29 (8:30-10am) per Melissa Kapeckas' request. We will provide water and coffee as well as a table with T-shirts, a flier with all new dates of meetings and one about the parent buddy system. A motion was made and passed for \$50 for IACA to provide this hospitality. Mariclare will call Dunkin Donuts to ask for coffee donation. Val will let Melissa know we will provide coffee. Mariclare has ordered 5th grade T-shirts (cost is \$513.55) and they are on their way. Janet received the T-shirts she ordered (cost is \$276) for the high school freshmen per Greg's request; she gave them to Mariclare to get to Greg. We need 3 people to distribute T-shirts at 5th grade orientation. A "blast" will be sent out with a call for help.

Ice Cream Socials - We have enough of these supplies: spoons, bowls, napkins, jimmies, ice cream scoops. Ice cream is ordered (4 vanilla, 3 chocolate & 5 cookie dough) from New England Ice Cream and will be delivered on 23rd; Mariclare will be at IACS to pick it up. Cost is \$229.21 with free delivery on Tuesdays to Tyngsboro. We decided to set up two identical tables in one area (not separated by grade) with the line of people moving between them to make things move along faster. Mariclare needs 5 people for each table.

Teacher luncheon – Mariclare found that with a budget of \$700, ordering sandwiches from Panera may not be feasible. We decided not to use Panera; Mariclare will investigate other options. Lori will make edible arrangements. Mariclare will check with Bob about cloth tablecloths he may have for us to use. Also, Mariclare has a basket of "goodies" to give away. Each teacher will get a ticket for a chance to win the basket.

Val reviewed an email from Paula regarding a raffle tax payment that had inadvertently been missed. The permit was pulled for the raffle, which triggers the commission that we owe a raffle tax. It's 10% of what is made, so we agreed that Paula should send in what we owe (\$110) and wait to find out if there's a penalty.

Destination Imagination: We added \$350 of revenue from a previous year's DI fundraiser to the DI budget line item, so now the line item expense is \$118 vs. \$488. (Remember: \$118 is NOT the actual expenses for this year for this line item)

Janet to update brochure about IACA; we also need copies of We Want You poster

BUDGET

IACA budget spreadsheets were passed out and line items were reviewed to create proposed 2011-2012 budget. We ended the 2010-2011 year with a negative balance.

Fundraisers: R=Revenue, E=Expenses, P/L = Profit or Loss

Big Time Social Event (sched for March 30) -spent \$2400 more than budgeted, so changed expenses to \$3640 from \$2400 and increased budgeted revenue to by \$2K to \$10,000. This gives a profit of \$6340 vs. \$5600.

Snow Tubing at Nashoba Valley will replace Coco Keys - no date or budget yet, because it is new. We will try to plan for January 25th which is a half day. We'll need volunteers and a chairperson. We will send a flier home with cost for the two hour pass. Parents will provide their own transportation.

Roller Skating – it runs well when advertised; 3 dates are booked for this year on scheduled half days. The deposit is in the previous year's budget. Rounding last year's figures to the nearest hundred dollars: R=\$1700, E=\$700, P/L = \$ 1000.

Chunky's - Run this 3X/year(vs once last year): pre-holiday, pre-vacations, pre-summer: R=\$960, E=\$560, P/L = \$400

No Tail gate party scheduled for this year.

Bake sales - At quality night, talent show & art show. Rounding last year's figures to the nearest hundred dollars:

R=\$700, E=\$100, P/L=\$600

Bookfair - Will be Scholastic fair this year(not Book Ends), so anticipate higher numbers: R=\$8000, E=\$6000, P/L= \$2000

Basket raffle - R=\$2000, E=\$200, P/L=\$1800

Boxtops - R=\$700 Janet has a mailbox that can be placed in the school for Boxtop collection. Include reminder note with ILP information: "parents bring your Boxtops".

Great Lakes Scrips - Encourage that this happens at least twice (pre-holiday and end of year), but possibly quarterly?

R=\$15,000, E=\$13,500, P/L=\$2500

Fundraiser Donations – are always welcome for the IACA

Spirit Wear - We hope to have sales in early fall, pre-holiday and pre-Easter/vacation. The list of items and colors need to be approved by Walter. (If we use what's on file we should be OK) We use Heritage Spiritwear in Florida (items come prepackaged for each order – no sorting required). R=\$6000, E=\$4500, P/L=\$1500

Funding Factory - Added line item. R=\$700 E=\$700 P/L=0 because all money earned should go out to clubs.

Yankee Candle – Added line item. Hope to run at Holiday time/Mother's Day. R=\$1000, E=\$600, P/L=\$400 Looking to Tammy Ward for more information/help with this.

Social Events/Activities:

School socials R=5000, E=200, P/L= 4800

Winter Social: Family Event Carnival Social: R=\$450, E=\$350, P/L = \$100 (Note: Our expenses will be less than budgeted.

Items were purchased this past year, but event was not held)

Rename 8th Grade Graduation to 8th Grade year-end events: E = \$200

12th Grade Graduation Blast: We are holding \$413.66 for this event that they made/deposited this year. E=\$500.

Expenses:

Enrichment – We provide \$1200/grade for grades 5-8 plus \$1000/grade for grades 9-12 (*Note that the high school amount has increased from \$600 per grade to \$1000 per grade in order to accommodate expanding class sizes). E=8800

Staff Appreciation (change to Welcome Back Staff Appreciation Luncheon): Has been traditionally put on by Board of Trustees and we just donate. We will no longer donate to this, but instead, make Welcome Back Luncheon \$700.

Welcome Day Tshirts – E=\$500.(same)

Year End BBQ - : E=\$750 (same)

Art show MS - E=\$50 (decrease)

Ice Cream Socials - E=500 (same)

Removing Library line item.....

Destination Imagination - E=\$700 (same)

Misc Innovation Funding - E=\$200 (same)

Office supplies/Expenses - E=\$100 (same)

Overhead (insurance) - E=\$450 (same)

Scholarships - 2 @ \$1000 each ; E=\$2000 (same)

Add 3 line items for sports: Fall Sports Transportation, Winter Sports Transportation and Spring Sports Transportation for \$300 each season for events that are beyond the regular schedule at the regional level or above for current IACS sports teams. These can be rolled over within the same year for team purposes and coach requested.

Add 5th grade orientation E=\$50

Add Robotics line item ??

Note: \$413.66 and \$2000 is money that cannot be spent with our current balance (the first is money being held for the 12th grade graduation and the latter is being held until scholarship recipients claim their awards).

We'd like to get information about available enrichment money out to teachers, possibly through staff meeting. Lori will get in touch with Carol Passarelli about bringing in performers.

Val will add Bylaw committee to event sign-ups board.

Meeting Adjourned approximately 9:30pm