



# IACA Meeting Minutes

09/20/12 – Thursday.

6:30 PM to 8:30 PM

IACS - cafeteria

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## **Meeting Called to Order: 6:45 pm**

**Accept Prior Meetings Minutes:** Valerie asked if everyone had a chance to look over the minutes for the meetings on 6/04, 7/23 and 9/10 of this year. A motion was made and passed to accept the minutes of the prior meetings.

**Vote to Accept Financials:** Paula presented the Financial Report for September 1, 2011 – August 31, 2012, Budget vs. Actual.

Discussions included:

1. Box Top Revenue: The revenue that was generated last year which will be received this year will be added to this year's financials.
2. Bake Sales: We can expect the figures to go down this year.
3. School Socials: There was money spent on prizes for last year's school socials and we will no longer have those expenses. There is new lighting and DJ equipment purchased last year, therefore we will not have those expenses this year. Valerie to check with Janet regarding the Paris mural to make sure it should be included in the budget.
4. 12<sup>th</sup> Grade Blast: Profits made from the Blast will go back into the budget for following years. The revenue of \$4,416.11 was discussed as being raised by the students and that it is not IACA money and that the profit would stay with the Blast. The total profit held from the last two years is \$871.55. There was much discussion about the \$500 expense item if the money is gifted to the Blast or whether it is just up-front money which would be re-paid and therefore should not be included in the budget. It was decided that the \$500 is not a gift, it is up-front money available for use as needed.
5. Enrichment: Valerie discussed that as IACA's profits are going towards the Expansion Initiative, the school has now taken over the Enrichment line item and therefore it is no longer a budgeted item.
6. Destination Imagination: Valerie asked about the \$1.1K spent on 2 teams. It includes the books and kits, and because there are only 2 teams we can not receive a discount for them.
7. Misc. Innovation Funding: This line item included the storage shed, playground equipment, books and grant writing courses.

After this review of last year's Financials, Actual vs. Budget, a motion was made and passed to accept the Financials.

**Budget-2012-2013:** Paula went over the Budget that was drafted at the July 23, 2012 meeting.

Discussions included:

1. Primary income is coming from the Big Time Social, the Defy Winter Ice Cream Social, Basket Raffles and Book Fairs. This year there will be no Yankee Candle, Chunky's, or Nashoba Tubing Fundraisers because of the Expansion Initiative's fundraising efforts to keep from overburdening the community.
2. The Budget is based on what was actually spent last year and rich enough to cover miscellaneous expenses as they arise.

3. Valerie discussed the HS and MS Athletics and Drama program's \$500 line item. Any club with greater than 20% participation would be gifted \$500 and added to the budget, and therefore each year the numbers of participation need to be checked to see if it still falls within the 20% to keep it in the budget.
4. The \$200 for Start Up of Clubs will be renewed yearly as it is there to help the new clubs that are accepted and approved by the schools.
5. The Misc. Innovation Gifting of \$3K is for unforeseen expenses at IACA's discretion. As in the case last year when the Track Team needed money to go to Regionals and Nationals. As the Athletic Director's budget is only good for the school year, and these events occurred in the summer, funding was requested and gifted by IACA to support the team. The Misc. Innovation Funding of \$1.5K was added this year as the need is seen for IACA to purchase their own tablecloths to be used at events.
6. Annie requested more money be added to the August Ice Cream Socials. Although she came in within budget this year, the numbers will increase over next year. \$50 more was added to that line item bringing it to \$600. Annie also requested additional money be added to the Defy Winter Ice Cream Social as they are expecting a larger turnout this year. \$150 more was added bringing the Defy Winter Ice Cream Social budgeted expense to \$500.
7. Kerry requested more money be added to the Year End BBQ. She is expecting 60-70 more people to attend. \$100 more was added to that line item bringing it to \$850.
8. It was confirmed that there was no cost increase in the Liability Insurance of \$450 accounted for in the Overhead line item.
9. Valerie needs proper documentation from the scholarship winner from last year and Allyson volunteered to get the needed documents.

After this review of the Budget a motion was made and passed to accept the Budget for September 1, 2012 – August 31, 2013.

### **Other Business:**

There was an Acknowledgement to Crystal McKiel for \$88 for the Monster Box Top competition for pens, erasers and pencils.

Annie would like it noted that next year's 2013-2014 budget for the MS and HS Ice Cream Socials and the Welcome Back Staff Luncheon may need to be increased.

Valerie read an e-mail from Janet regarding a donation from IACA to purchase tables for the cafeteria which would benefit the whole school population. Currently she is looking to purchase 6 tables which seat 16 each from Global Industries at a cost of \$6,895. Janet is also in discussions with Chad Graves regarding the purchase, possible vendors and the state contract rate. This topic will be taken up again at the October meeting.

Annie reviewed procedures for communicating notices, events, etc. to the community. Annie had a hand-out prepared discussing how/when to get information into the E-mail Blasts and the Hawk Newsletter. Valerie would like information from the people holding new chairs to flow to her first and then to Annie to keep abreast of what is being sent out to the community. Any flyers that need to be sent out need to be approved by the Principals and should only be used for major events. Valerie will contact appropriate people to advertise for the School Socials, the HB Breakfasts, and DI, and to get the information in on Monday.

The Book Fair will be set-up on the stage in the library. Paula is to reach out to Jamie about the cash boxes which are not to be left in the office. Heather volunteered to lock up in a library's cabinet.

Kerry and Heather volunteered to audit the 2011-2012 financials.

The HS Back to School night on 9/24 will be overseen by Annie.

The MS Back to School night on 9/27 will be overseen by Sheila.

Discussed addressing 5<sup>th</sup> Graders regarding having them raise money that will go toward their Last Blast. Annie recommends Tracy sending a letter home to educate parents about contributing to the Last Blast. The letter would state that whatever money is left over from the contributed money and the money raised by the senior's fundraising efforts, less the cost of the event, would continue to roll over to the following year, to benefit all classes. Kerry discussed the possibility of having the students pay dues which would be used towards such items as the Last Blast event, Yearbook, Cap and Gown.

Paula volunteered for the tablecloth search as the money is in the budget. There was further discussion regarding the cleaning of the tablecloths.

Paula and Carol met with Walter regarding the Wellness Policy and were told there was room for flexibility within the plan and it would be revisited by the board in October. The concern is the food for the School Socials that will be happening in October.

**Meeting Adjourned: 8:30pm**

**Attendees:** V. Clark, S. Robinson, K. Procter, H. Landis, P. Girouard, A. Accettullo, L. DiMattia, K. Wellenstein, A. Priutz,

M. Malachowski