



IACA Meeting Minutes

Date: October 11, 2017

Location: IACS Library

In Attendance: Jo Anne Frazier, Michelle Balbat, Caitlin Theriault, Heather Landis, Kelly Ash, Angela Caputo Griswold, Maureen Bouzan, Jessica Francisco, Tary Chateaufneuf, Cindi Hevner, and Greg Orpen.

Call to Order: 7:07pm, Jo Anne Frazier

- 1) Welcome:
- 2) Robert's Rules of Order: Jo Anne: refresher on Robert's Rules of Order. Would like to adhere to them, specifically regarding the agenda, approval of meeting minutes, and making motions. Jo Anne would like to have a document available to people at meetings with instructions on how to make a motion under the Rules—to help people new to the process.
- 3) Yankee Candle: Bernadette emailed Anette for update. Deadline for physical orders is this Friday, October 13. IACA was shorted packets for two advisories. Not sure of progress as of yet.
- 4) Dining for a Cause: Good turnout at Tavern In The Square. Nice community building opportunity and opportunity to partner with local businesses. Don't have numbers yet. The Long family won the apple-themed raffle basket. November is Owen and Ollie's in Dracut. December is the 99 in Tewksbury. January is Flatbread in Burlington.
- 5) PR: Michelle:
 - a. Volunteer Spotlight on Jo Anne was well received. Michelle would like a list of names to draw from for the next spotlight, which she envisions having every two weeks or so. The intent is to highlight volunteer contributions and get people familiar with the different volunteers, who they are and what they do.
 - b. PR Folders on Google Drive: To house nominations for Volunteer Spotlight and to store graphics, memes, and other fun content to agree on and draw from for social media. Goal is to build community and promote IACA relatability.
 - c. Social Media: Michelle had to leave but would like a vote on IACA accounts on Twitter Instagram, YouTube. Multiple channels to disburse same content. In addition, she mentioned consent forms for photo and video content.
 - d. Physical Reminders: Heather brought up the importance of physical reminders for publicity. The A-Frame board the used to be posted at the entrance of the school. Should be used again. Jo Anne emailed Bernadette about the board. Heather also



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encouraged IACA members to talk up IACA at pick up –announce events, etc. We are our best advertisement. Maybe set up an IACA hot chocolate stand to hand out hot chocolate when it's cold outside? Create a community atmosphere.

- 6) Review Minutes:
 - a. Questions on Minutes:
 - i. Hurricane Harvey: Greg updated that the school bought 800 notebooks (the number requested) and sent them. Time was of the essence. Shipping cost was covered by vendor. Total cost was \$618. Greg thought it would be a good opportunity for PR for IACA—if IACA were to pick up the cost, it could highlight the act. The school is going to send pictures. **MOTION:** Heather moved that IACA fund the \$618 cost of the notebooks. Cindy seconded the motion. All were in favor. None opposed. Motion carries.
 - b. Motion to Approve Minutes: **MOTION:** Heather moved. Kelly seconded. All in favor. None opposed. Motion carries.
- 7) IACA Ask Me Why: Buttons for volunteers to wear to get people talking about IACA and what they get out of volunteering. Why they volunteer. Button would be a conversation starter. Everybody at school is part of IACA. Heather printed out the IACA logo and the words “Ask Me Why” for the buttons. By the end of the meeting, all the buttons were completed and most were handed out.
- 8) Pumpkin Run: Heather: Thursday, October 26, 3k trail race starts at 4:15. Already have lots of volunteers and donations. Nolan has trail ready to go. Hoping for a small but awesome event to grow for years going forward.
 - a. Orange Drawstring Bags: Everyone who registers for event gets an orange drawstring bag. The bag gets the participant into the Trunk or Treat and the kids’ game area. People not running the race can buy a bag for \$2 for access to Trunk or Treat and games.
 - b. Trunk or Treat: Will have a contest for best car. Heather is trying to get the HS Advisories to participate and compete against one another for the best car. Each participant in Trunk or Treat will get three tickets to vote for best car.
 - c. Corn Hole: Boards and brackets are set for competition.
 - d. The event will have music and food (pizza, baked potatoes, popcorn, hot apple crisp w/ ice cream donated by IACA, salad in a cup, apple cider, and water).
 - e. Registration: People can register day of, but Heather prefers pre-registration.
 - f. Billy Rosen—Katie Rosen’s father donated the use of the timing equipment, bibs, chips, etc. Valued at over \$1,000.
 - g. HS NHS students will help with the spooky element of the run.



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- 9) Roller Kingdom: Cindi has been looking into booking Roller Kingdom one day a month on half-day Wednesdays for kids to skate. Unclear about whether event is supposed to be a fundraiser or a community builder or both. The rink rental fee from 1-3pm is \$350. Unclear what that fee covers. Believes that students need to pay \$10 entry and \$3 skate rental. If they get 60 or more skaters, 10% of some of the proceeds go back to IACA. Unclear on this. First possible date is October 18. **MOTION**: Heather moves that we do not do this month so we can get more clarity on details. Angela seconded. All in favor. None opposed. Motion carries.
- 10) Halloween Dances: Faby is away. She has the DJ set (Main Event—same DJ used for Casino Night) and pulled the Halloween Decorations from the IACA closet. She's putting out a call for volunteers. The room normally used for drinks and food is now unavailable. Idea to use the food-service side of the cafeteria for drinks and snacks. There was a question on homemade snacks, like chocolate-covered pretzels. Would need full ingredient list due to allergies and may need to be set up on separate table.
- 11) Hospitality Chair Needed: Bake sales at the two December and one Spring Quality Nights; Desert Auction at Casino Night. Need someone to coordinate volunteer bakers. Co-Chairs are Caitlyn, Jessica, and Kelly.
- 12) Open Houses (formerly Info Sessions): Sunday, November 5 is the first High School Open House. IACA provides refreshments—cookies and water. Event runs from 1pm to 3pm. Someone needed to buy and deliver cookies/popcorners and bring water up from IACA closet by 12:30 on the 5th for set up. Caitlyn volunteered and will coordinate with Kathleen Feeney.
- 13) 8th grade Move-Up Ceremony: Need Chair. Ceremony in auditorium. Breakfast. Not sure of date yet b/c date depends on last day of school which depends on snow days.
- 14) Spirit Wear/Volunteer Tee Shirts: Volunteer once, get an IACA tee shirt. Show IACA pride and involvement. Maureen will look into Volunteer Tee Shirts. Discussion on IACA selling spirit wear but realized that Athletics already has it for sale, so no need. Perhaps let families know where they can order IACS gear—Athletic Department page on website, link near bottom of page to “Buy IACS Athletics Gear” includes IACS spirit wear.
- 15) Next meeting Wednesday, November 8, 2017, 7PM.
- 16) Adjourn: 8:40pm

Respectfully submitted,
Angela Caputo Griswold, IACA Secretary
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