

## RHSA PARTS MEETING MINUTES

Date:	July 1, 2015	Location:	Grounds Cafe
Called to Order by:	Karyn McNabb, President	Time:	4:00 pm to 7:50 pm
In Attendance:	Board 4	Approved:	

Karyn McNabb, Carolyn Pate, Jackie Hahn, and Tom Kearney

**1. Welcome** – Karyn called the meeting to order.

**2. Treasurer’s Report** – The financial records were transferred to the new Treasurer and Co-Treasurer on June 15<sup>th</sup>. Last Treasurer’s Report was completed for the month of May. Jackie will complete the Report for June and the Final Report.

**3. Old Business** –None.

**4. New Business** – This meeting was conducted to create the framework for the 2015/2016 school year. The agenda (Attachment 1) was distributed to the Board members prior to the meeting.

a) The Mission Statement was amended and presented for concurrence. The changes remove superfluous language and make the statement simple and direct.

The members all agreed with the changes.

b) The Constitution and Bylaws were reviewed and the members agreed that the following changes are appropriate and clarify or improve the documents. The recommended changes are summarized below.

The marked up document is provided as Attachment 2

i) The documents use the terms Board of Directors, Executive Board, and Board interchangeably. For consistency, the members agreed the term Executive Board should be used throughout.

ii) Constitution:

1. Article III.

a. Simplify the identification of members to parents and guardians with the legal term ‘loco parentis’ becoming a parenthetical statement behind guardian, which itself is a type of person that has loco parentis over a minor, and

b. Clarify that other folks that may be present in a meeting may not participate in voting.

iii) Bylaws:

1. Article I.

a. Section 1. Change reference to persons to parents/guardians and remove reference to excluding school personnel. This was teachers with children attending the school was participate in PARTS.

b. Section 2. Remove reference to excluding school personnel.

2. Article 2. Change to Executive Board

a. Section 5. Specify that Executive Board meetings will be conducted at least twice a year. The article addressing special meetings remains in place to enable the establishment of other meetings as necessary.

b. Section 6. Define quorum as half the Board members (removing the plus one) to ensure meeting can be conducted. Also address the situation where there may be 5 Board members, with 3 members required for a quorum.

3. Article 3. Strike the requirement for the Secretary to be a signatory on the checking account and state that one other Officer will be a signatory to provide flexibility.

4. Article 4.

a. Section 1. a) Change title to General Membership Meetings, b) remove requirement for Tuesday meets to provide flexibility, and c) allow for a start time between 5:30 and 6:30 pm.

- b. Section 2. Add requirement for request to identify the purpose of the Special Meeting.
  5. Article 5.
    - a. Section C. Revise to prohibit any activity associated with influencing legislation, to avoid political disputes and ensure focus is directly associated with school activities.
    - b. Section E. Modify recipients of excess funds in the event of dissolution consistent with LBUUSD guidelines for Booster Clubs.
  6. Article 6.
    - a. Section 1. Change the reference to Fall to Summer in order to support the September General Membership Meeting, and clarify that the tentative budget is to be approved by the Executive Board and distributed to the general members for review and approval.
    - b. Section 4. Include the need for an approved Reimbursement Form in addition to receipts.
    - c. Section 5. Strike the Secretary from the sentence addressing the PayPal account. The Treasurer is the only person who has been maintaining the account.
  7. Article 7. Auditor – Clarify that the Auditor will review bank statements and monthly reports.
  8. Article 9. Remove reference to postal mail and replace the reference to email with electronic distribution to allow for flexibility in communication.
- c) Extended Board Meeting. Reviewed the calendar and determined August 21 or 22 would be the most appropriate time. Jackie to provide Karyn with the raw financial data to support development of a pie chart poster. Attending members agreed the poster is associated with the current 2014-2015 fiscal year, and there are sufficient funds remaining within the office supply budget to accommodate printing. As the office supply budget was previously approved, no further action is required prior to acquiring the poster.

Karyn will send out a notice to the extended Board members and finalize the date, time, and place.
- d) Treasurer Actions:
  - i) Jackie was able to access the bank account online. The password has been updated and recorded in the Treasurer's handbook.
  - ii) New checks will be orders (\$41). Current checks have the name and home address of a past Treasurer. Attending members agreed this is associated with the current 2014-2015 fiscal year, and there are sufficient funds remaining within the office supply budget to accommodate ordering.
- e) Meeting Agenda, 4. Status of PARTS Funds, c) Purchases needed this summer. Attending members agreed the items listed are associated with the current 2014-2015 fiscal year in preparation for upcoming events this August and the start of the new school year, and there are sufficient funds remaining within the office supply budget to accommodate their acquisition. As the office supply budget was previously approved, no further action is required prior to acquiring these items.
- f) September General Meeting.
  - i) Agreed that a PARTS flier will be prepared and available for release at the 9th grade orientation on August 25th. A PARTS Table will be set up for the event.
  - ii) Attending members determined that a raffle would be a good incentive to bring additional folks to the meeting. Provide a raffle entry form at the 9th grade orientation and to the general population at the start of school (one entry per student and must be present to receive the prize).
  - iii) Carolyn will look at other ice-breaker games that can be played during the first meeting to keep the mood light and energy high. If anyone else had any ideas, please send an email to the Board members.

g) Activities Schedule.

- i) General Membership Meetings. Selected the 3rd Tuesdays of each month, as they have the fewest conflicts with other school events.
- ii) Faculty Breakfast. Will schedule September 1st the principal Brown. Karyn, Carolyn, and Tom will attend.
- iii) Supply Drive. To take place September 8 – 18.
- iv) Fundraisers.
  1. Dominico's. Coordinate with restaurant for October 21 or 22.
  2. Cheesecake. Coordinate with company for delivery on December 14<sup>th</sup>. Deliver brochures to the student body based on standard setback (time to complete, collection from teachers, and processing time by company)
  3. Student events. Conduct sale of grams and buttons as previously done. Coordinate with ASB regarding flower sales at the fall musical.
  4. See's Candy. Coordinate with See's for delivery on March 21<sup>st</sup>. Deliver brochures to the student body based on standard setback (time to complete, collection from teachers, and processing time by company). Will need an assembly team on March 19<sup>th</sup>.
  5. Seal Beach Yacht Club. Coordinate with SBYC – looking for April 15<sup>th</sup>.
  6. Decals. Karyn and Jackie to coordinate development of a Renaissance Bumper Sticker. Will be provided to PARTS members who provide supporting donations with registration. Will also be available for general sale at all events. Goal is to review artwork at extended Board meeting.
  7. Other restaurants. Investigate other local restaurants for dine-in fundraising nights.
- v) Performance Support. Will notify school coordinators that PARTS will provide support consistent with prior years. Will provide for 2 dinners in support of fall musical.
- vi) Facebook Page. Jackie will look at revamping the PARTS facebook page. Recommendations will be made at the extended Board meeting. All recommendations are welcome.
- vii) Committees. To be established at the first General Membership Meeting.

Meeting adjourned at 7:50

Minutes taken by Tom Kearney, Co-Treasurer

**Attachment 1**

**PARTS BOARD MEETING AGENDA**

Wednesday, July 1, 2015, 4:00 -6:00 p.m.

Grounds Bakery, Long Beach, CA

1. Meeting Purpose – Create the framework for the 2015/16 school year activities.
2. Mission, Constitution and Bylaws
  - a) Edits
  - b) Signatures
3. Schedule Extended Board Meeting in August (2-3 options)
4. Status of PARTS funds
  - a) Current status (Jackie)
  - b) Needed for Extended Board Meeting in August:
    - i. Final Treasurer's report for FY 2014/15
    - ii. Proposed budget for 2015/16
    - iii. Pie chart poster – 2014/15 expenditures (by department? Also for faculty breakfast, orientation, events, and website)
  - c) Purchases needed this summer (add to proposed budget or remaining 2014/15?)
    - i. Printing: Info sheets, membership forms, poster
    - ii. Post office box (\$41 thru 11/30/15 to Karyn; keys to Jackie and Karyn)
    - iii. Checks
    - iv. Other?
  - d) Needed for September general meeting
    - i. Final Treasurer's report for FY 2014/15 (approval vote)
    - ii. Proposed budget for 2015/16 (approval vote)
    - iii. PDF of 2014/15 roll-up of all Treasurer's Reports (for website)
5. Activities Schedule Draft
  - a) School starts Wednesday, September 2 (min day)
  - b) PARTS meeting dates
  - c) Faculty breakfast
  - d) Supply Drive
  - e) Fall parent gathering – Promote at Freshman Orientation
  - f) BTSN October 6
  - g) College Prep events
    - i. ParentVue, A-G & Power of Zeros (Gilpin) Meeting 1
    - ii. College Roadmap (Wilson Meeting 2)
    - iii. College Fair support (Mignon)
    - iv. TBD – SAT, campus visits, FAFSA, etc.
  - h) Performance support
    - i) Fundraisers – BTSN dinner, bake sale, SBYC, Cheesecake, dine-ins, Visual Arts dinners, Ad / Banner sales, See's, Spirit-ware (Big Studio in Signal Hill), Decals

6. Membership Drive Volunteers

- a) Tentative - Monday, August 24: Registration 9 - 12:00 (10th and 12th grade)
- b) Tuesday, August 25: Freshman Orientation 9 - 11:00
- c) Tentative - Wednesday, August 26: Registration 9 - 11:00 (11th grade)

Sign up members, accept donations, hand out flyers, talk up PARTS, first meeting, etc.

- Table set up/break down
- Need membership forms, info sheet, donation box, receipt book, pie chart poster
- Flyers regarding first PARTS meeting & supply drive
- Laptop w/photos

7. Define/Prioritize Standing Committees

- a) Facebook page (find sign in info)
- b) Escript/Target
- c) Scholarships (Tricia)
- d) Board Recruiter for April election
- e) Membership
- f) Community partnerships
- g) Meeting Refreshments (Tricia)
- h) College Prep (Mignon)
- i) Financial Audit
- j) Talent Show (Tom and Tricia)

8. Prior to First General Meeting

- a) Reserve Emphasis for 6:30
- b) PTO re-registration with district
- c) Prepare handout with key PARTS info: email, website, calendar, Board contacts
- d) Negotiate schedule with Laffiche/Brown/Dowell
- e) Revise Volunteer/Refreshment/Committee sign-up forms
- f) Update Calendar and Contacts

9. Supplies for First Meeting - First meeting has the most people, up to 30

- a) Hang banner on fence (in office) in the morning
- b) Printed agendas and Sign-in sheets and sign
- c) Clipboards and pens
- d) Sign up forms
- e) Refreshments
- f) Nametags, black markers
- g) PARTS info handouts
- h) Fall parent gathering handouts

**Attachment 2**



CONSTITUTION OF  
RHSA PARTS\_Rev 02