

RHSA PARTS EXTENDED BOARD MEETING MINUTES

Date:	Friday, August 21, 2015	Location:	The home of Dr. Julie Ann Sherman
Called to Order:	Karyn McNabb, President	Time:	6:22 p.m.
In Attendance:	Board: 6 Members at Large: 3 Member: 1	Approved:	

Present: Jackie Hahn, Carolyn Pate, Leslie Gilpin, Tricia Gagna, Karyn McNabb, Mignon Richardson, Tom Kearney, Ellen Bates, Carole Hernandez, Julie Ann Sherman

1) Meeting Purpose: To review planned activities for the 2015-16 school year.

2) Treasurer's Report: Jackie presented July's Year End Treasurer's Report which showed Open House made a profit of \$361.00, due largely to donations. Teacher Requests reflected field trips funded by PARTS for Physics, Dance, Jazz Choir, etc. There were unused funds from Volunteer Celebrations since we only had one this year. It was pointed out that Legal Fees are paid to Parent Booster, USA every other year.

Proposed Budget notes as follows: STAR Awards are now known as Underclassmen Awards. The Senior Scholarship Budget remains \$2000.00 until a vote is made to change it. The \$40 for the new P.O. Box was not shown on the report – that is paid through November, when the second half is due.

It was requested that the format of the pie chart show Operating Costs (less than 5%), and add the overall budget amount of \$8,000 to reflect expenditures in context. The pie chart image will go into sponsorship packets, to teachers, the website, and a poster for event tables.

The Extended Board accepted the Budget Proposal to be presented to the general PARTS meeting in September.

ACTION: Carolyn will review our insurance policy to ensure we have enough coverage at a fair price, appropriate to our organization type.

ACTION: Jackie will refine the 2014-15 expenditures pie chart and make it available for membership drive materials, poster, the website, etc.

3) Activities Schedule Draft: Planned activities through October were reviewed, including ideas about Domenico's pre-packaged meals for Back to School Night Dinner sales. Regulations covering on-campus meal preparation have changed, and will affect the use of food trucks and taco grills.

ACTION: Carolyn will assess the viability of a "So You Think You Can Dance" Fundraiser.

ACTION: Leslie to research the pre-packaged food requirements and report back.

a) **Supply Drive and Membership:** Carolyn and Karyn will be at the Registration Table all 3 days of registration. Thirty-three \$15 donations will cover the cost of RHSA stickers. Carolyn and Karyn discussed ideas for 1st PARTS meeting including \$1 bill games, raffle, and registration forms as raffle tickets for bigger prize. Supply Drive ends Sept. 18th.

b) **Faculty Breakfast:** is Tuesday, September 1st, volunteers are Carolyn, Tom and Karyn. Membership forms and decals will be presented. Arrival time is 7am to serve at 7:30 and possibly speak to the faculty and encourage joining PARTS. Proposed budget is \$200.

c) **PARTS Meetings** - Meetings will be every 3rd Tuesday each month in Emphasis Gallery. First meeting takes place on Tuesday, September 15th. Meetings will include Mignon presenting college prep info (5 mins), like A-G requirements, due dates, scholarships, SAT info, etc.

ACTION: *Mignon will prepare a proposal for Mr. Brown that requests funding for student/parent transportation to the CSULB College Fair. School Site Council has \$5,000 for "parent involvement" that may be applied to this effort.*

ACTION: *Mignon will contact John Wilson for College Roadmap presentation for the October meeting.*

d) **Performance Support:** Same as previous years (rehearsal dinners for Musical at Center Theater, buttons/grams, promotions, etc.). Maria Dowell is the Arts Coordinator. Student Talent Show to be moved from its current February date due to Musical rehearsals.

f) **Revenue** - Everyone needs to commit to Seal Beach Yacht Club Fundraiser if it is going to happen. They are asking us to come back.

4) Standing Committees & Leads:

a) Board Recruiter for April election.... Open.

b) College Prep is Mignon.

c) College Scholarships will be Tricia and Tom.

d) Community Partnerships - Leslie is considering this position.

e) Facebook/Social Media will be kept up by Jackie.

f) Financial Audit - We need someone not on the Extended Board.

g) Meeting Refreshments is Tricia with reminders being sent out to volunteers in advance.

h) Membership Drive is Karyn and Carolyn.

i) Student Talent Show is Tom and Tricia.

j) Website maintenance is Karyn. We need a new Ext. Board member that knows everything to take over.

From Julie Ann... she is willing to be "Press Secretary (Liaison)"

ACTION: *Ellen will find and email information on Script fundraising.*

5) Mission, Constitution and Bylaws – Board-approved edits will be emailed to the general membership at least 7 days prior to the September meeting for vote. Within the Bylaws, the Secretary will send the new packet, as a PDF, to everyone through the gmail account.

ACTION: *Karyn and Tricia will get together for a tutorial on the gmail account.*

Meeting adjourned at 7:58 p.m.

Submitted by Patricia Gagna, Secretary