

RHSA PARTS BOARD MEETING MINUTES JULY 2017

Date: July 17, 2017

Location: Sandi Jenkin's House: 3626 Lewis Ave., Long Beach, CA 90807

In Attendance: Board Members: 6, Elaine Del Bello, Mary Barber, Sandi Jenkins, Tom Kearney, Amanda Wells, Lianne Rugeroni. A quorum was present.

Called to Order at: 6:48 PM by Elaine Del Bello

Mission Statement Reviewed: No changes, see website for details

Finances: Banking is at First Bank and changeover of signatures needs to be scheduled. Cash Handling procedures were reviewed. Bank deposits need to be made by day after event. Students cannot handle cash and the cash handling procedures need to be printed and taped inside the cash box. The amount of cash kept in the cash box between events will be voted on at the first meeting in September. The treasurers will be making up a draft of the new school year PARTS budget by August. PARTS is still in need of an auditor to go over the books for financial year ending July 1, 2017. Forms and documents for events can be found at the rhsaparts.org website. A pie chart showing how PARTS uses the money is needed for presentations at Staff breakfast, orientation, new member registration table, events, etc.

Fundraising: Previous fundraising goals were \$8000 to \$9000. In prior years PARTS had restaurant nights, silent auction, pledge drive, and cheese cake sales. Proposals for new fundraisers included a teacher talent night with each act being sponsored in some way and a letter soliciting to local businesses and organizations to make donations. Each board member was asked to contact Elaine within 2 weeks with a suggestion of business(es) to contact.

Budget: Reviewed a copy from last year. Last year the inclusion fund (principal's discretionary fund) was \$600, but for the coming school year \$1000 may be more realistic.

Calendar and Assignments:

- Next Board Meeting is tentatively on August 24th following registration
- PARTS will hold meetings at least six times during 2017-2018 school year, at 6PM on 2nd Tuesday of the month. See calendar for which months.
- Fundraiser(s) proposed dates of October 13th
- August 16th-17th: AP Bridge- PARTS provide snacks - Elaine will be taking care of it
- Registration days – August 22, 23, & 24
- Staff Breakfast- Aug. 29th
- Classroom supply drive: first three weeks of school, PARTS is collecting donations of Kleenex, Antibacterial wipes, air freshener, hand sanitizer
- Back to School night: October 3rd- PARTS will staff a membership and information table and schedule a food truck. Mary will see if the Taco truck from last year, Taco Fiesta, will be available again.
- Parent social event (in lieu of volunteer night) Mary and Amanda will coordinate. Date is scheduled for September 8th

- PARTS will provide support for school performances
- Student Talent Show- Friday, March 2nd (Auditions Feb. 14th & 15th, Dress rehearsal on March 1st)
- Scholarship and committee timeline: Applications will be available on Feb. 1st and due in office by March 9th, 3PM. Committee members will receive essay packets before Spring break and then schedule a committee meeting for the last week of April. Recommendations will be presented at the May PARTS meeting.
- Teacher Appreciation- March 30th-April 4th. PARTS will coordinate with Ms. Holland
- Open House/ Arts Fest. – May 23rd. PARTS will host a Silent Auction Table.
- Award Ceremonies- PARTS will provide support and cookies for refreshments.
- Graduation (flowers)
- See the School Calendar for additional school event dates.

Standing Committees and Volunteer Positions: Positions from last year were reviewed. Some existing positions that were not needed or filled last year were deleted. The need for Members at Large participation at board meetings was discussed. The most important volunteer positions that need to be filled are Arts Liaisons. It is necessary to have brief meeting between the teachers and liaisons to cover expectations, boundaries, and responsibilities. Ideally, these positions will be filled prior to Back to School night. A College and Career specialist is needed to help recruit speakers. A Hospitality coordinator is necessary to organize staff breakfast/ staff luncheons. Talent Show Coordinator is needed. Fundraising Chairperson needed. No additional scholarship coordinator is needed at this time.

Duties of Board Members: See separate attachments with the descriptions. Each board member received copies of their job description.

Membership Drive: There is no fee to join PARTS and students are always free. Incentives for donating were discussed. Elaine will research an inexpensive giveaway for each sign up and/ donation. Each board member signed up to work one or more days during registration in August. The Membership Sign Up form was reviewed. Changes will be made to the year, the student art(s) focus/ interest area, to donation amounts section, and methods of payment.

Assignments for next Board Meeting

- Draft Budget – Tom, Sandi, & Elaine
- Audit –Sandi & Tom
- Social Media and Student Involvement – Mary
- Parent night and Parent Involvement – Amanda
- Calendar & Membership update – Lianne
- Scheduling date w/ Principal – Elaine
- Website updates –Elaine

Meeting Adjourned at 9:05 PM

Submitted by Lianne Rugeroni, Secretary