

RHSA PARTS BOARD MEETING MINUTES MARCH 2017

Date: March 8, 2017

Location: Library Coffee House, 3418 E. Broadway, Long Beach

In Attendance: Board Members: 5, Elaine Del Bello, Mary Barber, Lianne Rugeroni, Teresa Bohman, Molly Richard. A quorum was present.

Called to Order at: 11:48 am by Elaine Del Bello

Communications: There was a discussion of best practices for text communications within the board and voting via email and text.

Policies: Cash Handling procedures for the different types of events were covered, including two individuals counting and signing off at beginning and end of events, have two people present at school for fundraiser money pickups, and count money at location/ not off site. Forms and documents for events can be found at the RHSAPARTS.org website.

Fundraising: Remaining fundraising for the 2016-2017 school year was discussed. A Silent Auction to be held at Open House on May 24th was voted on and approved pending permission from school staff. Staffing of the table will be needed. A Raffle of small items to be held at the Talent Show on March 31st was voted on and approved. A Scholarship donation campaign was discussed. Naming rights for a scholarship, if a large donation is given to PARTS, in the amount of \$500 or more was voted on and approved. A letter soliciting donations for scholarships will be distributed to businesses and individuals.

Calendar and Assignments:

- PARTS Meeting on Tuesday, 3/14/2017 in the school library will include 2017-2018 Board Nominations
- Talent Show on Friday, March 31st, auditions 3/15-3/16, and rehearsals 3/29-3/30.
- Scholarship: Application packets due back from Students Friday, April 7th, distributed to readers 4/11, committee meeting on 4/25 or 4/26, vote at May 9th PARTS meeting.
- PARTS Meeting on 4/11/2017 in the library will include Board Elections
- Administrative Professionals Day is on 4/26 and Teresa will take care of making gifts or baskets around the value of \$30 for Maria and Maggie in the office.
- Spring Musical Theater is 4/28-4/29. The need for meals is unknown. PARTS will see about providing meals for the tech week 4/24-4/27.
- Teacher Appreciation Week 5/1-5/5. A day needs to be chosen with Ms. Holland. Amanda Wells previously signed up to be in charge. Molly and Teresa will contact restaurants regarding possibility of donation or discount.
- PARTS Meeting: Tuesday, 5/9 in the library
- Open House/ Arts Night is on Tuesday, 5/24th Elaine is waiting to hear back on the possibility of a silent auction table at this event
- Arts Awards are on Monday, June 5th. Cookies are needed.

- Senior Awards are on Monday June 12th. PARTS should provide something a little more than cookies, possibly Brownies. Agreement to discontinue cupcakes from last year.
- Parent Social Night will be on Friday, June 2nd.
- First Fridays street fair coming up include April 7th and May 5th. Teresa will coordinate a booth to include face painting with Chris Jordan.

See the School Calendar for additional school event dates.

Meeting Adjourned at 12:31 PM

Submitted by Lianne Rugeroni, Secretary