

# **Resurrection-St. Paul Home & School Association**

Executive Committee Meeting Minutes

*Monday October 3, 2011*

Present: Richard Lyons, Kitty O'Toole, Sue Ellen Grove, Barbara Romiti, Andrea Kagel, Laura Williams, Karen Welsko, Ellen Harrison, Sharon Ghazarian, Natalie Headley, Karen Oltmanns, Wendy Cottrell

- I. Call to Order – Richard Lyons/ Kathleen O'Toole
- II. Opening Prayer – Kathleen O'Toole
- III. Committee Member Updates
  - a. Treasurer Update (Karen Welsko)
    - i. HSA is missing information from prior years
    - ii. Propose to create a new spreadsheet that will carry over from year to year with all pertinent info that new committee members and chairs will need regarding budgetary issues
    - iii. HSA will work to get information from all previous chairs
    - iv. The new chairs need their budget information ASAP
  - b. Additional information raised by the group
    - i. Each chair will keep an "HSA Guidebook" for their events
    - ii. Each HSA member will keep their own binder with as much information as possible to pass on to the person who takes their position after departure
    - iii. Sue Ellen will keep a master binder with hardcopies of all correspondence that pertains to HSA events, committees, etc.
    - iv. A discussion about whether the directory will contain email addresses in the future – deadline has passed for this year.
    - v. Teacher pages are difficult to navigate when formats vary widely – Natalie will look into "Ed Line" as a potential solution
  - c. VP Updates
    - i. The major event being worked on right now is the Tailgate Party
    - ii. Spirit Wear – a discussion on how a chair is selected for this committee – no current process
    - iii. A discussion should continue as to how chairs will be selected for committees in general
    - iv. List provided by Rich of current/confirmed chairs for events/committees examined by the group. Need to continue making sure the full list is confirmed. Rich will add email addresses to this list and circulate to the HSA group.
    - v. 2 parents (Lauren Lacey and Bethany Manos) will walk the playground area with Msgr. to address the potential need for improvements and look towards the "Fund A Need" event for the live auction at the gala
  - d. 2<sup>nd</sup> VP/Room Parent
    - i. Room parent meeting went well last week.

- ii. Laura now has at least one parent for each class. Some classes have three parents.
  - iii. The use of BCC on email correspondence was reinforced at the meeting
  - iv. Sign-up Genius will be used to avoid multiple emails going to parents when planning events/parties/functions
  - v. A “cheat sheet” will be created for parents to assist in using Sign-up Genius
  - vi. Parent letters go home this Wednesday (10/5)
- e. Corresponding Secretary (Ellen)
  - i. Need to remind chairs when flyers are due
  - ii. Working on Panther Pride checks and Spotlight Teacher
- f. Reporting Secretary (Sharon)
  - i. Minutes approved from last month
  - ii. Minutes will be emailed to Karen O’Connell for posting after approval
  - iii. Minutes will now be sent via email to the HSA group within one week of the meeting. The group will motion and second the approval of minutes via email. Sharon will then send to Karen for posting.
- g. Communication
  - i. To facilitate more communication and cohesion amongst HSA members, Rich will send out a weekly email with updates on current initiatives
  - ii. Facebook issue raised – the Mom’s Facebook page does not always contain the most up to date or correct information. The other issue raised with the Facebook page is that it excludes persons who do not use Facebook.
  - iii. A reminder that HSA information that is discussed is always to be kept confidential.
- h. Fund Raising/Gala Update (Natalie)
  - i. Only 233 raffle tickets sold as of today
  - ii. If the raffle is not successful, we will need to do more fundraising to fill the operating budget
  - iii. Still no Gala co-chairs
  - iv. The gala committee decided to have this year’s gala at the school. This is being revisited as to the final decision.
  - v. A tent will be used at the Tailgate Party with flyers and information to try and fill the co-chair positions for the gala
- i. Additional Information from Wendy Cottrell
  - i. We have 2 artists in residence at RSPS for the month of October through a grant from the MD state Arts Council
  - ii. 4<sup>th</sup> grade classes will construct a mural with the artists
  - iii. Unveiling at the State of the School
  - iv. There are NO HSA EXPENSES for the Tailgate. We have access to \$200 from the raffle proceeds to use for the event.
- j. Fall Fest – this Friday

- i. Valerie is putting together a flyer to go home on Wednesday to promote the event
- ii. HSA is bringing a tent and sign-up sheets will be available for open committee chair positions and other volunteer spots
- iii. A flyer will be put in the faculty lounge to remind faculty to participate

IV. Closing Prayer – Richard Lyons

V. Adjournment – Richard Lyons/ Kathleen O'Toole