

CC HSA MEETING

December 2, 2015

PRAYER AND CALL TO ORDER

Ed Wilcox called the meeting to order at 7:50 am. In attendance were Ed Wilcox, Molly Homec, Laurie Ghigleri, Fr. Mark, Kristin Zimmer, Lu Wilson, Mike Novak, Mrs. Schindler, and Jen Gutschick.

APPROVAL OF LAST MONTH'S MINUTES & POSTING ON WEBSITE

The minutes of the November meeting were approved with no changes. Al will get them to Mr. Smith to post on the HSA section of the Corpus Christi Catholic School website.

TREASURER'S REPORT

Ed reported that there is a balance of \$12,429.96 in the Checking account and \$5,352.31 in the Games account, for a total of \$17,782.27. Ed also distributed a budget update and November transaction listing.

OLD BUSINESS

- **REVIEW DINNER AUCTION 11/14 /15**

No update at this time. Al and Bonnie are having Auction wrap-up meeting at the same time as this meeting.

- **REVIEW TEACHER'S WISH LIST AND PURCHASING PROGRESS**

Molly provided the board with an update of the money spent on teacher team grants thus far. The elementary team will use the same grant process for the \$500 science lab grant. The railing for the music risers have come in and will be put on as soon as possible (Mr. O'Connell is currently out sick). An email will go out to the elementary teachers to work with their team leads to get the needs for science finalized and requested.

- **NEW FAMILIES & TEACHER APPRECIATION**

No update at this time regarding the new families.

Kristin gave a brief update of the activities that the Teacher Appreciation Committee is undertaking. The committee is emphasizing specific thank you items for the teachers this year that focus on Catholic values and teachings.

- **TOWN HALL MEETING 12/2/15**

The meeting will be postponed due to late notice going out and potential lack of participation during the Advent/Christmas season. The meeting will be moved to Wednesday, January 20th @ 6:30pm in the cafeteria. Notice will go out via fliers on December 16th and January 5th + via an eblast, the CC Facebook page, and the HSA section of the CC School website. Lu volunteered to produce the ½ page flier and bring it to Mrs. Gibbar at the front desk so it can go out. There will be light refreshments served and children are welcome (no childcare provided).

- **CHRISTMAS PROGRAM & HSA MEETING 12/10/15**

Dr. Ellis is the lead. The event takes place in the gym at 6:30pm. Children will report to classrooms @ 6pm and report to the gym at 6:20pm. The HSA President, Ed Wilcox, and Fr. Mark will each do a 5 minute snippet of opening remarks/state of school at the beginning. Ed will promote the Town Hall meeting at this time also.

The HSA will provide the punch and man the refreshment table. The community will be asked to bring a plate of cookies just as in years past. Ed will send the e-blast for this. Lu noted that Ty Wilson will be the lead for the refreshments: Cookies, cocoa, lemonade, water, and coffee. HSA members who can help set up should be at CC at 5pm.

- **SPAGHETTI DINNER**

The dinner is Saturday, February 6th 6-8 pm in the gym. There is a need for a team lead for this event. Ed will check with Al to see what his conversation with Michelle G. has been regarding catering and will see who has signed up to help with the planning and running of the event.

The HSA will do a "Sauce Off" again. Will need to discuss the logistics of the "Sauce Off" with Mr. O'Connell to be sure we aren't overloading the electrical system in the gym.

- **BYLAWS REVIEW**

It was agreed to set meetings to revise the bylaws and establish the election process. It was discussed that the Bylaws sections of the officer positions and delineation of duties has to be done prior to the Town Hall meeting so that they can be handed out at the Town Hall meeting so interested parties know what is expected.

Lu will get the draft Bylaws out to the Board for review by December 7th.

The entire Board will send Laurie electronic comments by the next HSA Board meeting on January 6th. She will compile comments and have a draft ready for the January 13th Bylaws meeting.

NEW BUSINESS

- **TEACHER CHRISTMAS SCRIP GIFT & LUNCHEON**

After discussion it was decided that Ed will be emailing the scrip voucher to the teachers so that they have them ASAP and can use them for Christmas if they would like (orders are due on Monday, December 7th) and the HSA will give them an actual Christmas card at the luncheon on Friday, December 18th. Laurie volunteered to provide the cards and will have them at the front desk for everyone else to sign by Friday, December 4th.

The luncheon will be in the parish hall at 11 am.

- **PLANNING FOR NEXT YEAR**

Mrs. Schindler brought the following ideas to the board:

- Fully functioning membership – need to get community/parents involved
- Elections for offices – need to move forward on the concept of holding an election with an appeal for candidates at the Town Hall meeting. Explain what the offices are and what the time commitment is. Elections would probably be in March or April. Due to experience requirements it is agreed that the President and Treasurer should come from within the current Board membership & encourage others to take on the other officer positions.
- The President runs the meetings and the Board serves as decision makers.
- Paid employees are to support only – principal/pastor there to answer questions on logistics (calendar, facilities) or legal aspects, but not to lead the organization. They offer support to the President and the Board, plus other staff members offer support and

input on specific items. None of the staff are the leadership of the HSA. However, it was discussed, and Mrs. Schindler agreed, that it makes sense for Mr. Chromy to continue to work as the Volunteer Coordinator. In his role as Admissions Director he has contact with every parent and family at CC on a regular basis. Additionally, everyone fills out their volunteer commitment and interest form(s) as part of their enrollment packet so he has direct access to that information and can support the HSA in this role.

Mrs. Schindler noted that at the December 15th principal's meeting the diocesan calendar will be roughed out so that the HSA can start to work on the 2016-17 event calendar sometime in January.

It was agreed to have a "basic" calendar ready at the Town Hall meeting with at least the months that events are held.

QUESTIONS & COMMENTS/OTHER

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 am.