

**CC HSA BOARD MEETING**  
**Minutes**  
**August 4, 2016**

**PRAYER AND CALL TO ORDER**

Laurie Ghigleri called the meeting to order at 7:45 am. In attendance were Laurie Ghigleri, Jake Rose, Michelle Ihlefeldt, Molly Homec, Humberto Rodriquez, and Mr. Kraus

Mr. Kraus led the group in prayer.

The minutes from the July meeting were approved and Laurie will send them to Mr. Smith to post on the website.

**TREASURER'S REPORT**

Michelle reported that there is a balance of \$3,418.51 in the Checking account and \$7,110.61 in the Games account, for a total of \$10,529.12.

Michelle reviewed the proposed budget and the allocation pie chart with the Board. Board members provided input and Michelle will be updating these items and sending updates to the Board.

She also noted that she will be reviewing the reimbursement procedures in the Bylaws as she feels there are a few gaps or unspoken expectations and she wants everything to be clear.

**OLD BUSINESS**

**HSA BYLAWS OBJECTIVES**

It was previously agreed that the objectives should address finances/fundraising and the parish-parent-school relationships detailed in the Strategic Plan, Organizational Chart, and Budget Allocation Chart.

Laurie presented the group with a rough draft of objectives. After discussion it was agreed to include and introductory sentence and two objectives were approved. The feeling of the Board was that there should be 2 objectives regarding community building efforts; 1 should address the relationship between the teachers-parents-HSA and 1 should address the relationships between the school-parish-diocese-neighborhood-other parishes.

Laurie will send out the draft objectives and Board members will provide input via email. Deadline for input is August 9<sup>th</sup>.

**EVENT CALENDAR**

The Board reviewed the current Event Calendar and specifically discussed Grandparent's Day and St. Nicholas Day. Both items are on the school calendar on TeacherEase but had not been included on the HSA event calendar.

It was decided that Mr. Kraus should determine if and how these events should occur. Since he had to step out of the meeting Laurie will contact him regarding these two items and an update will be provided at the next meeting or via email.

Additionally, it was noted that the Spring Fling conflicts with the St. Mary's HS Gala. Laurie will also discuss this with Mr. Kraus.

### **JOG A THON**

Laurie provided the Board with an update on Kristin's preparations. Mr. Kraus has contacted Mrs. Ronald about help with the t-shirt design. Laurie let him know that we have used Tayco Printing for the t-shirts in the past.

### **VOLUNTEER SIGN UP FORM**

The Board reviewed the draft form and the email from Kristin. Based on Kristin's recommendation, it was decided to not include coordinator names or emails on the form. The only emails listed will be Mr. Kraus' and that of the HSA President ([HSAPresident@corpuschristicos.org](mailto:HSAPresident@corpuschristicos.org)) and Laurie will forward questions to the appropriate person(s). As a result, Laurie will need a list of all the coordinators and their contact information. It was agreed that the entire Board should have the list also.

Because time was running short and the desire was not to rush through edits on the Volunteer Sign Up form it was agreed that all Board members would have suggestions for edits to Kristin by August 9<sup>th</sup> so that the form can be finalized.

Laurie asked Jake Rose to specifically send his ideas to Kristin regarding the formatting and content as the Board members agreed they were helpful.

### **OTHER**

The teacher PLC lunches that the HSA has sponsored in the past have been reduced from 6 to 2 on the current calendar. This was confirmed by Mr. Kraus. Michele will update the budget to reflect this and the line item will be \$500 (\$250 per lunch x 2).

Mr. Kraus provided an update regarding the HSA school supply gift to the 24 teachers. In the past the teachers were given \$50 at the beginning of the year. Because the Teacher Appreciation Committee will not be doing teacher birthday gifts Mr. Kraus asked the Board to reallocate those funds to the school supply gift; each teacher will receive \$75 instead of \$50 but the budget bottom line will not change. The Board agreed and Michelle will handle disbursement of these funds to the teachers. It was suggested that it be via a thank you card to each teacher delivered at their first staff meeting on August 15<sup>th</sup>.

### **ADJOURNMENT**

There being no other business to come before the Board, the meeting was adjourned at 9:29 am