

**CC HSA BOARD MEETING**  
**Minutes**  
**November 3, 2016**

**PRAYER AND CALL TO ORDER**

Laurie Ghigleri called the meeting to order at 7:50 am. In attendance were Laurie Ghigleri, Molly Homec, Kristin Zimmer, Michelle Ihlefeldt, and Diane Crumb.

Michelle led the group in prayer.

The minutes from the October meeting were approved via email and have been posted on the CCCS website.

**TREASURER'S REPORT**

Michelle provided the Board with a budget update. The Board agreed to give Mrs. Quaney the same \$75 gift that the other teachers received for supplies. There is \$12,120.54 in the General Checking Account and \$6,080.69 in the Games Account.

A total of \$11,375.33 was raised by the Jog-A-Thon.

**OLD BUSINESS**

**FALL FESTIVAL**

Diane Crumb, Chair, provided wrap-up of the event. She has some ideas for next year and is willing to chair the event for 2017. The balloon nerf shoot and soda ring toss were a big hit and she may do 2 of those next year (one on each end of the gym) and divide it up by age ability. Some volunteers forgot to show up to help with booths, etc. and she plans to review her contact notes to see if she can identify the cause. She is also going to coordinate SMHS volunteers for next year. The firefighters made signs and are working on booths for next year.

**JOG A THON**

Kristin Zimmer, chair, provided a wrap-up of the event. A total of \$11,375.33 was raised by the Jog-a-Thon. The class that raised the most money is 5<sup>th</sup> grade and they will receive a pizza party. Kristin will talk to Mr. Kraus about a small incentive, such as a dress down pass, for the student in each grade that raised the most money. She will also get him the "winner" information so he can make an official announcement to the school regarding the success of the event. There was discussion that the Board would like the data from Mr. Kraus' surveys so that they can completely review the event and plan for the future. A number of ideas were brought up and it was agreed that the February meeting would be a good time to do a thorough review of the event as the Spaghetti Dinner and Cash Raffle will not have occurred yet and there will be more time for discussion.

**OPEN HSA BOARD POSITIONS**

Laurie announced that Diane Crumb has agreed to be the Games Manager and will be taking the training course this coming Saturday. Laurie will put her in touch with Karen Wilcox to obtain past records and information that will help her transition into the role. Karen can also give Diane the information for planning the cash raffle.

Laurie confirmed with Jackie Bini that she is willing to serve as Vice President. There was discussion about the secretary position and several names were suggested. Laurie and Kristin will reach out to these folks.

## **VOLUNTEERS**

The Volunteer Sign Up database has been updated and distributed to Ms. Gloria, Mr. Kraus, and the Board.

Laurie announced that Julie Hudak has volunteered to chair the Spaghetti Dinner. She will be passing planning information on to Julie.

Michelle volunteered to coordinate the St. Nicholas Day event and will check with Mr. Smith to obtain the costume. It was suggested that Holy Cards would be a good gift to put in the students shoes for this day.

Jake Rose agreed to coordinate the refreshments for the Christmas Program. Laurie has given him logistics information from past years and he will coordinate with Dr. Ellis and Mr. Kraus as the event is in the church/parish hall this year.

## **ROOM PARENTS/SCHOOL DIRECTORY**

Molly provided the Board with a brief update of Room Parent activities.

Molly expressed concern that it is November and we still don't have a School Directory completed. This has been an issue for several years. She talked to Mr. Kraus about the communication issues this causes and suggested that with the school's current Constant Contact account, a link could be sent out and ask what Directory information families want included. Constant Contact does a cvs file which can easily be converted to excel and the directory created fairly easily.

The volunteer sign up info could be also be included.

Ms. Gloria noted that Mr. Kraus is planning on doing electronic registration for next year so these items could be merged and all taken care of at once.

## **REVIEW OF ACTION ITEMS**

Based on action taken during the meeting HSA members are assigned the following action items:

Laurie

- Maintain contact with Julie Hudak for Spaghetti Dinner planning
- Coordinate with Jackie Bini re: VP
- Contact potential Secretary "candidates"
- Work with Michelle to finish the Budget Pie Chart and distribute to Board for review
- Finish draft of separate Bylaws and Procedures and distribute to Board for review (out to Board in November)

Michelle

- Work with Laurie to finish the Budget Pie Chart and distribute to Board for review
- Will clarify the Auction Art Project budget with Mr. Kraus, Dawn, and Mrs. Ronald
- Will create information board that can be posted so school families know what happens to the funds the HSA raises (more often than the annual membership meeting)
- Lead St. Nicholas Day

Kristin

- Will talk to Mr. Kraus re: announcement for top class/individual class winners and dress down passes for individual winners.

Molly

- Thank you for fall festival firefighters
- Help Christine and Sarah coordinate the Wednesday envelope process updates
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Jake

- Will coordinate refreshments for Christmas program

## **ADJOURNMENT**

There being no other business to come before the Board, the meeting was adjourned at 9:40 am.