

St. Joseph's Catholic School Parent's Association

November 13, 2018 3:15 PM Room #108

Meeting Minutes

In Attendance:

Barbara O'Meara – President
Sarah Lynch – President Elect
Becky Parsons – Secretary
Katy Lightfield – Volunteer Coordinator
Karen Istok – Room Parent Coordinator

Board Members Absent:

Rebecca Hupp – Past President
Megan Ronk – Treasurer
Elise Slattery – New Family Mentor Coordinator
Tony Quilici – Principal
Anita Miller – Business Manager
Julie Robinson – Development Director

Open Meeting:

- Opening prayer led by Barbara O'Meara
- Barbara O'Meara introduced Becky Parsons, the new SJPA Secretary.
- Approval of October Meeting Minutes will take place in December. Sarah Lynch will type them up as she was acting Secretary at the last meeting.

Fund-raising Update:

- Uncorked took place and everyone that came agreed it was a wonderful event. The event brought in \$3,818.73 in income. Advertising got the word out, but attendance was a little low. There was a discussion that attendance could be increased next year by potentially moving to a Friday night. Saturday nights get busy during football season for families. The event is tentatively scheduled for November 2nd next year.
- The Used Uniform Sale during Parent/Teacher conferences was successful. Year-to-Date the Used Uniform Sales have brought in \$2,767, a strong number. This could go up as many charged their accounts. One item to note, it was very helpful to have the clothing already on hangers to make set up easier. Monica Van Bussum is the head of the sale in the spring.
- Scrip Update: Flyers and new order forms were sent out to every student. Sarah Lynch will be working at the Giving Tree at St. John's during Thanksgiving weekend mass. The goal is to have people who are donating gift cards to those in need just buy them from Scrip to also benefit the school. Advertising the program in the School Bulletin for Christmas shopping is important to increase sales and get the word out. After the holidays we need to find a new coordinator for Scrip.

Treasurer's Report: – Barbara O'Meara presented to the group

- Net income so far in 2018 is ahead of 2017 by \$5,000.
- Barbara O'Meara moved to approve the financial report. Sarah Lynch seconded the motion. None opposed.

Event Updates:

Grandparent's Mass

- Next year we need to add this position to the volunteer form the Room Parents send out. This position would serve to help match addresses to grandparents and letters to ensure they all get sent. This year it was difficult and a big undertaking to match nicknames of grandparents (i.e. Nana & Gampy) to their actual names and addresses. This has been a successful program and the letters this year were very heartfelt and personal.

Volunteering Hours

- Katy Lightfield will be working to send out an update on volunteer hours for each family over the Thanksgiving Break.
- We need to send a note in the Bulletin reminding families to get their volunteer hours in before the break so they are accurate.

Crab Feed

- We still don't have an Event Chair for this event. Anita has been taking the lead at this point. The event will take place in April at Bishop Kelly. Katy Lightfield will put together a list of all the current volunteers so we can send out a list to families of what positions we need to fill. A separate email to all families will be needed to get this important information out to the school.
- Karen Istok said the Crab Feed Art projects have volunteers for each classroom except for Mrs. Lynch – but they have discussed a plan. Mrs. Miller has been involved which has been very helpful.
- We brainstormed ideas for the Crab Feed Theme. Three favorites were: **Solid Gold 70's, 50's Sock Hop**, and **Around the World**. Members are going to continue to brainstorm before the next meeting and email ideas.

General Updates:

Marketing – Julie Robinson, not in attendance, sent in a note in her absence that the St. Joe's Appeal will be sent out soon to all school families and over 1,000 Alumni. It is important to promote awareness of this as it has been a great fundraiser. An item needs to be placed in the Bulletin.

Close Meeting:

Barbara O'Meara moved to end the meeting, Sarah Lynch seconded. None opposed. Meeting adjourned at 4:35 pm.