

# **A/B Parent Club**

## **Executive Meeting Minutes**

May 14, 2014

### **I. Call to Order**

Katie Duckworth called to order the executive meeting of the A/B Parent Club at 6:00pm on May 14, 2014 at Armstrong Grade School.

The following persons were present:

Bolin Principal – Mr. Daren Lowery  
Armstrong Principal – Mrs. Ashley Ricca  
President – Katie Duckworth  
Vice President – Shelli Flowers  
Treasurer – Penny Creviston  
Event Coordinator – Rachel Burgess  
Historian – Melissa Koch  
Secretary – Amanda Smallberger

### **II. Board Reports**

a) Treasurer's Report:

Current account balance reported as \$22,873.74.  
Some checks outstanding; Bolin book fair payment submitted

b) Secretary's Report:

No feedback received from submitted meeting minutes dated March 18, 2014.  
Motion made by Shelli Flowers to approve minutes as presented. Motion seconded by Rachel Burgess. All in favor. Minutes approved.

### **III. Committee Reports**

a) Fun Days:

Tiffany Weller chair for Armstrong  
Krissy Crandall chair for Bolin  
Planning for this event is moving along well

Fun day activities will include bounce houses, minute to win it games and dance stations

Several volunteers have signed up to assist with this event

b) Movie Night:

Movie night scheduled for August 7, 2014

Movie to be presented at no charge however donations will be welcome

All students invited to attend

Planning in process for this event; ideas include

- Food available for purchase – hot dogs, chips, drinks, popcorn, cotton candy
- Spirit wear sample clothing available to see and small quantity available for purchase that night
- Parking spaces available for use at ICC with school bus shuttle to Armstrong
- Q&A sessions (separated by grade level) hosted by principals
- Box available at school registration for submission of questions to be addressed at Q&A session

This will not be a chaired event. A/B parent club executive board members will divide duties with Katie Duckworth serving as contact person

Volunteers will be needed to assist

#### **IV. Plans for Next Year**

a) Yearbook Pictures:

Historian, Melissa Koch to chair

Info will again be sent home to parents with instructions on how to upload photos so they can be added to the yearbook

Focus on adding/uploading pictures throughout the year to help improve timeliness of yearbook delivery

Group pictures planned for January

Room moms will be reminded to take pictures and submit them for entry into the yearbook following each party

Reminder, iPhone and iPad photos do not work well as they are too blurry when uploaded to site

b) Registration:

Registration for the 2014-2015 school year is scheduled for August 5, 2014 at Central Junior High School from 12:00-6:30pm

A/B Parent Club will be present with information for those interested and volunteer sign-up sheets will be available for the various events sponsored by the parent club

Goal is for all board members to be present (2 at a time) for scheduled time slots.

c) Money Collection Process:

Each event chair must be responsible for money collection

Need 2 people present to count money collected

Deposits need to be made in a timely fashion

Lists/spreadsheets should be utilized to ensure an organized collection process

d) Carnival for 2014-2015 School Year:

There will be no school carnival next year due to multiple issues and lack of sufficient numbers of volunteers to ensure a successful event

e) Game Nights:

2nd grade game night will continue as is at Armstrong

5<sup>th</sup> grade game night will be changing in the coming year – a “mixer” is being planned including all schools feeding into Central Junior High. Plan is for this event to be held outside of school (possibly park or other location)

## V. Other Business

a) Adult Trivia Night:

Discussion held regarding hosting a trivia night at Armstrong

Tables would be available for purchase – amount yet to be determined

Concessions available

This event could replace current spaghetti supper/auction scheduled for February 17, 2015

Trivia night slated for February 27, 2015

May hold silent auction during trivia night

Would like to arrange babysitting at a different location during this event if possible

b) Spirit Wear:

Penny Creviston and Rachel Burgess to chair spirit wear

Looking for new company to work with

Would like to have signed contract in place prior to confirming use of company

Hope to use local company

- c) School Directory:  
Discussion held regarding directory chair  
Forms will be made available allowing families to opt out of being added to directory or choose specific information to be entered into directory  
Goal is to have an email version versus printed copy
  
- d) Newsletters:  
Newsletter format will be changing next year  
Goal is for newsletters to be emailed to those interested in receiving them versus posted to website
  
- e) A/B Parent Club By-Laws:  
Committee formed to review by-laws and make amendments as needed  
Board positions and duties to be reviewed  
Committee to include:
  - Mr. Daren Lowery
  - Mrs. Ashley Ricca
  - Katie Duckworth
  - Amanda Brownfield
  
- f) Attendance:  
Attendance at parent club meetings is low  
Discussed ways to get parents involved and boost attendance  
Next meeting scheduled for July 8<sup>th</sup> at Bolin at 6:00pm  
Reminder to executive board members to “cc” all correspondence

Katie Duckworth adjourned meeting at 7:45pm

Minutes submitted by: Amanda Smallberger

Minutes reviewed by: Executive Board Members present

