



**Minuteman Parent Association
Meeting Agenda
January 15, 2019**

1. **Welcome & Introductions:** Sue welcomed all to the meeting and introductions were made.
2. **Review of Minutes:** The minutes from December 4, 2018 were reviewed and approved
3. **Old Business**
 - Breakfast with Santa (Sue) – event was very successful; final financial numbers are pending
 - Battlegreen Run (Kathy A.) – event was very successful with the MPA receiving \$1500.
Next Steps:
 - Kathy A. will transition next year's coordination to Jeanine Reed.
 - Kathy A. will share documents of her process for the Board manual.
 - Scholarships (Kathy G.) list of "member" seniors to forward to Diane Dempsey - Kathy G will work on obtaining a list of seniors
Next Steps:
 - Kathy G. will follow-up with Lea for assistance in getting list
 - New School (Sue) – space, store, community service, events – Sue had conversations with Jack Dillon and George Clement and learned the following:
 - The MPA will have space in the new school and details will follow
 - The high school will have a store to sell merchandise. In addition, the Athletic Director has developed a working relationship with a new vendor and athletes are ordering clothes directly online. The plan is to expand this partnership to all the shops and beyond.
Next Steps: If the high school continues down this path there will be no need for the MPA to sell merchandise.
 - The high school is very interested in engaging parents/students in community service opportunity with the new school and detailed plans can be discussed in June.
 - Events – there are two additional events for new students and the MPA is welcome to help.
 - Cart (Sue) – in light of changes regarding merchandise we can hold off on this.
4. **Treasurer's Report** (Susanna/Donna)
 - Balance \$17,142.80
 - Withdrawals (since 11/27/19) \$8,785.21
 - Deposits (since 11/27/19) \$2,221.88 (\$825 Breakfast with Santa and \$700 Clothing)
 - Susanna is working with Donna (and Melissa) to transfer banking and provide orientation.
5. **Board Updates**
 - Merchandise Update – Melissa - pending
 - Parent Survey (3/11/19) – Kathy A. – Kathy A. will have this in March

- College Planning Session – Melissa -pending
- Board Manual – Sue is working on this

6. 2018-2019 Minuteman Community Calendar Items – 5 minutes (All)

- Coffee with Principal – 1/31/19
- Faculty Breakfast – 2/15/19
- Parent Teacher Conferences (merchandise) – 3/7/19
- Coffee with Principal – April TBD
- Freshmen Dinner with Teachers (merchandise) – 4/10/19
- Freshmen Orientation (merchandise) – 5/4/19
- Prom – 5/17/19

Sue confirmed with Jack Dillon that the school would welcome support with the Luxury Buses

- Senior Awards – 6/6/19
- Graduation – 6/7/19
- Meetings 1/15/19, 2/12/19, 2/26/19 (silent auction work) 3/19/19, 4/23/19, 5/7/19
(Elections) 6/4/19 (transition meeting)

The events were discussed above and action items noted.

Next Steps:

Kathy G. will be sending out regular communication for volunteers.
Sue will ask Board members to volunteer for various events.

7. 2018-2019 Fundraising

- 3/9/19 Rock n Roll Bingo – the planning has begun. DVC has been asked to produce flyers, tickets (n=40) and social media post. Items are needed for a) game prizes b) small gift card prizes c) raffle items and d) silent auction items. We need to sell tickets online and will have 40 paper tickets for faculty. The total capacity is 200 (20 tables). Will need cash boxes, raffle tickets, gift bags for raffles, auction set. Sue will be helping pull it all together however she will not be at the event.

Next Steps:

- Call for donations
- Call for volunteers (set up (5), clean up (5), ticket/bingo card sales (2), raffle ticket sales (2), point person (1))
- Organizing prizes (2/26/19)
- 10/19 Comedy Night – Kathy A. has identified two places; Lexington Elks for 10/26/19 and Winchester Sons of Italy. Drew has found comedians.

Next Steps:

- Confirm date/time (balance with Halloween and Battlegreen Run)
- Board approval of deposits
- Future planning TBD

8. Other

Following the meeting Jack Dillon requested 20-30 \$10 gift cards to Dunkin Donuts for raffle at the NAEP exam which will be taken by 75 Minutemen Students

Next Steps:

Sue will send for Board approval