



**Minuteman Parent Association
Meeting Agenda
December 4, 2018**

1. Welcome & Introductions

Sue welcomed all to the meeting.

2. Review of Minutes

The meeting minutes were reviewed and approved by those in attendance.

3. Old Business

Open House – Kathy G. represented the MPA and all went well.

4. Treasurer's Report

Susanna submitted the following report:

- Current Balance \$18,773.44
- Deposits (in last 30 days) \$1355 in clothing and \$170 in membership dues
- Expenses (in last 30 days) include \$31.88 (google account)

QuickBooks has been updated and connected to the bank account. The PayPal account was accessed and \$4947.73 (primarily membership and donations) will be transferred to the bank account and Cube sales are being confirmed.

5. Board Updates

- Treasurer – a potential treasurer have stepped forward and Melissa will be meeting with her next week to answer any questions.
- Merchandise Update – Melissa has ordered merchandise and plans on selling 12/14 and 12/15. Melissa is going to investigate costs of t-shirts for MPA Board and volunteers.
- Parent Survey – the team discussed creating a survey to gather feedback on how the MPA is doing and look for suggestions moving forward. Kathy A. agreed to draft initial survey with plans to disseminate the week of March 11th.
- College Planning Session – Melissa has assisted with these events in the past; fall for seniors and spring for juniors. Melissa will follow-up with Diane Dempsey and offer assistance.

6. 2018-2019 Minuteman Community Calendar Items – 10 minutes (All)

- Faculty Breakfast – 2/15/19
- Coffee with Principal – January TBD, April TBD
- Sports Banquet - TBD
- Senior Awards – 6/6/19
- Prom - TBD
- Other

- Silent Auction Planning 2/26/19
- Parent Teacher Conferences (table) 3/7/19)
- Prom TBD
- Meetings 1/15/19, 2/12/19, 3/19/19, 4/23/19, 5/7/19, 6/4/19 (Board Elections in May)

7. 2018-2019 Fundraising

- 12/15/18 Breakfast with Santa - Julie Onos is leading efforts and everything is coming together.
- 3/9/19 Rock n Roll Bingo - Sue Mullaney is leading efforts and the first meeting in January will be focused on this (tickets, flyers, donations, advertisement to alumni). Sue will follow-up with DVC regarding social media advertisement and signs for the school. Kathy will investigate payment on MySchool (we should test with Jack to ensure teachers have access)
- 10/19 Comedy Night – Kathy A. is going to check availability at Lexington Elks and Drew Crawford is looking into comedians. The first step is to get these confirmed and then official planning will begin in May 2019. The plan is to host a buffet.

8. Other

Scholarships – Kathy G. will pull a list of “member” seniors to forward to Diane Dempsey for scholarship consideration.

New School – Kathy G. provided a brief update on the school tour; she notes a school store and Sue will ask Jack if the store is going to be selling merchandise. Sue will also ask about space for MPA supplies.

Cart – Melissa suggested the MPA buying a collapsible cart to transport MPA items (including clothing)

Community Service Project – the team discussed opportunities to partner with the administration on a service project for the new school. Sue will ask Jack.

Events for New Families – it was suggested that the MPA partner to offer more activities for new families (with and without kids). Sue will ask Jack about orientation, family night and other opportunities.

Administrative – Sue is going to organize a Board Orientation Manual including directions for MySchool, SignUp Genius, Google, Cube, PayPal.