



**Minuteman Parent Association  
Meeting Minutes  
February 12, 2019**

**1. Welcome & Introductions**

Due to weather conditions the Board and Committee Chairs met via phone.

**2. Review of Minutes**

Previous meetings from January were posted online.

**3. Old Business**

- Scholarships (Kathy G.) list of “member” seniors to forward to Diane Dempsey - Kathy and Melissa have collated a list and will send to Sue to work with Diane Dempsey on student scholarships.
- Comedy Night Vote (5 yes/1 abstention) – The Board approved moving forward with a Comedy Night October 26, 2019. Melissa will sign contract with Lexington Elks and Drew is partnering with comedian.
- Coffee with the Principal – There was a very successful coffee; Sue will send thank you email to all who attended.

**4. Treasurer’s Report (Susanna/Donna)**

Susanna has transferred the Treasurer’s responsibility to Donna Hebert. Donna and Melissa will be co-signatures on the account going forward. A financial report will be available at the next meeting.

**5. Board Updates**

- Parent Survey (3/11/19) – Kathy A. will be preparing a parent survey to be disseminated late March/early April to begin planning for 2019-2020.

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

- Faculty Breakfast – 2/15/19 – Several donations have been assembled and Sue and Melissa will represent.
- Parent Teacher Conferences (table) – 3/7/19 3:30 – 5:30 PM –Need Volunteers to be at table and sell Merchandise.
- Coffee with Principal - 4/10/19 – announcement will come out in March
- Dinner with Faculty 4/10/19 – Kathy G. and Donna will represent and sell clothes
- Orientation 5/4/19 – Donna and Melissa will sell merchandise
- Senior Awards – 6/6/19
- Prom – 5/17/19
- Graduation – 6/7/19
- Meetings 2/26/19 (silent auction work) 3/19/19, 4/23/19, 5/7/19 (Elections) 6/4/19 (transition meeting)

## 7. 2018-2019 Fundraising

- 3/9/19 Rock n Roll Bingo

Sue will not be at this event and plans will be documented – assistance for the Board and Committee Charis will be needed.

- Advertisement – flyer has been distributed to faculty and emailed to core team of 22 individuals who offered to help. Outreach has been made to alumni. Facebook post is active, announcements have been sent to local papers and Town Liaisons have been contacted.
- Tickets on sale via online store. Paper tickets to be sold 2/15/19 during breakfast with faculty. Jack has 60 paper tickets to sell to faculty.
- Donations are being gathered (currently 15 items have been collected)
- Volunteers have been identified

### **Next Steps:**

**Sue** will summarize activities and send to all.

**Kathy G.** will announce meeting 2/26/19 with sign up as we prepare auction items.

**Board** asked to sell tickets and gather donations

- 10/26/19 Comedy Night - deferred

## 8. Other

**Clothing Sales** – The MPA plans to sell all existing items at events (including lunch sales) for the remainder of the year. The Board will need to discuss next steps with school – as of now the school is planning on having a store and online sales for athletics. If school is planning on selling merchandise the MPA will not.

**Cube** – the POS code needs to be figured out. Melissa and Donna will work with Lea to resolve.

**Cash Box** – the Board voted to purchase another cash box; Melissa will order and expense.

**Board Orientation** – Sue has initiated the board manual and will share with all to add to it.

**Next Full MPA Meeting is March 19th**