



**Minuteman Parent Association
Meeting Minutes
September 11, 2018**

1. Welcome & Introductions

2. Review of Minutes

The July 26, 2018 minutes were reviewed and approved.

3. Old Business

Thank you letters for auction/raffle items were sent out by Julie Onos. Sue report that the closet Clean out has been accomplished by a small team of MPA members.

4. Treasurer's Report

Susanna Vennerbeck reported the current balance is \$16,743.30 with checks pending for Rock n Roll Bingo. She also shared that the signature authority of the account has been updated and includes the Treasurer and the President. Susanna has the 2017-2018 budget and will be leveraging QuickBooks going forward.

Next Steps:

Susanna to finalize QuickBook access to manage the budget going forward.

5. Organizational Updates

- **Communication Chair** – Lea Minghella had to step down as communication chair and the team discussed the overall responsibilities including the website management, MySchool management and general communication needs. Kathy Groman, sophomore parent, volunteered to assume this role.

Next Steps: Lea will orient Kathy and Melissa Hawkins (back up) to the processes on 9/18/18.

- **Membership Drive** – Sue shared the status of membership and updated directory. To date we have 54 members in MySchool. The link has been updated and all previous members will receive announcement that it is time to renew. Directions for membership are included in the parent packets for Welcome Night. Additional communication will be forthcoming.

Next Steps: Sue to work with school on daily announcement to drive membership.

- **Community Liaison Chair** –Kathy Aluia, senior parent, shared her thoughts on expanding the work/reach of the MPA to include town representatives. She has gathered a list of in district towns and would like to propose gathering volunteers from each town to represent the interests of parents, provide input/representation in the planning and decision making, assist with fundraising and participate in school meetings. All agreed this plan.

Next Steps:

Sue will gather data on numbers of students in each town and ask for Jack's support in recruiting volunteers.

6. Grant a Wish Program

The team reviewed the document created by Jen Birenbach and approved the process. Funding for the program was approved in June of 2018.

Next Steps:

Jen to finalize document as PDF

Sue and Jen will communicate to the principal regarding program.

Jen will assume oversight and management of the process.

7. 2018-2019 Minuteman Community Calendar Items – 10 minutes (All)

- 9/12/18 Back to School Night – Sue & Melissa will cover and clothing sales will be coordinated by Donna Hebert.
- 9/18/18 Coffee with the Principal – Sue, Melissa and Julie will cover; Sue will grab coffee and food.
- 10/2/18 MPA Meeting - All
- 10/31/18 Breakfast for Faculty - TBD
- 11/27/18 MPA Meeting
- 12/4/18 MPA Meeting

8. 2018-2019 Fundraising

- Comedy Night – after initial work the group decided to forego a fall fundraising event and plan for Comedy Night in October of 2019.
- 11/4/18 Battlegreen Run - Kathy Aluia reported on the Battlegreen Run and her conversations with Mary Ann Ham. The Run is Sunday November 5th and the MPA will be supporting with runners, volunteers and donations. The Battlegreen Run Foundation and Mary Ann Ham, who is on the Board, coordinate with Minuteman on activities. All funds raised through the MPA link come back to the MPA. In addition the Foundation provides some funds to select organizations. Kathy will be simplifying the flyer, initiating advertisements and expanding the reach of advertisements. Ideas for advertisement include alumni group, Facebook, posters and flyers for other organizations, website and possibly through town representatives.

Next Steps: Kathy will simplify document and update Board on next steps.

- 12/15/18 Breakfast with Santa – Julie is on point and will lead committee meetings
- 3/9/19 Rock n Roll Bingo – Sue is on point and will lead committee meetings
- 10/19/19 Comedy Night – All agreed that we should move forward with work initiated by Jen; Lexington Elks is available and comedians are available.

9. Other

The group discussed meeting structure and will work to have Board Meeting (Board Members only) either before or after the meetings to discuss pertinent information.

The group thanked Lea for all of her work over the last year and a half getting the MPA up and running. The Board expressed gratitude and enjoyed some light refreshments!