

## **St. Leo the Great Parent-Teacher Organization's Executive Board Meeting**

February 10, 2010

### **Meeting Purpose:**

Event review, Event status and planning, General Business

### **Board Members Present:**

Larry McGrail, Mary Knapp, Teresa Ketron, Suzanne Dowd, David DiPippa, Cynthia Washington, Melissa Baker, Coleen MacKay, Mizuho Akiba, Nancy Wiegand

**Guests:** Pam Morrison, Silvia Neves, Tom McGovern

Welcome, Opening Prayer. Larry McGrail called the meeting to order at 7:20pm. He led the group in an Opening Prayer.

January Minutes. Larry asked for questions, comments, concerns and/or modifications.

- A motion to approved minutes was passed and minutes approved at the March 11, 2010 PTO Executive Board meeting.

### Treasurer's Report.

- Innisbrook was paid late and is now charging a late fee of about \$200.00. They are willing to waive the fee if we sign up with them to do the wrapping paper fundraiser next year. Mr. DiPippa commented that Marian Hartzell would be willing to chair the fundraiser again if we did go with Innisbrook. We had a positive fundraiser with them, so there should be no issues with using them again. Larry will contact Kim Pham and Marian Hartzell to make sure they like the idea of staying with Innisbrook, and if so, then we will agree to do our wrapping paper fundraiser with Innisbrook next year.

- A motion to approve Mr. Torma's request for additional funding for the 6<sup>th</sup> Grade Medieval Day activities was made and passed with a unanimous vote in favor.

### Volunteer Committee Report.

Volunteer survey went out and the Committee hopes to have it returned by the Feb. 18 General Membership Meeting.

### Fundraising Committee Report.

- The Ledo's Pizza fundraiser has been rescheduled for Feb. 18. The flyer will need to go out on Tuesday, Feb. 16. We will need 380+ copies. Larry agreed to make 200 copies, and Suzanne will make 200 copies.

- The Red, Hot & Blue fundraiser brought in \$275.00. More from the first night.

- All businesses we have a relationship with are helping out by providing prizes/gift certificates for the upcoming Quiz Bowl.

By-Laws Modification Committee Report. Larry thanked the committee for their very good work. The document, as it stands, is excellent. Any changes would just be icing on the cake. There are implications for elections. We can vote on it tonight and the present it at the General Membership Meeting. Then, a final vote at our March meeting.

- Elections are scheduled for April. We need to appoint a Nominating Committee. Up for election this year: President-Elect, Treasurer, Volunteer Activities, and Fundraising. Normally, terms are two (2) years. For this election the positions would be one (1) year terms, to allow for staggered terms in future years. In the past, the Executive Board appointed a Nominating Committee, but proposes that the President-Elect chair the Nominating Committee.

- Larry recommended a “bulleted” summary of changes be provided at the upcoming General Membership Meeting.

- The Executive Board approved the revised By-Laws by vote with 2 minor clarification changes presented by Larry. The By-Laws will be presented to the upcoming General Membership Meeting for approval. Teresa Ketron will forward the revised By-Laws to the Executive Board and to Mr. DiPippa for hard copy distribution at the upcoming General Membership Meeting. Mr. Hedderson will post the revised By-Laws on the school’s web page along with the General Membership Meeting Agenda.

New Computers for Computer Lab. Mr. Hedderson submitted a formal request to procure new computers and tables for the Computer Lab at a cost of \$11,364. The present computers are old and have low capacity. The tables will have a longer life, so the cost reflects this fact.

- Question: Is there a technology plan in place for our years? Mr. DiPippa responded that the school is following a plan that has been in place the past five (5) years and that expires this year. A new plan will be devised that will meet future needs and is also required for the reaccreditation process that begins next year.

- The Executive Board voted all in favor.

Golf Tournament. Nine (9) people attended the Kick-Off Meeting on January 20. The Tournament will be held on October 7, 2020 at Westfields in Clifton. The average fee for all venues considered was \$105 compared to Westfields at \$110. Since the Westfields range and service are both very good, the Committee decided on Westfields. The estimate is about 100 golfers @ \$110 each.

- Westfields requires a deposit of \$2,750.00 by February 21 as a holding fee and the rest is due on the day of the event.

- The committee will hold monthly meetings, some via teleconference.
- Jeff Conroy is leading the sponsor recruiting effort. An information packet will be ready by early March for prospective sponsors. The sponsors are the primary source for revenue and help to put on a quality event.
- The dinner afterward will cost \$20-21.00 per person. So, the cost to each golfer will be \$175.00 to include both golf and dinner.
- Mr. DiPippa said that the school had received a \$1000.00 donation already for the first six (6) golfers.
- The Executive Board voted all in favor of cutting a check for the \$2,750.00 deposit.

Quiz Bowl. The committee has been meeting since October and has finalized all the categories and questions. The original due date for registration, this Friday, Feb. 12 will be extended. We want to encourage individuals/couples to register on their own knowing they will be put on teams for the event. All copying charges will go against the PTO code.

- Suzanne has offered businesses the chance to buy “ad” space on the back of the question pages and to donate prizes.

Ice Cream Social. Teresa has reached out to previous 8<sup>th</sup> grade contacts to gather information for planning purposes. A flyer will be created and distributed to students.

- Michelle Baldacci and Julie Clinch are contacts for media sales and labor.
- PTO will sell ice cream and handle set up.
- Suzanne will talk to Friendly’s
- PTO already makes a donation to the 8<sup>th</sup> grade.

Spring Fun Run/Family Carnival.

- The Fun Run/Walk and Carnival will be on same day. Start both at 10am—this offers the least amount on interference with the 9am Saturday Mass.

- Pre-registration and T-shirts for the Fun Run/Walk. Charge a little more for the shirt to help pay for water, etc. Maybe the school can have a contest to come up with the T-shirt design. No need to coordinate with the City about the use of Van Dyke—just need to provide notification.

- There is a company that we can contract with to provide rides and concessions. The company required a \$5000.00 deposit. St. Leo's could set up booths. There will be some cost to St. Leo's. May 22 is proposed date.

- Mr. DiPippa raised several points:

- (1) This is not associated with the Parish Picnic held in the Fall which is free.

- (2) We would need permits for all rides and we would need to obtain a rider from the Vendor to exempt the Arlington Diocese and St. Leo's from liability. Silvia responded that the Company would coordinate with appropriate officials to secure permits and that the Company is insured.

- (3) Need to meet with Fr. Whitestone.

- Larry asked whether we would have food since the carnival would take place during lunch time. Silvia said that we would ask food vendors to set up booths.

- Larry said the price seemed steep for the rides. Silvia responded that the goal this first year would be to break even.

- Other issues discussed:

- (1) Admission fee v. individual activity fees.

- (2) Timing and Scale.

- Larry recommended that we all take a closer look at the proposal and be ready to make a decision at the next Executive Board meeting. We could chat on-line or via e-mail. Pam and Silvia will need to arrange a meeting with Fr. Whitestone to talk through the proposal.

Adjourn. Meeting was adjourned at 9:26 pm.