

Parent Association
∞ *White Plains Children's Center* ∞
Minutes: Thursday, June 2nd

Present: Kerry McCarthy Adams, Robin Goins, Hollie Allen, Ruth Miller, Susan Miller-Cochran

Parent Association General Business

1. Filled Positions:

- Co-Chairs: Cynthia & Nicki
- Communications: Hollie
- Playground project: Kerry
- Team Leader (BBQ Fundraiser): Hollie (for June 10th), Beth (Hunter's Mom) for Fall BBQ (date TBD by board)

2. Open Positions: No previous experience is necessary. Support is provided.

- **Secretary**
 - Take minutes at monthly PA meetings. (If unavailable, find a substitute.)
 - Distribute minutes to parents (via email and on info board), staff (via email and in information binder by time clock) and Board of Directors (via current Board Liaison).
 - Contact new families and make them feel welcome.
- **Treasurer**
 - Manage PA accounts and report at monthly meetings (in person or via email).
 - Make deposits from fundraisers and donations.
 - Be a signature on PA accounts.
- **Team Leaders** (Yard Sale) (There can be more than one leader.)
 - Advertise for the event
 - Create necessary sign ups (etc. www.signupgenius.com)
 - Delegate tasks to volunteers
 - Keep PA up to date on progress

3. Send our note in August/September to all families. Statement re. role of the PA, current projects and opportunities.

4. Send brief survey to Graduating families requesting feedback + Create an Alumni list

Questions:

Why are you leaving WPCC?

Likes/Dislikes about WPCC

Likes/Dislikes about Parent Association

Would you recommend WPCC? Why or why not?

Other information you would like us to know about...

Hollie: Create and send out survey to graduating families (anonymous)

Kerry: Talk to Tiffany to email graduating people if they would like to receive emails about events/fundraisers at WPCC.

5. Website - How can this be better utilized?

Ruth: Will ask Church who updates the Churches website and see if they can help keep WPCC updated.

Treasury:

1. Current Balance = approx. \$360 (accurate balance not yet available)

2. How should the PA use some of its funds to support/enrich the development of our school?

Ideas discussed:

- *Equipment fund* - maybe teachers are given an amount to use toward equipment/supplies for classrooms (submit receipts for reimbursement) - this should not be for items that are within the center's established budget developed by the board - develop guidelines based on goal
- *Car Magnets* - To increase awareness of our school, we discussed having car magnets made with the school's logo - Terri (Keira's daughter) collected several quotes (Thanks Terri) - Sir Speedy--had the best quote - Possibly provide one free car magnet when families first starts, then asking for donations if want additional magnets - **If anyone has a connection that could get us a discount, please contact a member of the PA** - Idea will be brought to the next board meeting for possible funding
- *Support preparation for inspection* (in November) - Ruth will let PA know if there are any needs that we can assist in

After BBQ fundraiser PA will look at total funds to see if we can provide “mini-grants” for classrooms. If you have additional ideas, please share them with a member of the PA.

BBQ Fundraiser - Friday, June 10th from 5:30 - 7 pm

1. Fliers - Have been received from Mary Ann on the board.
2. Volunteers - Hollie will send out request via email. It was noted that people do not have to stay the entire time.
3. Advertisement: Electronically and with fliers - Kerry will try to find out who has access to the Facebook page for WPCC. Last week, Tiffany has requested a notice to go in the church bulletins.

Orders should be in by **Wednesday, June 7th** so that we can determine if we have enough plates to have the fundraiser. (We need at least 100.)

Yard Sale Saturday, October 15th (time TBD)

- Link to Together Times (current scheduled for Oct 13th) - people can bring items for the sale when they come to Together Times the Thursday before
- Kerry - will ask Tiffany to confirm availability of the gym for set up on Friday evening and Saturday until 1 pm.

Playground project -

- Meeting with Fundraising committee in May - Kerry & Holly met with fundraising committee, looking into getting commemorative bricks, linking the project into the 50th anniversary of the Church
- Meeting at NLI - Kerry & Mitzi met with Julie at the NLI for a final review
- Plans have been received! - The final drawings have been received (Yeah!). Still to come is the publicity piece. (NLI is away on project until end of June.)
- Next steps - Contractors are being contacted - quotes will be collected from at least two sources
- Kerry has emailed fundraising committee on board to set up next meeting

Next Meeting

- Thursday, August 11th - tentative first 2011-2012 PA meeting
- July: Kerry will contact PA when Board Fundraising Committee meets re. playground project