

## Campolindo Parents Club Board Meeting Minutes

August 3, 2010

**Present:** Linda O'Brien, Wendy Dunn, Laurie Luecker, Kym Leserman, Chris Banard, Sharon Richard, Carola Ziermann, Carolyn Madderra, Scott Biezad, Laura Woodman and Carol Kitchens

- **Welcome and Introductions:** President Linda O'Brien called the meeting of the Campolindo Parents Club ("CPC") Board to order. Campolindo Principal Carol Kitchens introduced Scott Biezad, the new Associate Principal, to the Board.
- **Cougar Day:** The Board first addressed the upcoming Cougar Day.
  - **Cougar Day Set Up:** Scott Biezad passed out an agenda and map for the upcoming Cougar Day, to be held on August 19. Scott noted that he intends to set up for Cougar Day on Wednesday, August 18, so that the doors can open as early as possible on the 19<sup>th</sup>. Scott stated that the tables would be ready no later than 2 pm on Wednesday for set up. On Thursday, volunteers should plan to arrive by 7:30 am. The photographers will arrive at 6:15 am. Cougar Day will run from 8 to 4, with a break from 11 to 1.
  - **Webstore:** Carolyn Madderra stated that she been working with Bill Doherty on the Webstore. Some parents, unfortunately, were able to go through the "test" store, but their orders were not saved. These parents have been notified that they need to go to the Webstore again. The Webstore officially opens on August 4. Carolyn noted that Campolindo charges a 4% fee on all credit card charges because that is what the credit card companies charge Campolindo. Carolyn also noted that parents who do not pick up their apparel or other orders on Cougar Day will have to follow up with the relevant class advisor to receive their items; these items are not stored at the school for later pick-up. Finally, Chris Banard stated that he is examining whether it would be possible to move the apparel purchases out of the school account to the CPC account. This would the class advisors to sell the apparel and other items all year, not just for Cougar Day.
  - **Make-Up Cougar Day:** The "make-up" Cougar Day for those unable to attend on August 3 will be held on Wednesday, August 25, beginning at 7 am. The photographers will be on campus to take pictures for student identification cards.

- **Parent Club Tables:** CPC will have a table in the small gym and in the multi-use room. One person should staff the table in the small gym to review and mark the sheets of parents who joined CPC and to encourage other parents to join CPC. In the multi-use room, there should be three volunteers to help distribute directories and also encourage parents who have not joined to join CPC. Volunteers should stamp the directories with the “thank you” stamp before giving them out. In order to help recruit new members, Sharon will revise last year’s CPC flyer and print copies to distribute at Cougar Day. Sharon noted two important points for those working Cougar Day:
  - First, volunteers should try to encourage as many parents as possible who have not already joined CPC to do so.
  - Second, anyone who contributes to CPC at Cougar Day should receive a written receipt. (People who donate through the Webstore will receive an on-line receipt, but if they request another receipt at Cougar Day, volunteers should go ahead and give them one.) Lori Luecker will prepare and deliver the receipt forms for Cougar Day.
- **Secretary’s Report:** Laura Woodman, Secretary, distributed copies of the minutes from the May 12, 2010 Parents Club Board meeting and the May 18, 2010 General Membership meeting.
  - **A motion was made to approve the minutes from the May 12, 2010 Parents Club Board Meeting and the May 18, 2010 General Membership Meeting, as revised. The motion passed unanimously.**
- **Calendar:** Linda O’Brien passed out the CPC calendar for the upcoming year. Linda noted that the calendar includes the dates for the fall luncheon and the spring coffee
- **Next Meetings/Important Dates:**

<b>September 1, 2010</b>	<b>Board Meeting</b>
<b>September 14, 2010</b>	<b>General Membership Meeting/Back to School Night</b>

The meeting was adjourned at 10:25.

Respectfully submitted by Laura Woodman, Recording Secretary