

**Meeting of the
Valencia Elementary Home and School Club
DRAFT Minutes
October 8, 2009**

The meeting of the Valencia Elementary Home and School Club was held on Thursday, October 8, 2009, at 7:00 P.M.

Board Member Attendees: Karin Kerber-Smith, President; Kalena Allard, Co-Vice President; Annette Allen, Treasurer; Christina Quakenbush, Recording Secretary; Kate West-Douglas, Room Parent Coordinator; and Natalie Manning, Corresponding Secretary

Board Member Absentees: Michelle Young, Co-Vice President; and Carol Galasso, Volunteer Coordinator

Non-Board Member Attendees: Grant Coffin, Lisa Mella, Jessica Eymann, Alisa VanDissen, Alexandra Klikoff and Dori Galster

- I. **Adopt Minutes.** Karin Kerber-Smith provided copies of the September 10, 2009 special board and regular meetings prior to and at the meeting. When there were no responses to her inquiry of whether there were any corrections, Mrs. Kerber-Smith stated the minutes were approved.

- II. **Bylaw Amendments.** Karin Kerber-Smith moved to “amend the bylaws as follows:

Section 10. Attendance at Meetings

When a Director fails to attend two (2) consecutive meetings of the corporation and/or Board of Directors without adequate excuse, the Board of Directors may declare his/her office vacant. The Board may remove a Board Member for adequate cause after receipt of a notification of the cause and the resolution to remove him/her.

and the suggested addition to Section 3 Conduct of Meetings:

The Board may, under special circumstances, hold meetings via e-mail or teleconference and take action based on decisions made via e-mail or conference call voting. These meetings should be limited to discussion of items deemed urgent and held only when face to face meetings are not possible. Meetings held via e-mail or teleconference must include an invitation to all Board members with a written agenda. A meeting topic must be specified in advance. Opportunity for discussion of motions must be provided and exhausted by confirmation from all participants before calling for a vote. A quorum of ballots must be returned for a vote to be valid in the context of an e-mail or teleconference meeting.”

The motion was duly made and seconded, voted upon and approved unanimously.

- III. **Principal's Report**. Grant Coffin reported for Dianna Higginbotham. Mr. Coffin expressed both Mrs. Higginbotham and the teachers' appreciation for the support given to them as a result of the H&SC funding.
- IV. **President's Report**. Karin Kerber-Smith updated the Club on the following:
1. **Corresponding Secretary Position**. Pursuant to the H&SC Bylaws and as a result of missing 3 consecutive H&SC meetings, Fabiola Baeza has been removed from the Corresponding Secretary position and replaced with Nathalie Manning, the current Acting Corresponding Secretary, thus confirming the motion that was duly made and seconded at the July 2, 2009 H&SC Special Meeting of the Board.
 2. **E-news Updates**. The H&SC email database currently has 325 participants. There will be weekly notifications of important messages and upcoming events. By Oct. 15, the Club will discontinue most paper notifications and rely mainly on email. Grant Coffin suggested having room parents talk to teachers to find out who in class would be required to have paper copies.
 3. **Spectra Status**. Kim DeSerpa and Kim Ferrell are finalizing a proposal for this year's Spectra. Their proposal for Artist(s) will come in within the next week and artists will work through Spring. This year's focus is on the visual Artist. Some possible art projects include ceramics, murals, recycled materials, such as paper and reclaimed furniture.
 4. **Tech Committee**. H&SC is identifying ways and techniques to improve the website and tech support.
 5. **PTO Today**. The publication with the feature article on Valencia's playground will be in next week's edition. This magazine gets national recognition and a press release will be issued when the publication comes out.
 6. **Educators Breakfast**. Wachovia (Wells Fargo) adopted Valencia as their community service recipient. They are presenting the school with a check for \$1000. Additionally, they are committing personnel to a community service program for 2-3 hours per month. They would like for the school to participate in a financial literacy program, i.e. value of money, importance of managing money. This program is a possible parent speaker series and follow-up with the students.
- V. **Treasurer's Report**. The current Balance Sheet and General Fund Profit and Loss by Class were reviewed.
- VI. **FUNdraiser Report**. Various FUNdraiser chairs updated the group on upcoming fundraisers. New information on the events follows:

1. **E-Waste Collection.** Karin Kerber-Smith reported that the final numbers are not in from Earthcare Recycling, but the e-waste filled a moving van full. The Club receives 50% of amount collected, calculated off weight. We hope to have collection bins placed around the school for student and community donations which will be picked up by company when full. Fri drop off will continue. The next collection date is Jan 23.
 2. **Costume Exchange.** Kate West-Douglas reported that the drive was not as successful as they had planned. The plan is to try again and to collect in Nov. for next year.
 3. **eScrip Receipt Collection.** Karin Kerber-Smith reported that a drive is currently going on through Oct 12 to collect receipts to enter code for eScrip.
 4. **Family Reading Night.** Karin Kerber-Smith reported that there are 4 guest readers to read from India, Ireland, Africa and Outerspace. Snacks and activities will be provided. The Book Fair will be open during the event. Participants are requested to bring a donation of a ream of paper.
 5. **Toyota Ticket Sales.** Lisa Mella reported that we had \$10,000 contributions so far. Volunteers will be stationed at various community events over the weekend. Ticket money needs to be turned in by Oct 14.
 6. **Harvest Festival.** Kalena Allard and Kate West-Douglas reported on the Harvest Festival. Janie Shoemaker and Pam Carrico are co-chairing. Sponsor donations cover the costs of a climbing wall, a dunk house and cotton candy machine. Mrs. West-Douglas will contact room parents for delegation of booths. She reports that the burden of making the booths has been taken off room parents as there is extra funding to rent games for booths. Volunteers are still need for Sat. morning cleanup.
 7. **Spring Event Preparations.** Kalena Allard gave an update on the Spring Event. She wants to keep it simple and fun, i.e. a casual family picnic, with family games. Fundraising events may be ticket sales, silent auction, raffle ideas. The event is scheduled for March 26 or 27.
- VII. **Volunteer Report.** In Carol Galasso's absence, Karin Kerber-Smith gave the volunteer update. There is still a need for early morning yard duty. There is a need to fill chair positions for Walk for Arts and Spring Event.
- VIII. **Room Parent Update.** Kate West-Douglas reported that there are still 5 classes with no room parents. Kate will call a meeting with all room parents, once identified, to provide direction to facilitate communication within the classroom.

IX. New Business.

1. **Playground Update.** Karin Kerber-Smith reported that Kim DeSerpa is working on getting a bank of swings installed. She is receiving updated bids and is still awaiting bids for change order for drainage and concrete costs. Current bids are \$900 short of budget. Kim has been encouraged to ask H&SC for additional if we fall short of funding the project.
2. **Wellness Program.** Alexandra Klikoff presented her thoughts on the H1N1 flu shots. She would like to see kids vaccinated by donating her time to give nasal spray to all kids who want it on Oct 23.

The meeting adjourned at 9:15 P.M.

Christina Quakenbush, Recording Secretary
Valencia Elementary Home and School Club