

SLHS PCA Executive Board
Meeting Minutes
July 10, 2013

Call to Order

- PCA President, Karin Ottman, welcomed everyone and meeting was called to order at 4:30pm.
- Meeting attendees were: Karin Ottman, Sheri Zimmerman, Heather Young, Mary York & Rita Gigliotti

June 12, 2013 Minutes were approved with the stipulation that for all persons, other than Officers, First Name and Last Initial only would be used due to privacy concerns/restrictions related to web postings.

Treasurer's Report:

- June 2013 Chipotle Restaurant Night earned a profit of \$501.
- Overdue 2012-13 Fees: Seniors were supposed to be required to pay all outstanding fees with a check to SLHS before they are allowed to graduate. List for 9th – 11th graders still owing was given to the Finance Office and next year's parking passes will be withheld until overdue payment received.
- Still waiting on some year-end receipts before able to produce a 2012-13 Final Statement of Income & Expenses. Heather Y. will meet with Marcia O. for official transfer of financial records prior to August meeting.
- Board discussed and agreed that we will implement formal audit process for 2013-14 school year, using PTSA Audit format.
- A first pass at the 2013-14 Budget has been developed. Heather Y. and Rita G. will reformat and work through at detail level.
- Heather Y. will follow-up with Shashi K. to verify tax filing has been completed

Director's Report:

- Summer Initiatives:
 - 1) Closet Clean-out – Karin volunteers to coordinate; will purchase assortment of clear bins with labels to help with easy organizing/stacking/visibility.
 - 2) Music Library Shelving – Mary Y. agrees to calculate total shelving space required and the amount of wall space available for new shelving system, and to investigate suitable types and prices.
 - 3) Prop Storage Container Build – need to recruit a student or parent who has good carpentry skills. Karin O. will send all-points-bulletin.
 - 4) Cables Tested – Mary Y. offers that Kate is now tech-certified and would be happy to help with this task.
 - 5) Selling Items – Board voted to allow Kevin D. to dispose of any unused production items in the manner that he feels will provide the most benefit to the SLHS Choral Department. (whether that be sell or trade or barter)Rita G. will reach out to Chorus Officers to ask to help coordinate these activities and participate. Already has a list of kids who expressed interest in summer service hour opportunities.
- Summer Mailing: Rita G. working with a graphic designer friend to develop a 'brand logo.' Once logo finalized, she will coordinate the design and printing of the postcard which we are aiming to get mailed

the first week in August to all registered Choral students. The postcard will direct the students to the Chorus Website for a 'Welcome Letter' and a list with links to necessary forms.

- CHARMS upload: Heather Y. will coordinate with Marcia O. to get annual service renewal fee paid prior to August 1st deadline. Will also coordinate the rollover of information for returning students, and work with Rita G. to create new unique IDs to eliminate privacy concerns of using student's official FCPS Student ID numbers. For new students, suggestion was made that we have a laptop at BTC Night in the Fall so that parents of new students can update information right then and there.
- 2013-14 Chorus Activity Calendar – Rita G. has finalized most dates. Ready to be uploaded to website.

President's Report:

- Open Board Positions – would be nice to get a 2nd Member at Large. Any recommendations?
- Committee Review -- many Committee Chair positions unfilled. Executive Board members please take a look and see if you can match a person you know with a current opening. Reaching out with a personal note or phone call works well. Ideally, each committee should have an underclassman Co-Chair so parents of younger students can step in when parents of older students depart after graduation.
- Volunteer Survey – Sheri Z. will send a Google Form survey to all 2012-13 volunteers this week.
- Volunteer Opportunities & Tracking system – Sheri Z. will track volunteer hours worked if Event Chair will forward SignUp Genius info at the completion of each event.
- Updates to By-laws? Karin O. checking to see when required.
- 2013-14 PCA Meeting Calendar – Would like to have same week and day every month. Will look at general school calendar to see what conflicts less with other meetings/activities.
- Aug Executive Board Meeting date -- Karin O. asked that everyone forward vacation schedules to her so that we could determine date when we would all be in town and available.

Committee Reports:

- Uniforms – Girls from assorted shapes and sizes have been selected. Choices have been narrowed to 3 styles. Samples have been ordered. Hope to have selection made prior to start of school. Still need to make final decision if change will have staggered implementation or 100% switchover this year.
- Block Party – Date & Time has been announced: Aug 29th from 4:30p-7:30p. Student Leadership class taking over the running of it this year (previously run by the Athletic Boosters.) Karin O. needs to submit intention form to organizers by July 19th. Suggestion made for selling reusable grocery bags with SLHS logo as fundraiser. Sheri Z. will contact Reston Shirt for pricing. Vote to try Maui Wowi with their smoothies as the fun, exciting attraction to get people to come to our booth. (Plus it will provide additional fundraising opportunity.) Karin O. will get details from them.
- Back-to-Chorus Night – to be discussed and planned in detail at Aug Executive Board meeting.
- Claire's Gourmet – Need Chair. Kicks off at BTC Night.
- Reston Triathlon – Karin O. to get details and contact info from Marcia O., who coordinated this effort last year.
- Election Day Bake Sale – Good earnings with little effort. Need Chair.
- Tag Day – Date finalized (Nov 16th) and on Calendar.
- SingStrong – Planning meetings begin in September.

- Restaurant Nights – Rita G. says students would like 1/month. Recommends Committee Chair gets them all lined up and on the calendar at the beginning of the school year.
- PR/Publicity (Magnets? Program publishing software; 'generic' Program checklist)
- Website Administration – Rita G. coordinating updates with Peter Y.

New Business:

The Chorus Officers are taking the lead in designing the 2013-14 Chorus T-shirts. Goal to have process that includes a lot of student participation.

Rita G. has been approached by a SLHS alum who is now at JMU. This person is interested in partnering with the Chorus to put on a county-wide Aids Benefit. Rita G. is mentoring. Anticipate they will make request to SLHS PCA and students to participate.

Closing Comments:

Meeting adjourned at 6:30pm.