

MARINERS ELEMENTARY SCHOOL FOUNDATION

November 2010 Board Meeting Minutes

SCHEDULED TIMES		ACTUAL TIMES		LOCATION
Start 7:00 pm	Stop 8:00 pm	Start 7:09 pm	Stop 8:18 pm	Monday, Nov. 8, 2010 Penne Ferrell Theater

ATTENDEES

Officers

X Mike Huntley (Chairman)	X Jaime Weber (Vice President)	X Jana Kalinowski (Secretary)
X Dianne Wells (President)	X Lori Williams (Treasurer)	

Board Members and Committee Chairs

X John & <u>Dana</u> Agamalian	X <u>Christin</u> & Jon Gurka	X Michael & <u>Patricia</u> Stark
X Jason & <u>Meredith</u> Cagle	X Eric & <u>Susan</u> Marking	X Chris & <u>Nanci</u> Terry
David & <u>Teryn</u> Clarke	X <u>Jon</u> & <u>Valerie</u> Minken	Vince & <u>Cindy</u> Valdes
X Brian & <u>Laura</u> Cox	X <u>John</u> & <u>Julie</u> Patterson	Matt & <u>Julie</u> White
X Rick & <u>Jami</u> Delgado	John & <u>Georgia</u> Richards	
X Brian & <u>Georgina</u> Forbath	X Doug & <u>Melissa</u> Robinson	

Principal/Teacher Liaisons

X Pam Coughlin	X Cathy Blue	X Bill Buchman
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Additional Attendees:

Stephanie Henry

MINUTES

1. Welcome (Dianne Wells)

- Welcome – Call to Order at 7:09 p.m.
- President, Dianne Wells, encouraged parents to look at the new website. She is very impressed with what we have as a school, as well as with all the new families participating this year.

2. Reminders (Jana Kalinowski)

- The minutes passed for October 2010.

3. Treasury Report (Lori Williams)

- E-Trade Account: There is an old E-Trade account with about \$3000 in it. It was a gift from a previous donor. The amount is back to what it originally was, so Lori was suggesting that the board approve to cash out the account and place it in the regular bank account. All members approved of cashing out the account.
- Accountant: Lori also asked all attendees if there was a local accountant that they could recommend. If so, please pass on the name to her. Meredith Cagle will e-mail the information for the accountant that the PTA uses. This change could potentially save quite money for the Foundation.
- Fiscal Report: The fiscal report was passed around for all attendees to view and covered the dates of July 1, 2010 to present. It shows that we are negative, but only because all of the Pledge Drive deposits are not recorded in the books yet.

4. **Principal's Report (Pam Coughlin)**

- **Arbor Day:** The 4th, 5th and 6th graders are going to plant a tree for Arbor Day, in conjunction with the city of Newport Beach.
- **Veterans Day:** The celebration will be in the front courtyard on Wednesday, November 10th. Cheryle Robinson is in charge of the event.
- **Computers:** Mrs. Coughlin put in the request for ordering new computers today. She will be ordering approximately 22 new computers. PTA also contributed to funding this purchase.

5. **Fall Fundraiser (Laura Cox for Molly Kassouf)**

a. **Molly Kassouf: Chair**

- Molly and Julie Patterson are in need of baskets and fillers for wrapping. Please bring all items to Julie Patterson's home. Wednesday and Thursday night are the evenings that they can use the most help.
- We have sold 217 tickets so far.
- They are looking for someone to point a Movie Night for Dec. 10th in the PFT. This item brought in around \$1200 last year. There was some discussion about the logistics of the event. A suggestion was made to turn it into a BINGO event instead.
- Georgina Forbath has done a wonderful job with Underwriting. \$22,800 is the total amount of Underwriting as of today.
- Dianne Wells reminded us all to be safe and respectful at the venue.

b. **Jami Delgado: Auction Items**

- **Donations:** If you still have something to donate, please get it in as soon as possible. We also need easels to display framed items. Dianne Wells offered to follow-up with coordinating.
- We still need people to sign up for shifts for the actual event.
- **John Patterson - Bowling Night:** John suggested that we add the bowling event that he has coordinated to the silent auction at the fundraiser. The bowling night will be January 29th. He has brought in Newport Heights to attend as well. He is looking at charging \$125 a couple and payments can be made at the event or at a later date.
- **Car Donation:** Usually OC Mazda donates a car worth \$8000. John suggested that while calling the live auction, he instead offers to donate \$5000 and see if he can get other families to stand up and match. All attendees agreed this was a great idea. The theme for this bid was not decided upon, but most discussion led to Technology Improvements (which would include improving the sound in the PFT).

6. **Pledge Drive (Dana Agamalian & Jaime Weber)**

- As of tonight, we have collected \$72,000.
- Dana and Jaime are still working on a recognition banner.

7. **Ralphs Report (Stephanie Henry)**

- As of today, we have 183 families signed up! There will be another e-blast coming out.

8. **Committee Jobs**

a) **Ralphs (Stephanie Henry)**

- 183 families have participated in the program so far this year.
- There will be an e-mail blast thanking the participating families.

b) **Directory (Dianne Wells for Lizzy Reese)**

- Dianne saw the directory and it looks good. Lizzy will start sending increments to the printer by Friday November 12th. The directory could be back to her by December 10th and ready to disburse on December 17th.
- **Printing:** Lizzy needs a check for \$2500 to give to the printer. The total cost of printing should be \$4690.

h) Gift Cards (John Patterson for Julie Patterson)

- John asked the board to approve allocating \$2500 to purchase gift cards to sell directly at school for the holidays.

MOTION: Jon Minken moved to approve allocating \$2500 for gift card purchases.

Seconded by: Susan Marking

Result of vote: ADOPTED

i) Facility Improvements (Jaime Weber for Jen Blanchfield)

- **Trashcans:** Jaime Weber shared the quote for 2 trashcans, 3 planters and 1 bench. The bench is actually purchased as part of the bench tiles project for the end of the year. Each trashcan will cost \$685.00, which includes our logo, and the planters are \$350 each.

MOTION: Melissa Robinson moved to approve the \$3500 for trashcans, planters and a bench.

Seconded by: Patricia Stark

Result of Vote: ADOPTED

- **PFT Improvements (Meredith Cagle)**
- Meredith has been looking into improving the sound system and look of the Penne Ferrell Theater, as part of our Facility Improvements this year. She met with Sara Lunsford who was Co-Coordinator for the school play last year and this year.
- **What We Have:** We have speakers and a sound system, but only one microphone runs through it. We do not have a mixer either.
- **Sara's suggestions:** Based on the Sara's experience, she recommends that our school could use:

2 drop microphones – multidirectional	\$200 each
2 choir microphones- thin, hanging	\$100 each
16 channel mixer	\$400
wireless microphones	\$150 each
receivers for wireless microphones	<u>\$500 each</u>

Approx. \$2300 + installment

- **Chairs:** We have some new and some that are from the 1950's. Meredith has priced black metal chairs at \$12.00 a piece. We would purchase 65. The chair truck, which houses the chairs, costs \$750. If we purchase 65 with the truck it would \$1665.30 or 130 chairs with 2 trucks for \$3330.60.
- **Electrical:** The electrical could be an issue. Meredith will follow up with Jen Blanchfield, as she has done research on this topic in the past.
- **Other Improvements for Further Discussion:**
Accordion walls or air walls to create partitions and make things more organized. We also discussed how this fits the present line item for facility improvements for this year. We also briefly talked about purchasing our own headsets for the school play, talent show...
- **Follow-up:** – Meredith is going to move forward to get a formal quote for the sound system upgrades and see if electrical capacity is compatible.

9. PTA Report (Meredith Cagle)

- Dr. Hubbard came to our last PTA meeting and spoke for approximately 30 minutes.
- The Veterans Day Celebration will be held on Wednesday, November 10, at 8:45 – 9:30 in the front courtyard.
- The Holiday Boutique is December 4th in the PFT.
- Family Pictures will be taken the next two Sundays. They added a date due to popularity.

10. Call meeting to end at 8:18 p.m.

Next Meeting, Monday, December 6, 6:00 p.m. at Dianne Wells' home.