

## **Minutes of the September 5, 2007 PACA Meeting:**

**Columbus Academy Parents in Attendance:** Jay Beatley, Tammy Bender, Ann Boeckman, Laura Bowen, Kenny Brown, Sara Browning, Mary Byers, Debbie Daoud, Ron Dean, Beth Fisher, Cathy Hile, Erich Hunker, Jeff Jeffers, Leanne Keith, Mary Kennedy, Lexie Lazarus, Michelle Lippert, Paula Marrie, Sarah Merkey, Beverly Moore, Prabha Narayanan, Lisa Newmark, Ben Nicola Sr., Tamara Nicola, Femi Obikunle, Susan Pickering, Eric Ransom, Polly Reddy, Kevin Reis, Shelby Rhyne, Jon Self, Donna Simmons, Joyce Simson, Lynne Souba, Jan Thompson, Kathy Turner, Mary Jo Vara, Lisa Westwater and Cynthia Zeigler.

### **I. Introduction/Approval of Minutes/Review of Previously Emailed Materials:**

At 8:05am PACA Board President Joyce Simson called to order the September 2007 PACA Meeting, held in the Columbus Academy Trustees' Room. She welcomed the large group and introduced herself to everyone.

The PACA Board meeting minutes of May 23, 2007, previously emailed to the Board Members and Committee Chairs, were approved as sent with one modification. Paula Marrie asked that she be listed as in attendance at that meeting.

Joyce told the group that the emailed Agenda was missing one item of note: she had failed to include of the three Viking Corner Chairs, Stephanie Leader.

### **II. Report from PACA Treasurer:**

PACA Treasurer Mary Jo Vara distributed copies of a proposed 2007-2008 PACA budget. The proposed budget forecasts \$522,650 in revenue and \$286,350 in expenses for a net income of \$236,300. This net income figure is just slightly higher than last year's actual results of \$236,186.

Questions from the group were limited to the Senior Party budget. Mary Jo confirmed that PACA defrays up to \$2,500 in costs with the rest covered by senior class parent donations. The PACA budget was then approved as proposed.

### **III. Summer Business conducted by PACA:**

Debbie Daoud introduced herself to the group. She is one of two PACA Members-at-Large representatives. She also has volunteered the past two years to coordinate Host Families for CA's Admissions Office. Debbie explained that her work is "nearly complete", because matching of new CA families to volunteer Host Families occurred last Spring. Debbie also coordinated a first-ever Lower School popsicle party for new CA families this summer. Joyce Simson commended Debbie for her efforts in "connecting overwhelmed new families". Joyce then encouraged all PACA members to communicate with new families.

Joyce shared details of the hard work accomplished this summer by three volunteers, Kathy Turner, Carol Aronowitz and Stephanie Leader. In the early part of the summer, the three committed to running a reformulated school spirit store under one condition: they would need permanent space on campus to store inventory. Room was found in the dining hall. Joyce coordinated PACA's Executive Committee members' approval of a \$7,500 expenditure to pay

for renovation of the dining hall space and a laptop computer. The new store was renamed *Viking Corner*. It recently opened for business with CA apparel and merchandise.

Joyce thanked Kathy, Carol and Stephanie for all their hard work this summer. She asked for parents to volunteer and staff the store to assist the Viking Corner Committee. She described the new merchandise as “exciting”. As a gift to all PACA members present, Joyce provided CA key chains purchased at Viking Corner.

Joyce told the group she would be seeking reimbursement of the \$7,500 in Viking Corner start up costs from the Columbus Academy Trustees.

Kathy Turner told the group that she and Carol surveyed school spirit sales programs at Columbus School for Girls and Wellington. She is thrilled with the new store. Viking Corner store hours are currently Monday through Friday, 7:30am to 8:30am and 2:30pm to 3:30pm. Merchandise is also sold at CA football games and special events like the August 31 LS parent/teacher conference day. \$1500 in sales were made during the LS conference day. The online store is to be operational very soon. Kathy views Viking Corner as having “tremendous growth potential”.

Evelyn Kelley-Antoine, Volunteers Chair, was unable to attend this meeting. In her absence, Joyce reported Evelyn’s work this summer to build a new PACA database using submitted 07-08 Volunteer Interest Forms. She told us that all PACA committee chairs should have received a list of possible volunteers from Evelyn.

#### **IV. Committee Reports:**

Upper School head parents, Paula Marrie and Jay Beatley, told the group that they have met with the interim head of US, Gary Williams. They enjoyed the meeting and hope he’ll be added to the list of upcoming speakers at PACA meetings. On another note, they recently established their 07-08 US parent leadership teams, advisory groups and calling chains for inclement weather days.

Middle School head mother, Lisa Westwater, did not have a report.

Cynthia Zeigler, Lower School head mother, told the group a Fall Festival was a priority for her team this year. A date will be announced as soon as possible. Last year, the event had been rained out.

Fundraising Chair, Shelby Rhyne, was introduced by Joyce. Shelby told the group there will be a new Show Manager for the Antiques Show. Also, she had spent the summer months considering how to pool resources and procedures across all PACA fundraisers. One immediate opportunity mentioned by Shelby was the streamlining of credit card processing.

Eric Ransom, representing PACA’s Arts Committee, is also a 1987 graduate of CA. He and his Co-Chair, Casey Merkey, are committed to hosting a second Faculty/Parent Talent Show, probably in February. He reminded the group that the first Faculty/Parent Talent Show, held in 2006, was great fun and a fundraiser for PACA.

Athletics Co-Chairs, Jan Thompson and Kevin Reis, addressed the group. The Fall Sports Program, a publication that includes team photos and paid advertising, would be ready for initial distribution this week. There are three programs produced by this Committee, including a Winter and Spring edition. According to Jan, 400 copies of the Fall program, 200 of the Winter and 200 of the Spring will be printed. She reported total advertising revenue had increased by almost \$2,000 over the previous year. More good news: volunteers for CA concession stands exceed current staffing needs! They are grateful for all their volunteers.

Tamara Nicola and Tammy Bender, Co-Chairs of Book Fair, announced that CA's annual event is the number one book fair in the nation for the publisher, Scholastic! They have requested more adult titles this year to increase their sales. Scholastic is delivering this year's books on October 19<sup>th</sup>. The Fair will open October 24<sup>th</sup> and run through November 2<sup>nd</sup>. Although they have a list of volunteers, they requested more help. Interested parents should contact either Tammy or Tamara.

This year Tamara and Tammy hope to see more MS students and their families visit the Fair. They told the group that CA faculty, grades K-8, will provide "wish lists" of books for their individual classroom collections. Interested families may then donate funds to the Book Fair to buy the specific books needed by grade.

Joyce reminded the group that in-kind donations from the Scholastic Fair help CA's Fall Service projects provide free books to needy families.

Charlie David Dinner Chair, Ron Dean, and key organizers, Jon Self and Jay Beatley, updated the group on the 25<sup>th</sup> annual athletics fundraiser scheduled for Friday, October 5<sup>th</sup>. They reminded the group that last year's Charlie David Dinner provided \$47,000 in donations to CA sports programs. They asked every CA family to participate, either by attending and buying an item at the silent auction or volunteering at the event. Approximately 40 volunteers are needed that night to serve dinner, etc.

Laura Bowen, PACA's Communications Chair, asked whether the Charlie David team had found new volunteer leadership. Ron and Jay both told her new leaders are being identified this Fall.

Jon Self told the group that most schools charge \$200 to \$400 per student to participate in athletics. Because nearly 80% of Academy's MS and US students play sports, he thinks more than \$160,000 could be raised at a future Charlie David Dinner.

Laura Bowen updated the group on her Communications initiatives. She reminded everyone that Wednesdays are her deadline for PACA submissions to the electronic Viking Voice. Laura complimented Bob Lee, CA's Director of Communications, for all of his efforts in recent months.

Leanne Keith, Chair of LS Faculty Recognition, updated the group. New CA faculty recently received gifts of stationary from PACA. She is organizing the monthly snack feasts provided to each division's faculty. In September, for example, LS recognizes the Kindergarten teaching team with snacks provided in the faculty lounge. Bev Moore, Chair of MS Faculty Recognition, added that nearby restaurant, Hoggy's, will cater food for MS faculty during upcoming

parent/teacher conferences. Bev also reminded the group that each and every faculty and staff member will receive a birthday card from PACA, courtesy of this committee's efforts.

Annie Flaherty, Chair of the 2008 Antiques Show, was not at the meeting. However, Joyce reported that Annie had already held her first meeting with volunteers September 4<sup>th</sup>.

Cathy Hile, Co-Chair of the 2008 LS Fair, announced that April 12<sup>th</sup> will be the date of the event. The theme will be outer space.

Prabha Narayanan, Chair of Parent Education, thanked Sara Browning, PACA's Secretary and Lee Szykowny, a CA parent, for multiple suggestions regarding speakers and topics. She will be in contact with PACA board members for more ideas.

Lynne Souba, Co-Chair of Scrip, thanked her predecessor, Laura Williams, for a smooth transition and launch of this year's program. Many new vendors/retailers have been added to Scrip order forms. Others have been deleted. The minimum rebate she is looking for is 4% per retailer. She has new order forms out to CA's community, due September 14<sup>th</sup>. Another round of Scrip orders will occur in late November and early December. She encouraged CA parents who are business owners to consider Scrip as a way of purchasing holiday gift cards for employees. She also encouraged Kroger shoppers to participate in the reloadable PACA SCRIP card.

Jon Self asked Lynne if a CA credit card is possible. Lynne thanked him for the idea.

Beth Fisher, Co-Chair of Service, announced the upcoming US Service Day project. She needs parent volunteers to drive students to and from sites such as the Mid Ohio Food Bank. Joyce reminded the group that US students must provide 45 hours of off-campus service and 5 hours on-campus. Ann Boeckman, Beth's Co-Chair, said she is working on coordinating the annual Fall can food drive.

New CA parent Polly Reddy offered that her family's transition has been very successful thanks to her Host Family, Kyong and Travis Wahl. She is looking forward to helping with events such as LS Fair.

With committee reports finished, Joyce concluded the meeting by asking the group to suggest speakers for future PACA meetings. She also reiterated the need for communicating with new CA families, particularly LS ones because she feels they are "most needy".

The meeting ended at approximately 9:30am.

Sara Browning, PACA Board Secretary