


MEETING MINUTES

MEETING INFORMATION		
MTG DATE/ TIME: October 9th, 2024 at 6:30pm	LOCATION: Zoom	MINUTES REVIEWED BY: Board
PRESIDED BY: Charisse Manzi	RECORDED BY: Mary Beth Ring	DATE: October 9th, 2024
ATTENDANCE LIST:		
Officers: Charisse Manzi, Alison Gussin, Katie Duncan, Dana Ashmore. Mary Beth Ring,		
Attendees: Anna Burd, Chelsea Parrish, Emily Miles, Elle Nassirzadeh, Lisa Levy, Jen Ramirez, Luisa Parnes Thompson, Danielle Duckett, Homaira Nassery, Caitlin Benaglio, Laura Nichols, Jessica Pantzer, Valorie Tate, Tara B, Megan Quinn, Katie Hausmann, Jessica Lowery, Ashley Myers, Nina Campos, Cara Kuei		
WHPS Staff: Seth Pozzi, Melanie Henson, Cynthia Baroudi, Christine Chiche		
HANDOUTS		
<ul style="list-style-type: none"> • Agenda 		
GENERAL DISCUSSION: Meeting called to order at 6:30pm		

 <p style="margin: 0;">PAWS Parents at Woodland Hills Private School</p> <p style="margin: 0;">Meeting Agenda</p>	
Meeting Topic:	Parents at Woodland Hills Private School (PAWS) Meeting
Date and Time:	Wednesday, October 9th, 2024 at 6:30pm
Agenda Item	Notes
Welcome (5 min)	PAWS Treasurer - Charisse Manzi
School Updates (5 min)	<p>WHPS Updates from Seth Pozzi</p> <ul style="list-style-type: none"> • There was good feedback on the Hispanic Heritage presentation. Lower elementary really enjoyed it, upper seemed less enthused but liked getting to participate. • DEIB committee meetings will start on Nov. 5th. We are looking for parents to join and share new ideas about how to celebrate and highlight the various cultures and holidays that will be showcased this year. Danielle Duckett is interested in joining this committee.



Meeting Agenda

<p>Past Events (5 Min)</p>	<ul style="list-style-type: none"> ● Restaurant Night @ The Stand on 9/17 <ul style="list-style-type: none"> ○ \$365.82 ○ This was a really successful night, great returns ● Fall Photo Fundraiser <ul style="list-style-type: none"> ○ Net Income: \$1,178.59 ○ Katherine and Katie will cover this weekend's shoot ● Movie Night on 9/27 <ul style="list-style-type: none"> ○ Totals: \$2762.33 ○ Great attendance and returns; higher than last year. Charisse has all the numbers to compare previous movie nights with this one if anyone is interested in seeing that data ● Hispanic Heritage presentation on 10/8 w/ We Tell Stories - Katie Duncan <ul style="list-style-type: none"> ○ Wanted to do something different this year, not just mariachi band. Found this group through the Music Center. They were good and the kids liked it overall. They are pricey though. Getting the kids involved and engaged in the presentation was a hit.
<p>PAWS Annual Drive (5 min)</p>	<ul style="list-style-type: none"> ● PAWS Annual Drive <ul style="list-style-type: none"> ○ Current total net: \$14,7981.41 ○ Push for a <u>minimum</u> \$150 donation per child: see PAWS Shop for incentives ○ We are ahead of where we were last year at this time on donations ○ Update on Giving Tree - the big tree display will be making its debut soon. Room parents need to send out an email clarifying what's going on with the incentives for donations. There have been delays with a lot of merch, room parents need to share that info. Jen Ramirez has updates on what merch is out of stock, what we are waiting on, etc. We are out of hats, and light blue shirts are out of stock and not coming back. There is a new shirt design coming. ○ Let's make sure there is a QR code and donation info at Fall Festival. it will be at the merch stand, but possibly could also be at the donor tree display.



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Upcoming Events (15 min)

- **Square One Art Fundraiser - Anna**
 - Info will be coming out soon
 - There will be free shipping this year
- **Restaurant Night Tues 10/22 @ CPK Woodland Hills Topanga Mall 11A-8P**
 - Bring Friends & Family
 - 20% Back to PAWS
 - Mention WHPS "Back20%" in person
 - Code "Back20%" for take-out & online orders
- **Fall Festival – October 26th, 11AM-2PM**
 - Updates (vendors, leads, progress, updates for this year!)
 - Day-of volunteers needed: Sign up here!
<https://signup.com/go/JiaOBBF>
 - Tickets, Parking, & Raffle tickets are live in the PAWS shop.
 - If you have a business or an item to donate for our raffle in exchange for free advertising email us at [treasurer@whpspaws.com!](mailto:treasurer@whpspaws.com)
 - Student volunteers will be coming from Chaminade, Danielle Duckett is leading the student volunteer committee
 - Pumpkin decorating contest info email needs to go out to room parents from Lisa Levy. Discussed possibility of doing a silent auction for the pumpkins - going to discuss on the FF planning call tomorrow and after that, Charisse will deliver language for email that Lisa will send to room parents
- **American Indian Heritage Month - Katie Duncan**
 - Need a vendor for this. Last year we used Indigenous Wellness Collective. Overall, they were good and well-priced (\$500), but everyone thought it would be better if there could be more integration with the kids and hands-on activities they could do. Both for preschool kids, but also older kids. Katie will reach out to them to ask what they can possibly do this year to those ends.
 - Danielle Duckett is also going to reach out to some personal contacts to see if there are other groups we can use for AI Heritage month
- **Community Coffee on 11/8 - Alison Gussin**
 - Can this have a theme/topic to drive engagement?
 - PAWS can send out a survey to parents to see what they may be interested in talking about
 - Discussed possibly doing the coffee at a different time, like pickup, to accommodate parents who have to leave right at drop off
 - Katherine and Alison will sidebar with Seth and Melanie to figure out next steps re: theme/topic
- **Cat Kid The Musical - Mary Beth Ring**
 - Tickets on sale now in the PAWS shop - \$60/ticket
 - Sunday, Jan. 5th at 1 pm @ Kirk Douglas Theater in Culver City
 - Room parents should send out info and links about this
 - PAWS email focusing solely on this event needs to go out this week
- **Parents Night Out**
 - This will take place in November due to scheduling (cont below)
 - Nicole, Alison, Katherine and Lisa are waiting to hear back from the venue for a possible November date



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<p>Committees (10 Min)</p>	<ul style="list-style-type: none"> ● Welcome Danielle Duckett as our Community Events Lead! ● Committees that need volunteers <ul style="list-style-type: none"> ○ Community Events - Family Hikes or other ideas! Need people to be the lead on individual committees. Would love to do Family Hike again, someone just needs to be lead and pick time and place ○ Need volunteers for Teacher Appreciation Week - Luisa Parnes is interested ○ Need volunteers for Gala - Ashley Myers, Luisa Parnes, Homaira Nassery, Danielle Duckett and Laura Nichols are all interested
<p>Merchandise ● (5 Min)</p>	<ul style="list-style-type: none"> ● Merch Updates - Jen Ramirez <ul style="list-style-type: none"> ○ New TShirts available for Pre-Sale! ○ Car Magnets avail now!
<p>PAWS Finances (5 Min)</p>	<ul style="list-style-type: none"> ● Update from Charisse ● Approved 2024-2025 PAWS Budget is \$65,919.90 ● Current Bank Totals <ul style="list-style-type: none"> ○ Checking Total: \$59,922.17 ○ Savings Total: \$15,618.46 ○ CD Total: \$13,861.83 ○ Paypal Total: \$0
<p>Q&A (5 Min)</p>	<ul style="list-style-type: none"> ● Party Book fundraisers - how can this be done? <ul style="list-style-type: none"> ○ Anyone can host a party or event at their home, sell tickets, and give the money to PAWS. If anyone is interested, please let us know. ● Jessica Pantzer would like info on gala committee responsibilities ● Anyone looking for info on gala planning committee, please ask Katherine or Charisse
<p>Closing</p>	<ul style="list-style-type: none"> ● Thank you for coming!!