Meeting Minutes

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| MEETING INFORMATION | | | |
| **MTG DATE/ TIME:**  October 4th, 2023 at 6:30pm | **LOCATION:**  Woodland Hills Private School | | **MINUTES REVIEWED BY:**  Board |
| **PRESIDED BY:** Brittany Brombach and Lisa Levy | RECORDED BY: Mary Beth Ring | | **DATE:** October 4th, 2023 |
| **ATTENDANCE LIST:**  **Officers:** Brittany Brombach, Lisa Levy, Alison Gussin, Nicole Rocklin, Charisse Manzi, Mary Beth Ring, Chelsea Parrish  **Attendees:** Anna Burd, Emily Miles, Rebecca Durday, Dana Ashmore, Laura Lamattina, Jen Sherman, Abigail Cordova, Annalisa Clearihue, Sarah Tate, Hailey Cole, Abby Ciccarelli, Katie Duncan, Ewa Kellum, Nina, Luisa Parnes, Cindy Haley, Laura Lamattina, Amy O’Malley, Melissa Cleveland, Homaira Sami  **WHPS Staff:** Seth Pozzi, Melanie Henson, Christine Chiche, Cynthia Baroudi | | | |
| HANDOUTS | |  | |
| * Agenda | |  | |
| GENERAL DISCUSSION: Meeting called to order at 6:30pm | | | |

| Macintosh HD:Users:robynarnold:Desktop:PAWS Logo.jpg **Meeting Agenda** | |
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| **Meeting Topic:** | Parents at Woodland Hills Private School (PAWS) Meeting |
| **Date and Time:** | Wednesday, October 4th, 2023 at 6:30pm |
| **Agenda Item** | **Notes** |
| **Welcome** | * **Brittany and Lisa** |
| **School Updates** | * **WHPS Updates from Seth Pozzi** |
| **Past Events** | * **Community Coffee on 9/1** * Discussion about whether there can be themes/programming for the coffees. Brittany has talked to Ms. Baroudi about asking parents if there are specific topics they would like the administration to discuss. Chelsea will post in socials about this. * **Restaurant Night at Puzzle Pizza 9/20**   + Giveback: $319.22   + Overall, a great night. Restaurant was understaffed from 5pm-7pm despite being aware that it would be busier. If we use them again, remind them to make sure they have enough staff. * **Movie Night 9/29**   + Net Sales Total: $1587.63 ($842.17 day of & $745.46 preales)   + Giveback from Jen Moiso Cookies: - $95.94   + Notes:     - Need more pizza day of - note that we ordered a total of 20 large pies (and still ran out). Other product amounts good.     - Pre-sales were a massive success! Over 54 families pre-ordered for a net total of $745.46.     - Previous Movie Night Net Sales: $1349.05, we are improving! I do not have our event profit yet but will by next mtg. We raised prices so profit margins will be greater this go around making this a true fundraiser.   + Event Feedback/Suggestions – overall, a great night. Eventually PAWS would like to fund a bigger screen. We will do another in the spring. Don’t want to do additional movie nights because of both the difficulty of finding a good date to do it and the desire to preserve the specialness of the event. For next time, put the glow items up and out of reach on some sort of display so that the kids can’t handle/walk away with them. Also, is it possible to have an earlier start time to accommodate preschoolers? |
| **Upcoming/Ongoing Events** | * **Status of annual PAWS fundraising drive - Charisse**   + Gross Donations as of 9/30/23: $11,650.00 (33 families total)   + Flyer distro happening this week – they are with the teachers and should go home in every child’s backpack by Friday.   + Seth will provide total # of families at the school to Charisse   + Want to do a big push for donations by creating a class competition. Class with the highest participation rate will win a prize, i.e. Amazon gift card for class wish list.   + Competition will go from now until November 15th. Giving a deadline may help increase donations and also allows Charisse to be realistic about the budget for the rest of the year   + Dana will deliver messaging for room parents about this to then send out to their classes about the competition. * **Hispanic/Latinx Heritage Month** * Class posters and assembly presentations have started * Mariachi band – coming Friday, along with food samples from Vallarta that the kids will enjoy and bring back to their classrooms * Flags are up, as well as material on bulletin board * Need one volunteer Friday from 11am-1pm, Becca will do it * **Community Coffee 10/6** * To help elicit ideas for topics parents are interested in hearing the administration discuss at the coffees, PAWS will leave a clipboard out for parents to write down ideas/questions/topics. * **Photo Fundraiser** * Dates set for 10/14 and 11/18 * Sign-ups and messaging to parents – flyers went out last week. We are not sold out yet. Most of November is sold, October still has a lot of avails. * Keep pushing on socials and maybe do bulletin board as well * Fliers will go out to students as well * Will do another photo fundraiser in the spring * **Restaurant Night - next date** * Restaurant nights to come/other interested venues – next one will be in November. Ashley is exploring locations. * **Fall Festival planning updates from committee heads:** * Leads - Lisa & Charisse * We need volunteers - signup here: *https://signup.com/go/sMQJZHu* * Pre-sales are live on the PAWS site! * Amazing raffle this year with over 20 items and a vendor village where all vendors are giving back to PAWS. * Room parents to push for volunteers * Parent volunteers can bring other people/family members to help with setup. This is a community event that’s open to the public, which helps ensure our non-profit status. * We have upped the quantity of tickets you can buy to adjust to the higher number of raffle prizes available this year * The event is cash-less, make sure this is in all messaging * Friends and family pumpkin decorating contest – individual prize will be given, not class prize. * Some teachers have asked if they have to pay for FF tickets – teacher and staff tickets will be free, but they will have to pay for their spouses and kids. PAWS will send a dedicated E-blast to staff and teachers to tell them not to buy their tickets and that parking spots will be for sale. Teacher’s regular parking spots will not be available at FF. |
| **Coordinators** | * **Open positions at PAWS to be filled:** * Merchandise Coordinator – okay to not fill this * Donation Coordinator – okay to not fill this * DEI Coordinator – really would like to find someone * Library Coordinator assistants – okay to not fill this |
| **Committees** | * **Committee Lead positions to be filled: *to be discussed next mttg*** * Winter Show Flower Fundraiser * Snow Day * Big-Little Dance * Val-e-Gram * Spring Gala * Teacher Appreciation Week * **Committees that need volunteers:** * Yearbook Co-Coordinator needed |
| **PAWS Finances** | * **Update from Charisse**   + Bank Accounts as of 10/2/23:     - Savings - $6098.11     - CD - $13,861.83     - Checking - $44,052.79 |
| **Q&A / AOB** | * **Ralphs Rewards Program – *to be discussed*** * **Messaging to parents** * **Website update for both initial sign ups and re-starting participation** * **Winter Mart – do we want to do one this year?**   + Dana proposed Sunday, December 3rd from 12pm-3pm   + This weekend is not great for the school – bandwidth is very low with other events. Custodial staff will not be available. Seth is going to investigate further and get back to PAWS.   + Brittany asked meeting attendees what their interest level would be in attending a Winter Mart on campus. Didn’t get a huge response. Possible poll to be sent out to parents via social to assess parent interest.   + Doing this at the Woodland Hills farmer’s market is a possible solution. Host the Winter Mart vendors there as opposed to on campus. |
| **Closing** | * **Thank you for coming!!** |