

**ACOS**  
**Meeting Notes: October 10th, 2012**

*Meeting began at 9:55am October 10th, 2012, in the Quest Portable at Hidden Creek Elementary School*

**Present:**

Maureen, Trina, Joanne, Tracy, Janet

**Topics:**

- Parent Academy #2
  - Event Staffing
    - Areas of responsibility were designated.
  - Event Speakers Confirmed
    - Bob Cooper - Arts
    - Kathy Watson - Social/Emotional
    - Stephanie Winslow - Science
    - Debbie Leegard & Mary Cohen - Science (overflow)
  - Impact of Attendance on Event Presentations and Set-up
    - Discussed how the event should be set up in the case of very large turnout.
  - Event Schedule
    - Went over arrival times of Event staff.
  - Participant Arrival
    - Discussed the plan for guests as they arrive.
  - Vendors
    - Went over vendor possibilities.
  - Resource Table, Posters, Signs
    - Discussed the types of posters/signs to put up, the types of resources to provide, and the creation of an A-frame reference board for the resource table.
  - Raffle
    - Decided to raffle off a door prize at the end of the event.
  - Goodie Table
    - Went over the types of food and beverages to include.
  - Event Advertising
    - Discussed flyers, posters, news blurbs, and email advertising of Parent Academy.
  - Resource Donations
    - Went over the letters that will be sent to Arts businesses.
  - Event Survey
    - May provide hard copy surveys for participants to fill out after the event.

**Next Meeting:**

October 31<sup>st</sup>, 9:45am, in the Quest Portable of Hidden Creek Elementary School

*Meeting adjourned at 10:50.*

*Notes recorded by Janet*