

ACOS

Meeting Notes: April 11th, 2012

Meeting began at 11:35 am on April 11h, 2012, in the Quest portable at Hidden Creek Elementary School.

Present:

Maureen, Trina, Joanne, Janet

Topics:

- Parent Academy Flyer
 - Will need to modify the flyer linked to the website to only reflect the at-the-door price (after Friday).
- Parent Academy Attendance
 - 31 people are pre-registered for Parent Academy as of April 11th.
 - Will plan for a total of 60 people.
- Parent Academy Nametags
 - Will print up nametags for event staff and speakers. Need several more lanyards for these. Joanne has plastic badge holders she can loan for the day of the event.
 - Will make nametags with names printed on them for those pre-registered. Will have printed name tags with space to write names in for day-of-event registrants.
- Parent Academy Speakers
 - After some discussion it was decided that the attendees will be divided into two groups (A & B) initially and rotated between presentations by Larry and Laura. Afterwards, the entire group will meet together for Nathan's presentation.
- Parent Academy Set-up
 - The registration table will be set up just inside the front entrance of the school.
 - The lunchroom will be divided into two sections; on one side will be audience chairs set up for Nathan's presentation, on the other will be a table or tables set up for Laura's science demonstration (how many will depend on the nature of her presentation – Maureen will follow up with Laura to find out what she will need).
 - A Microphone will be set up in the lunchroom.
 - Vendor and food tables will be located in the back of the lunchroom. There will also be a resource table with parent resource handouts and ACOS business cards that participants can browse and take with them if they choose.
 - Larry will present in the library (but could present in the lunchroom if practical). Guests will be permitted to have food and beverages in the library.
- Parent Academy Food
 - Tully's is providing coffee and napkins; they may serve the coffee. Not sure if they will provide creamer and sugar; Joanne will price these at Costco.
 - Will serve mini-cinnamon rolls from Costco; they come in packages of 35 for \$7.79.
 - Mini bagels w/cream cheese are .67 each if purchased through the district; Joanne will price them at Costco.
 - Will also serve apples, grapes and possibly bananas. Maureen will price them at Cash & Carry. Grapes will be cut apart into little clusters; apples will be served whole – 20 should be plenty.
 - Do not need to purchase more water bottles or plates; these are already on hand.
 - Joanne will purchase cookies from the district for the 'after event' snack for .11 each.

Meeting Notes: April 11th, 2012 (page 2)

- Parent Academy Schedule
 - Attendees will stop first at the registration table to check in and pick up their nametags, and will be assigned to either Group A or Group B. They will initially be directed to the lunchroom to browse vendor tables and have a coffee or snack.
 - Not earlier than 9:10, Academy participants will be paged and directed (by group) to either the library for Larry's first presentation or to the lunchroom for Laura's first presentation.
 - After the first presentation is concluded, the two groups will switch places for Larry's and Laura's second presentations. It was not discussed if there would be a break between the first and second presentations.
 - After the second round of presentations by Larry and Laura, the group will take a short break in the lunchroom where they will remain as one group to see Nathan's presentation. They will be free to linger afterwards to have cookies and browse vendor tables. Could possibly have one of the game vendors conduct a demonstration of a product during that time.
- Parent Academy Custodial Service
 - Eric will be the event custodian.
 - Discussed equipping event staff with walkie-talkies to be able to convey information about spills and other custodial needs during the event.
- Non-food Items Needed for Event
 - Large sign for front of school and possibly small signs for inside (Maureen)
 - Badges/name tags, and lanyards (Maureen/Trina)
 - Registration Sheet (Trina)
 - Money box, petty cash for change (Maureen)
 - ACOS business cards for information table (Janet)
 - Information table parent resource handouts (Trina)
- Last Push to Get Word Out about Parent Academy
 - Put up Parent Academy flyers (modified to not include pre-registration information) at libraries and other public places.
 - Ask the school district to put Parent Academy in their website's E-news and on their Facebook page. Also ask Hidden Creek to include a blurb about the event in their Friday 'Robocall.'
 - Put Event on Port Orchard's Chamber of Commerce Event Calendar.

Actions Taken During Meeting:

- Walked through the areas where Parent Academy will take place within the school and discussed the placement of chairs, tables, etc., and noted which areas will be locked up, and which areas will be designated off limits with portable walls.

Future Actions Agreed Upon:

- Maureen will contact Laura about table needs, price fruit, and make signs, badges, etc.
- Trina will contact the district about advertising Parent Academy and place it on the Port Orchard Chamber of Commerce Events Calendar
- Joanne will price/buy food for the event.
- Janet will make ACOS business cards for the information table and put flyers up around town.

Meeting Notes: April 11th, 2012 (page 3)

Next meeting:

Date to be announced. Will take place in the Quest portable of Hidden Creek Elementary School.

Meeting adjourned at approximately 12:50 pm.

Notes recorded by Janet.