

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.
- 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.
 - Will have printed nametags with space to write names in for day-of-event registrants.
- Parent Academy Speakers
 - Discussed rotating groups between speakers.
- 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; one side will be set up for main event; the other will be set up for the science demonstration.
 - Vendor and food tables will be located in the back of the lunchroom. There will also be a resource table stocked with parent resource handouts and ACOS business cards.
 - HeartMath will be presented in the library.
- Parent Academy Food
 - Discussed set up of the food and beverage table.
- Parent Academy Schedule
 - Discussed participant check-in, the plan for rotating groups through the sessions and break times.
- Parent Academy Custodial Service
- Non-food Items Needed for Parent Academy
 - Will need the following: A large sign for the front of school, small signs for inside, badges, nametags, lanyards, registration sheet, money box, petty cash for change, ACOS business cards, and parent resource handouts.
- Last Push to Get Word out about Parent Academy
 - Will put up flyers, get listed in Port Orchard's Chamber of Commerce Event Calendar, get a blurb in SKSD's E-news and on their Facebook Page, and possibly a Friday robo-call from Hidden Creek Elementary.

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 designated areas for portable walls.

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.