

ACOS

Meeting Notes: September 12th, 2012

Meeting began at 10:10am on September 12th, 2012, in the Quest Portable at Hidden Creek Elementary School

Present:

Maureen, Trina, Joanne, Tracy, Janet

Topics:

- Parent Academy #2
 - Event Funding
 - Event may be funded by a grant from the Department of Arts for Learning. The district director for the Arts, Bob Cooper is looking into it.
 - Registration
 - Trina will update the registration form as soon as the grant is confirmed and details regarding logos from sponsors are received.
 - Will try to have the new form ready to post on the website by September 14th.
 - Discussed and set the pre-registration deadline for October 19th.
 - Collating Party
 - Will meet in the Quest portable at 9:45 on September 26th to collate registration forms and deliver to schools.
 - Advertising
 - Discussed the possibility of creating Parent Academy posters to advertise the event.
 - Discussed when the 'robo-call' should go out, should it be approved. Decided on the Sunday just before the pre-registration deadline.
 - Talked about creating Parent Academy flyers to distribute to various groups.
 - The Email list announcing the event will include Quest families, contacts from the Back-to-School event, and contacts from the ACOS website.
 - Will look into getting word out through the Community Classes flyer that is distributed to the schools.
 - Event Schedule
 - Format will remain the same. Sessions will run simultaneously and will be alternated between groups.
 - Discussed the need to modify the plan based on turnout. May need to have two main event (Arts) presentations. May need two presenters for each of the other session categories. Discussed how this would work. People might have to choose which session to attend. Maureen will try to find a back-up presenter as a stand-by just in case the attendance is way up and we have to accommodate larger numbers.
 - Event Set-up
 - Discussed placement of presenters. Library can sit 30 comfortably. Can fit more people if tables are moved out; can set up rows of chairs. Discussed where to get chairs.
 - Discussed where the Science piece will be held if we have 100+ participants.
 - Food for the Event
 - Discussed soliciting coffee donations from Tully's again.

- Baked Items: Discussed what would be involved with soliciting donations from stores (forms, Tax ID#, etc.), Tracy volunteered.
- Discussed the possibility that food could be covered by the Arts grant. If a grant is obtained, we'll need to find out how we should go about getting all event supplies - do we need to submit an estimate? Will need to look into this further.
- Food expense for last Parent Academy event listed as \$20.00; this did not reflect the total cost as donations were not factored into the figure.
- Vendors/Resources
 - Decided that we should invite Marina Games back.
 - Discussed whether or not to invite other stores that provide educational games; could be a problem with competing merchandise.
 - Discussed inviting art class representatives. Might be tricky deciding on one in particular.
 - Talked about providing resources for music, dance, theater, art, etc. Would need to be fair about whom we invite to make contributions. Decided to go through the phone book and invite all of the relevant Arts businesses (those that offer classes) to provide resources for the event. Tracy will write up a letter that will describe what we are doing and extend an invitation to contribute.
- Admission Price
 - Decided not to change the price of admission; it will be \$10.00 for pre-registration and \$15.00 at the door.
- Note Taking Materials for Event
 - Will hand out pencils left over from the Back to School event.
 - Need paper.
 - Might be able to get a hold of some folders – would be handy for storing resources.
- ACOS Meeting Schedule
 - Discussed whether or not to meet in November. Decided to meet November 14th for a Parent Academy debrief. Will invite Bob Cooper and Greg Albertson so we can discuss the next Parent Academy venue.
 - Discussed the best time to have new ACOS members join us. Since Parent Academy planning is currently the main topic and is already well under way, decided to invite new members to join us in January after all Parent Academy 2 business has been concluded.

Janet left the meeting at approximately 11:00am.

Meeting Follow-up Email Activity

- Trina and Maureen will keep the group informed about communications with the District about how things are coming along for Parent Academy.
- Joanne will gather a list of music, dance, art classes, etc., and will get a library chair count.
- Tracy will rough out a letter to send to the places Joanne finds and will contact her Macaroni Kid friend regarding the posting of the event.
- Janet will update the ACOS website with new information and flyers as soon as we get them. Will also email the group the internal meeting minutes and post the abbreviated version to the website.
- Need a volunteer to create the “Did you Know” display board or (title for a display area) where we can post flyers, information, etc.

Future Meeting Dates (all meeting times will be 9:45 am unless otherwise indicated):

- Sep. 26th - Collate the flyers and deliver to schools
- Oct. 10th - Our next planning meeting
- Oct. 31st - Final preparation meeting
- Nov. 2nd - Evening set up if needed (4:30pm)
- Nov. 3rd - Parent Academy (8:00am arrival for committee)
- Nov. 14th - Debrief meeting

Joanne's Comfy Chair Report

- Without Wheels
 - 42 in library
 - 2 in Joanne's office
 - 2 in front office
 - 1 in conference room
 - 2 in principal's office
- With Wheels
 - 1 in Joanne's office
 - 8 in conference room

Notes recorded by Janet.