

**ACOS**  
**Meeting Notes: October 31st, 2012**

*Meeting began at 10:00am October 31st, 2012, in the Quest Portable at Hidden Creek Elementary School*

**Present:**

Maureen, Trina, Tracy, Janet

**Topics:**

- Parent Academy #2
  - Went over Event Schedule and Setup
    - Will take place in the school library.
    - Discussed the length of sessions and breaks in between.
  - Event Staff Areas of Responsibility
    - Areas of responsibility were designated.
  - Door Prize
    - Will probably do slips at the door.
  - Food
    - Discussed the types of food and beverages that will be provided and who will be responsible for getting them.
  - Arrival Time
    - Went over the times that staff and presenters will arrive.

**Next Meeting:**

November 14th, 9:45am, in the Quest Portable of Hidden Creek Elementary School

*Meeting adjourned at 10:50*

*Notes recorded by Janet.*