

W.A.V.E. MEETING

Westlake Association of Volunteer Explorers:
The Parent Group of Westlake Charter School

MEETING AGENDA

September 24, 2008

6:30 p.m.

3800 Del Paso Road

Sacramento, CA 95834

Room N3

I. OPENING

- A. CALL TO ORDER : AIMEE WELLS 6:50 PM.
- B. ROLL CALL AND ESTABLISHMENT OF QUORUM (3 MINUTES)

	present	absent
1. Aimee Wells, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Scott Williams, VP Business Affairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Paul Hobie, VP Parent Participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Emily Chan, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ann Alan, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C. REPORTS

5 minutes per team for presentation

5 minutes for discussion/questions per topic

- 1. Principal's Report
No report submitted.
- 2. Treasurer's Report
The month of August had various incomes and expenses, leaving the balance around \$72,000. \$58,600 is scheduled to go to the school in three installments.
- 3. Fundraising Report
The golf tournament is the first major fundraiser. We have collected approximately \$14,000 in sponsors and golfers so far. Volunteers are still needed for this event. Peggy McAllister thought it might be a nice idea to organize childcare, since it is a curriculum development day. Those who choose to do the childcare could get parent hours and that may free up some more parents to play golf or volunteer. Paul Hobie thought it may be too late to organize in time, but he is willing to send out an email to see if anyone would be interested.
The next fundraiser will be the My School Matters Goes to the Olympics. Nothing has been planned as of yet because they have been

concentrating on the golf tournament. We are looking for some leaders or co-leaders to chair this event scheduled for the spring.

The Art Auction is chaired by Tracy Roman and Tami Molyneaux. It is March 28, 2009 at the Towe Auto Museum. It is a silent and live auction that made about \$30,000 last year. This year there will be 3 silent auctions, a live auction, and a sit-down catered meal.

4. Parent Participation & Hospitality/Community Building Report
Paul Hobie reported that the last Family Night Out at Mountain Mike's Pizza made \$294. The next Thank You Thursday is Sep 25 and we will be serving the teachers and staff root beer floats. The next Family Night Out will be a 7-week long event at Dream Dinners. There are 3 sessions during that time, that you can bring your child with you. Any session from Oct 9 – Nov 22.
5. Community Service Report
Our new WAVE liason for community service is Lanie Holmer. She will work with Mrs Crenshaw and the student council. The first project is going to be the Heifer Project. It is a recycling program that will raise money to support the Heifer Project which helps to end hunger and poverty by selling animals to small farmers so they can learn to sustain themselves. It will kick off Oct 20 with a school assembly. There will also be a canned food drive, recycling, and a pennies project.

II. ITEMS SCHEDULED FOR ACTION:

5 minutes introduction

10 minutes for discussion/questions

A. Approve WAVE minutes for August 2008

Motion: Paul Hobie	Action: Passed
Second: Emily Chan	Vote: 5 Yes; 0 No; 0 Abstain

B. Auction Budget, discuss the location and cost of location, and approve the budget allowing the contract to be signed and deposit provided.

First the Board wanted to thank Tracy and Tami for submitting such a nice budget. They are asking for about \$12,000 from the WAVE and are still looking into other ways to get expenses covered and/or donated.. This year the Auction will be in a bigger facility which can allow for a bigger turnout. It will be a nice sit-down, catered dinner. Scott wanted some clarification because the Towe Auto Museum states that they have a leaky roof in the event of rain written into the contract. Tracy explained that the leaks are minimal and they are not in the event area.

Scott looked over the contract and thought the budget, location and needs are all good. We voted to move forward with the Auction and approved a \$300 deposit to secure the location.

Motion: Scott Williams	Action: Passed
Second: Ann Alan	Vote: 5 Yes; 0 No; 0 Abstain

C. Approve Committee Budgets

Emily submitted a written report highlighting the different committee budgets. Administration is about \$4800, Parent Participation is \$100, Community Building asked for \$1700 (higher number than on the written report), and Community Service is \$240. All the fundraising expenses will be absorbed by the income generated.

Motion: Paul Hobie	Action: Passed
Second: Scott Williams	Vote: 5 Yes; 0 No; 0 Abstained

III. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

10 minutes discussion for each item

A. My School Matters Olympics Fundraiser

As of this meeting the Fundraising committee has been concentrating on the Golf Tournament, but this will be the next event. We are in need of a Team Leader and/or committee to help organize this event. It is slated for the spring and will be an all-day Olympic event for the kids. The goal is to work with Mr. K's P.E. curriculum. We will be looking at donations, sponsors, food vendors and more. We will still use last year's My School Matters website and the kids can gather sponsors via the online website.

B. Red Ribbon Week

The week is set for Oct 20-24. A flyer will be going home in backpacks that explain the national program that educates us how to live a drug-free lifestyle. Ms. Crenshaw will be organizing the school functions. The WAVE is purchasing a banner for \$54.95 that can be used throughout the years. WAVE will also purchase pencils, stickers, ribbons, etc that will be around \$70.

C. Kylee Lillich Giving Tree

This Community Service project will begin in November and go into December. One of our 4th grade teachers has a foundation set up in memory of her daughter that helps support other families who have suffered a loss. A giving tree will be placed in the office with paper ornaments on it. You can pick an ornament and purchase the gift on it and bring back to the office. The foundation will then work to distribute the items to the families in need.

D. School dance

This is a family dance that is slated for January 24, 2009. We will have a 50s theme with a diner, sock hop and a DJ. We are looking at having food vendors as well. Please volunteer to help with this event.

E. Credit card machines

It would be nice to have credit machines to pay for items during events. The auction has credit machines, but those are only good to use at large events that generate more than \$25,000 in income. We have looked into different banks and discussed that PayPal is the best to use for small events.

IV. ITEMS UNSCHEDULED FOR DISCUSSION

This section is for any item not on the agenda. Please limit discussions to 3 minutes per topic.

A parent asked if there would be a 5th grade graduation since this is the first year we will have a graduating class. Aimee will inquire about this. The teachers are planning a party day possibly at a trampoline place.

Viv Nolan asked whether we could have “Hot Dog Fridays” at school as a fundraiser. Aimee liked the idea, but needs to check with the district to see if they allow us to sell our own food.

Tami Molyneaux asked if there is a master list for all our corporate sponsors. Scott Williams said that different volunteers get different sponsors and have different connections. Tami said it can be difficult to get sponsors for the Auction, if they just sponsored the Golf Tournament. Scott said that they can coordinate them between the Auction and Golf.

Aimee mentioned we could have a Scholastic Book Fair at our school in December. We are discussing whether to have that or have a Family Day at Barnes & Noble to generate books for our library.

V. FUTURE AGENDA ITEMS

Members may request a topic to be placed here for discussion at the next WAVE meeting.

*5th Grade Graduation

*Purchase a portable PA system- Action Item

VI. ADJORNMENT

The meeting was adjourned at _____8:19pm_____.