

W.A.V.E.

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

Meeting Minutes for January 22, 2008

Special Note: WAVE is trying to balance respect for everyone's time with giving opportunity to share ideas and give and take new information.

WAVE's goal is to streamline everyone's time by consolidating our WAVE meeting with Team/Committee meetings on the same night each month. To do both, we must stick to a tight schedule with our discussions and reports. Then, details and planning of events will take place in the Team meetings following. However, we in no way want to hamper parents' opportunity to share ideas. Please email us any ideas of how both needs can be better served.

.....
Call to order: Peggy

6:33 pm

I. Roll call

Officers

Peggy McAllister, President
 Brenda Lee, Vice President
 Lana Lucas, Treasurer
 Tracy Roman, Secretary

Team Leaders

Laila Cifolleli, Parent Participation Team Leader
 Danielle Steuben, Community Bldg/Hospitality Team Leader
 Jen Short, Fundraising Team Leader
 Cynthia Ortiz, Community Service TeamLeader

II. Approval of minutes from November Meeting: Tracy

Peggy McAllister moved to approve the November minutes. Scott Williams seconded the motion. All approved.

III. WAVE Business

- a) Introduce Business and Finance Committee (BF Committee) - Peggy
Karen Bartles, Emily Chan, Scott Williams. Karen Bartles is also advising on the Policy and Procedures manuals.

- b) WAVE Policies and Procedures Update – Brenda
Working on WAVE organization chart. Created a “Proposal Form” for parents to use when they have an idea for an event or change. The form would help the parent(s) know what the correct steps are to move forward for presentation.

- c) WCS International Cookbook Update– Scott Williams
Cookbooks should be completed by end or April. \$15.00 each. Flyers for recipes are going home in the back packs on Friday, Jan 25. We need to sell 70 to break even, Scotts plan is to order 200. He would like to have them at International Fest as well.

- d) Treasurer's Report – Lana
 1. Finance Reports: **ACTION ITEM:** Approval of the second Trimester Payment to the school.

2. Updates:

- Hiring of CPA as consultant
Finance committee will be collecting resumes, reviewing them and doing interviews to make a decision on the hiring of a CPA
- Tax Preparations
Extension was filed. Lana will be checking with the Tax Preparer on the status of the extension.

e) Spirit Store Order

ACTION ITEM: Purchase clothing or pay restock fee?

Restock fee is \$1000.00

An order was placed to Natomas Printing in December for Spirit Store items without the necessary vote of approval at a WAVE meeting. A stop was put to the order; however Natomas Printing had already received the complete shipment of unmarked clothing ready for printing. To cancel the order would cost the WAVE a \$1000.00 restock fee. The decision must be made whether to continue with the order or to pay the fee. This item was brought to the WAVE Board and members for discussion and vote.

Items ordered: 100 men's sweatshirts, 100 women's sweatshirts, 100 youth sweatshirts, visors and hats. Total cost \$8,000 +.

The point was made that we did not have \$8,000.00 in our operating budget. Questions were raised as to the number of items ordered and the cost of each item and how they would be sold.

Natomas printing has also offered to let us pay 1/3 of the invoice now, 1/3 30 days after we receive the product and the final 1/3 30 days after that.

To recoup the cost of the spirit items we would need to sell 90% of what we purchased. The feeling is that based off of the cost of the product our price points were correct. We have received a few responses to the questionnaire sent home with kids regarding the interest in purchasing spirit items. Phil Nani suggested that we reevaluate the 85% for future years so we can cover some of these kinds of things.

Danielle Steuben ran the spirit store for another school had had a hard time selling the product. Her feeling is that we would need to set up a table every Friday before and after school and at every meeting and event to even sell a few.

Monica Barba felt the prices for the sweat shirts were high and we are getting close to spring.

Amy Well felt like we should wait and start at the beginning of next year.

Lisa Corr wanted to know if the school budget could handle a loss of that size.

The finance committee met for few minutes after hearing all of the concerns, comments and question. There suggestion is that we pay the restocking fee and re look at the spirit store Peggy agreed with the suggestion and put it to vote. All approved the decision.

IV. Team Reports:

a) Fundraising Team: Tracy Roman for Art Auction

- Art Auction – Determine dates of Art Auction in relation to International Festival
Discussion: Pros and Cons of either event being held mid-Spring vs. end-of-year. The discussion of the Auction date vs. International Fest came to a final conclusion that although it would be preferred to have the International Fest at the end of the year moving the Auction to June would be fine. It was felt that these two events are very different and should not conflict with each other by having them only a month apart.
- b) Hospitality/Community Building Team: Danielle
- Discussion: Share fresh ideas for “community building”, i.e. WCS families getting together on a casual basis
 - Visiting parents will be at the school on Monday & Wed. (8:30 – 11) of next week. Requested 2-3 parents volunteer to answer questions and provide light refreshments during the visits.
 - Peggy requested that any ideas families have on ways for community building outside of school to please email them to Danielle. This could include for grade specific as well. There is feeling amongst many of our families that they would like more community building time then just diner nights out.
- c) Community Service Team: Cynthia Ortiz
- Creek Clean-Up Week, April 26th and more
 - Creek Week information will be coming out soon
 Ms. Crenshaw is working on Student Council and is working on which charity the council will support.
- d) Communications Team: Peggy
- New committee forming tonight after the WAVE meeting
Introductions were made earlier in the meeting.
- e) Parent Participation Team: Laila Cifolleli
No new business. Families should be at 15 hours (1/2 of there commitment) by the end of this month.

V. **New Business:** Name topics for future discussions

- **Upcoming Dates:**

January 26th:	WAVE Leadership Workshop
January 31st:	Deadline to submit cookbook recipes
February:	WAVE to form a Nominating Committee for Officer Elections
March:	Nominating Committee to announce candidates
	WCS Board Elections
April:	Election of WAVE Officers

May:

Installation of new officers

VI. **Adjournment to Team Meetings:** Peggy