

# W.A.V.E. MEETING

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

## MEETING AGENDA

**July 23, 2008**

6:30 p.m.

3700 Del Paso Road

Sacramento, CA 95834

4<sup>th</sup> R Room

### I. OPENING

- A. CALL TO ORDER : 6:30 PM
- B. ROLL CALL AND ESTABLISHMENT OF QUORUM (3 MINUTES)
- |  | present      | absent        |
|--|--------------|---------------|
| 1. Aimee Wells, President              | <u>  x  </u> | <u>      </u> |
| 2. Scott Williams, VP Business Affairs | <u>  x  </u> | <u>      </u> |
| 3. Paul Hobie, VP Parent Participation | <u>  x  </u> | <u>      </u> |
| 4. Emily Chan, Treasurer               | <u>  x  </u> | <u>      </u> |
| 5. Ann Alan, Secretary                 | <u>  x  </u> | <u>      </u> |

### C. REPORTS

**5 minutes per team for presentation**

**5 minutes for discussion/questions per topic**

#### 1. Treasurer's Report

Treasurer Emily Chan presented a financial report dated up to June 30, 2008. A question was raised about the \$28 credit from Shutterfly photos. Pictures were from the 4<sup>th</sup> grade field trip to Sutter's Fort and from the International Festival. There was no decision made at this point. Options were to use the money to give back to the class, use towards the International Festival, or go into the General Fund. If it goes into the General Fund, it is subject to the 85% of funds to go to the school as per our By-Laws. We decided to keep it in the fundraising pot until a decision is made.

The budget shows a reserve of approximately \$3600 from last year. A committee consisting of Michelle Ellis and Shauna Sheehan was formed to find a way to spend the money. No report has been submitted yet. Scott Williams mentioned that we could hold onto the reserve and save for something big. Aimee Wells mentioned we should have teacher input to see where the priorities are. Scott mentioned getting feedback from this committee for ideas that can be put to a vote from the board. He mentioned checking with the

Principal and School Board as well for their input. Aimee will ask for a report to be submitted for August.

## II. ITEMS SCHEDULED FOR ACTION:

**5 minutes introduction**

**10 minutes for discussion/questions**

### A. Approve WAVE minutes for May 2008

Motion: Scott Williams	Action: Approved
Second: Emily Chan	Vote: 9 Yes; 0 No; 0 Abstain

Role call: Aimee Wells, yes; Scott Williams, yes; Paul Hobie, yes; Emily Chan, yes; Ann Alan, yes; Cliff Blakley, yes; Lorna Alsbaugh, yes; Phil Nanni, yes; Joanna Greenly, yes

### B. Approve minutes for June 2008

Motion: Paul Hobie	Action: Approved
Second: Scott Williams	Vote: 9 Yes; 0 No; 0 Abstain

Role call: Substitute prior role call.

### C. WAVE By-Laws

Discussion: The WAVE Board has proposed revised by laws and would like to put these to a vote for approval. We are still a parent group, looking for parent involvement, parent ideas, suggestions, etc., however we are governed by a 501c3 and an elected board that governs the 501c3. Due to the 501c3 nature, we need to run like a business or company as the heads of the 501c3 take on all of the liability of the "company". Therefore, the by laws were re-structured to allow parent involvement and input, with the final decisions being voted on by the elected officers of the board. Per the new by laws, the elected officers will be the voting members of the WAVE Executive Board. Other changes include the addition of two Vice-Presidents and their job descriptions. There is Vice – President of Business and Vice-President of Parent Participation. We also streamlined the By-laws and transferred some of the information to a policy procedures manual.

Motion: Scott Williams	Action: Approved
Second: Paul Hobie	Vote: 10 Yes; 0 No; 0 Abstain

**Role call:** Aimee Wells, yes; Scott Williams, yes; Paul Hobie, yes; Emily Chan, yes; Ann Alan, yes; Cliff Blakley, yes; Lorna Alsbaugh, yes; Phil Nanni, yes; Joanna Greenly, yes, Greg Wells, yes.

## III. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

**10 minutes discussion for each item**

#### **A. My School Matters Olympics Fundraiser**

The idea was to turn the My School Matters into a family event to raise money. We talked about doing it Saturday Oct 11 since the Natomas soccer season is on a break that day. There would be events for each grade with medals. We would also look for corporate sponsors. There would be Opening Ceremonies and each class would be assigned a country and make flags representing that country. Phil Nanni thought it was too close to the golf tournament which is on Oct 3. We originally chose Oct 11 because a lot of students play soccer. Other options that were mentioned are moving it to Jan/ Feb and making it indoor, do on a Saturday afternoon in Sep/Oct after soccer games would be over, do on Fridays when there is no school, but teachers would not be there and most parents would be unavailable due to working, etc. We decided to table the item for a future meeting because we still need to discuss items with Mr K.

#### **B. Open WAVE Positions**

There are many positions that are open and available for parents. We will be advertising these positions at the New Student BBQ and the first Town Hall meeting. We would prefer if positions were done by a team and not a single person. We don't want anyone to feel overworked or overwhelmed.

#### **C. New Student BBQ on August 9, 2008**

This is an opportunity for all new students to come together for a casual event and meet the teachers and other new students. It is from 11am – 1pm. Flyers went home in all enrollment packs. We will also do some phone calls to remind everyone invited of the event. Jolene Scates will set up a Spirit Store booth for T-shirt and sweatshirt sales.

#### **D. Back to School Breakfast and Welcome Teacher “Token” Gift**

Paul Hobie talked about having muffins and coffee on the first day of school. The “Token” gift is undecided at this point.

#### **E. Preliminary Budgets for Committees**

At this point Emily can only make preliminary budgets since there are no Committee Chairs in place. We will have about \$10-11,000 in our 15% reserve and the Committee budgets will come out of here. Scott Williams mentioned that we need to have a calendar of events created so we can figure how much to spend on each event. Aimee Wells requested that more money be spent on Red Ribbon Week this year and make it special. We will discuss more next month and try to get approval also at the next meeting. Phill Nanni's estimated budget for the golf tournament is \$15,000 at this point.

**F. Interest bearing products for bank balance**

Emily Chan proposed putting some of our money balance into a bank C.D. She thought it would be nice to earn some extra money. A 5-month C.D. at 2.4% interest could give us an additional few hundred dollars. Cliff Blakely pointed out that non-profit corporations may not be able to earn money. He will look into it further and report back. Phil Nanni mentioned that we may be able to earn interest, but could be taxed on it. We will table the item to be discussed and wait for Cliff Blakeley’s recommendation.

**G. Proposed auction date is March 27, 2009**

This date is incorrect. The auction is tentatively scheduled for Saturday March 28. Scott Williams has reviewed the auction contract and we need a \$500 security deposit to secure the date. We also talked about the fact that we want to make clear that there will be a 10% service fee for items you purchase at the auction.

**ACTION ITEM:** Pay \$500 deposit to the auctioneer to secure the date.

Motion: Scott Williams	Action: Approved
Second: Paul Hobie	Vote: 10 Yes; 0 No; 0 Abstain

**Role call:** Aimee Wells, yes; Scott Williams, yes; Paul Hobie, yes; Emily Chan, yes; Ann Alan, yes; Cliff Blakley, yes; Lorna Alsbaugh, yes; Phil Nanni, yes; Joanna Greenly, yes, Greg Wells, yes.

**IV. ITEMS UNSCHEDULED FOR DISCUSSION**

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

Phil Nanni talked about the upcoming golf tournament. Jude Hansen has made a link to our website that will allow golfers and sponsors to sign up via the website and pay via PayPal. This will eliminate a lot of paperwork.

**V. FUTURE AGENDA ITEMS**

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

1. Funding Budgets for Committees
2. Interest Bearing Products: Cliff will check on the rules for 501c3 for earning interest.
3. My School Matters Olympics

**VI. ADJORNMENT**

The meeting was adjourned at \_\_\_\_\_7:38pm\_\_\_\_\_.

