

Guerin Catholic High School

Parent Guild Meeting
August 3, 2012

Attendees: Laura Kimmerling, Maureen Witt, Diane Reardon, Elisabeth Young, Carolyn DeFelippis, Joan Weerts, Margee Haigh, Kristi Kenney, Christina Banks, Scott McNamee, Fr. Janko, Margaret Fallin, Karen Semler, Colleen Ward, Lisa Pogue, Connie Freiburger, Laura Burton, Debi Titus, Kelly Bluish, Roberta O'Boyle, Susan Ashton

Laura Kimmerling welcomed everyone to the meeting, and Fr. Janko led the prayer. The May 2, 2012 minutes were distributed and approved.

Director of Campus Ministry and Student Life-Scott McNamee

- Mr. Sandstrom stated that Mr. Wagner was at a Principal's meeting today.
- He noted that his position and name have been changed to the above.
- The building addition is on track. It is 98% complete.
- There are two new staff members in this Ministry.

Director of Marketing and Communications-Colleen Ward

- Mr. Wagner is pleased and excited about the new staff members.
- Andy Kremer's new title is Dean of Students.

President's Report-Laura Kimmerling

- The Parent Guild mailbox has been moved to the hallway.
- Every Committee and PG position has a folder in the purple bin in the copy room. Please check your folder occasionally.
- All PG communication is handled by Margaret Fallin. Please turn in any items that you want in the Friday Update by Tuesday evening prior to the Friday that you would like it entered.
- It can take 10-14 days for a website addition. Please plan ahead so that your committee information is published when you would like.

- Soon, Laura and Margaret will have the code in order to make changes to the website themselves.

Treasurer-Elisabeth Young

- The financial statement for the 2011-2012 (7/1/12-6/30/12) school year was handed out.
- PG can carry \$5000 from this past year to the present school year. This carryover has been limited to \$1000 in the past. This change is due to extra expenses. One example being the increase in cost of the Back to School Bash.
- All committees have been given a letter from the Treasurer.
- When funds are needed for an event that you are chairing, if Elisabeth gets the request to the business office by Wednesday she will receive the check by Friday. However, Scott McNamee has to sign off on the check before it can be given back to the individual. Therefore, try to turn in requests for funding to Elisabeth by Friday the week before the check is needed.
- Reminder, no sales tax is reimbursed. All committees can use a tax-exempt form. Then, no taxes will be accrued. You can get this form from Nancy Miller.
- Elisabeth will soon send out a letter explaining the procedures for getting reimbursed.
- Used Book and Uniform Sale (UBUS) income is in this years' budget. The first sale had a gross revenue of \$2,046.30 from \$19,725.00 in sales. The second sale had a gross revenue of \$889.90 from \$8,899.00 in sales. The revenue will be slightly lower as these numbers are before expenses.

Committee Reports

Used Book and Uniform Sale-Margaret Fallin

- Margaret thanked all of the UBUS volunteers. The total profit of \$2936.20 is before expenses. Actual profit will soon be tabulated.
- Margaret passed out volunteer lists for all of the different committees.

Back to School Bash-Roberta O'Boyle

- Saturday, August 11, 2012 from 4:00-6:00pm.
- Sports teams are encouraged to participate. Their practices will overlap the event in order to make it easier for them to join in on the fun.
- Due to this, an additional 200-250 participants are expected this year.
- There will be tours of the new wing.
- A raffle will take place during the event.
- Volunteers are needed, and student service hours will be available.

- 10-12 long tables are needed for the food tent. If you know of anyone that can lend a table, contact Roberta.
- There will be "Ask Me!" shirts for the Guerin students to wear. This helps participants know who to go to for questions.
- Need 40 volunteers in total. 25 more needed at this point.
- Set up will take place 10am-12pm on the day of the event.

New Parent Coffee-Report sent in by Consuelo Fossati and Donna McCurdy

- Event takes place on August 22, 2012 at 9:00am.
- Staff and PG committee members are invited to come.
- Mr. Wagner will speak and the staff will introduce themselves.
- This is a nice forum for new parents to get their questions answered.

New Business

Binder Updates-Laura Kimmerling

- Binders were passed out to all of the committee chairs.
- Updates include:
 - PG Officers and Chairs Information Sheet
 - PG Important Calendar Dates
 - Volunteer Reimbursement Form
 - Check/Cash Request Form
 - Coca Cola Policy and Beverage Order Form
 - GC Important Calendar Dates
- You will not have a letter from the Treasurer if no cash flow is involved with your committee.

Vote to Approve 2012-2013 Slate of Chairs-Laura Kimmerling

- The 2012-2013 Slate was moved, seconded and approved by the members present.

Next Meeting: Wednesday, September 5, 2012 at 9:00am

Respectfully Submitted,

Maureen Witt
Guerin Catholic Parent Guild Secretary