

NSPA MEETING

5/20/09

MINUTES

1. Call to Order: NSPA Vice President Nancy Vibert called the NSPA meeting to order at 7:07pm.

Other Board Attendees: Joanna Cole, Clare Dean, Maril Levy, Patti Oehmke, and Betsy Sue Scott.

Board Members Absent: Melissa Dana, Cindy DiPalma (2009-2010), Kathy Ginsberg, Lyn Goodman, Ross Gorte, Tom Grumbly, Jennifer Hill (2009-2010), Donna Kraemer, Caitlin Lhommedieu, Mike McGurrin, and Brenda Mutchler.

Other Attendee(s): Kathy Welty.

2. Approval of the April Meeting Minutes: Secretary Betsy Sue Scott presented the April Meeting minutes for approval. On motion by Kathy Welty, with a second by Patti Oehmke, Treasurer, the Board approved the April minutes.

3. Treasurers Report:

a. The Treasurer advised the Board that the NSPA account audit trail lacked several receipts and details for deposits. She stated that she would reconcile the account as best she could and would contact the former Treasurer Ross Gorte for the missing records.

b. 2009-2010 NSPA Budget: The Treasurer reminded the Board that the May meeting had been designated as that dedicated to the passage of the proposed budget for 2009-2010. She and the Board noted, however, that most of the Board was absent. Nevertheless, the Board discussed in detail the proposed budget which the Treasurer had circulated earlier via email. The Board considered reallocating proposed expenditures for activities from the NSPA budget to that of the school. In particular, the Board determined that many activities were school-based and should be expenses carried by the school. Alumni Representative Joanna Cole observed that the school had an activities fund that had previously been used to cover the Halloween Party and that could be tapped for that party next year. The Board again discussed dropping the Rudolph Run as an NSPA activity and inquired whether President Tom Grumbly had yet met with Headmaster John Potter to advise him of the Board's contemplated action. No one present had an update on the President's action in this regard. The Board asked the Treasurer to revise the proposed budget deleting anticipated expenses for the activities considered school-based and to adjust projected income to estimate the loss of revenue

from the Run. The Board identified the following as school-based activities that should be deleted from the NSPA budget expenses: Field Day, Graduation, the Rudolph Run, Student Welcome Lunch, and the Open Houses. The Board also requested that the Treasurer include a new revenue line item for estimated contributions that would result from a possible fundraising solicitation campaign during the next school year. On motion of the Secretary, seconded by Member-at-Large Clare Dean, the Board decided to vote on the revised budget at the June meeting with the expectation that more Board members would be present then.

c. Delinquent Taxes and/or Penalties – The Treasurer informed the Board that she had turned over three-years of bank account records to the President for use in completing back Forms 990 and calculating any delinquent taxes and/or penalties. The Member-at-Large reminded that Board that the President hired a CPA to get the taxes completed. However, no one present had any further information on the status of the tax reconciliation or of the identity of the CPA. The Treasurer offered to request this information from the President.

4. Old Business:

a. Prom 2009: Alumni Rep Joanna Cole reported that the Prom Committee was hard at work in preparing for the May 29th school Prom. She advised that 28 faculty members and their significant others would attend. The estimated cost of their tickets, to be borne by the NSPA, was \$1400, leaving an approximately balance due the NSPA on its loan to the Prom Committee of \$1200. She also informed the Board that many students were already interested in working on next year's Prom and were talking about beginning fundraising for it over the summer. The Vice President complimented her on her leadership on the Prom and on motivating the students to work so hard on the event. The full Board present concurred.

b. 20th Anniversary Gala - The Vice President reported that almost 100 attendees had already signed up for the 20th Anniversary Gala scheduled for Sunday, May 30th. She also reported that John Potter expressed gratitude and appreciation for the work that has gone into planning the event. The Vice President and Kathy Welty advised that the Banquet Event Order would be executed shortly with payment due the event venue at that time. The Treasurer stated that reimbursement to the Vice President for those charges placed on the VP's personal credit card could be made expeditiously. The Vice President and Treasurer estimated that the ultimate cost to the NSPA for the Gala, after deposit of ticket purchases and the school's donation of \$1000, would near \$4000.

The Vice President updated the Board on the NSPA's gift to John Potter and Joan Goodman of a Steuben Glass Apple. The final cost ran to \$831, up from the initial projection of \$690.00. However, the NSPA did not fund this gift as its full cost originated from private donations that would be tax deductible. The Vice President also advised that Teacher Appreciation gifts to be presented at the Gala amounted to over \$3000. The Secretary suggested that, in the future, all contributions for these gifts be made directly to the NSPA (and not directly to the parent collecting the donations) and the Treasurer explained the origin of the process of funding in use. The Board expressed

its appreciation to the Vice President and the Committee of Kathy Welty, Clare Dean, Kathy Ginsberg and Patti Oehmke for their efforts in making the Gala a success.

c. Graduation: Clare Dean reported that announcements for graduation have been prepared. The Vice President complimented her on the artistry and design of the announcements. Senior Class Rep Caitlyn Lhommedieu is in charge of graduation planning for the NSPA and Joan Goodman is in charge of the school's portion. The VP offered to check with her on the status of planning for the event. The Treasurer noted that expenses will decrease for the event due to the decision not to use a tent.

5. New Business:

a. Field Day - The Vice President conveyed a request from John Potter that the NSPA provide labor for the school's June 1st Field Day. The Headmaster stated that the school would pay for food, which he asked the NSPA to grill for students. The Board discussed the request and decided to decline. A suggestion arose for the school to ask its alumni to provide the grilling services as a type of community day or homecoming event following the Anniversary Gala the day before. Another suggestion was made for the school to hire a catering service for the event.

b. September Potluck – The Vice President stated that she would not be able to head the September Potluck again this year. The Board discussed meeting during the summer to plan for this event and also to find a chair for it. The Treasurer also reminded the Board that she would not chair the 2010 Auction, but would assist Laurie McGrew, who had volunteered to chair it.

c. John Buzzard Award – The Board noted that former teacher John Buzzard would attend the Anniversary Gala. Following discussions at the April NSPA meeting, the Board decided that the first John Buzzard Award should be presented at the Gala. The NSPA had instituted the Award in 2008 to honor this former teacher, but had not yet made an award. After deliberation, the Board voted to make the first Award to Liam Andrews in recognition of his tireless support to the students and the school.

6. Next Meeting: The next meeting of the NSPA Board will take place at 7 p.m. on Wednesday, June 10th, at 7pm.

Adjournment: The Vice President adjourned the Board meeting at 8:30pm.

Minutes prepared by Betsy Sue Scott, Board Secretary