

## NEW SCHOOL PARENTS' ASSOCIATION (NSPA)

### NSPA MEETING MINUTES, 07/09/11

**1. Call to Order:** NSPA President Kathy Ginsberg called the meeting to order at 7:30 p.m.

**Attendees:** Kathy Ginsberg, Patti Oehmke, Susan Baker, Joanna Cole, Lisa Rose, Lisa Lanier, Colleen O'Malley, Carol Ko.

**Board Members Absent:** Michael McGurrin, Linda Champney, Monica Galloway, Jeanne Loveland.

Kathy Ginsberg informed the attendees that Lyn Goodman resigned her At-Large Rep, Junior High Class Rep and Scholarship Committee positions on the board because she had accepted an administrative position with The New School of Northern Virginia (NSNVA), and that this board position needed to be filled. Colleen O'Malley offered to fill in as a Junior High Class Rep in addition to her position as Wednesday Snack Coordinator. Susan Baker volunteered to be on the scholarship committee. At-Large Rep position is still open.

**2. Approval of the June 2011 minutes:** The June Meeting minutes were approved.

**3. Treasurer's Report:** Kathy Ginsberg distributed the latest copy of the financial statements that had been submitted to the board by Mike McGurrin. The financial statements were adjusted to reflect the correct amount in the Vanguard fund as of 09/30/10, and the request for a more current report of the Long-term fund has been made to the Treasurer and should be ready for next board meeting, along with a draft budget for the 2011-2012 school year. The board voted to make the following budget changes:

- a.) Increase Class Rep funds to \$1,650 from \$750
- b.) Increase Teacher Appreciation to \$1,500 from \$1,000
- c.) Increase income for fundraiser to \$2,000 from \$250 (Rename "Pleas for Donations" to be "Other fundraisers")
- d.) Delete Art Show Income

**4. Old Business:**

a.) **Graduation Recap:** Patti provided a report on graduation. She reported that the NSNA did not want to spend as much on the reception in prior years and that she was able to shave \$1,000 off prior year's expenses and that it was still too much food left over. She explained that the NSNVA inherited a certain level of reception expenses that used to be paid by the NSPA, and that in her opinion it was unnecessary to provide a full luncheon when having lemonade and cookies on hand would suffice. Most families do not stay to eat when they have their

own plans for dining out or hosting celebrations at home. Other savings were realized with decorating: the balloon arch was made by students rather than a party planner, plants were purchased at wholesale nursery, and the rental expense for chairs and tables did not increase. However, next year's graduation should be carefully planned as it is the largest class to ever graduate from NSNVA, 50% larger than the 2011 class. Patti expressed concern about the ticket system employed by NSNVA this year – some families had to disappoint members that wanted to attend because there were not enough tickets, and other families did not use all of their tickets which left many empty seats. Patti will make recommendations to the NSNVA for next year and suggests that a change of venue may be appropriate for the class of 2012.

- b.) **Board Position Status:** Kathy Ginsberg identified the following open positions: Web Master, Volunteer Coordinator, Assistant Secretary, and Assistant Treasurer. Lisa Rose reported that her husband David is not interested in the Assistant Treasurer position. We will try to recruit for these positions at the NSPA Welcome Coffee.

## 5. New Business:

- a.) **New Board Positions Open:** Colleen O'Malley offered to fill in the Junior High Class Rep opening. Susan Baker offered to fill the 3<sup>rd</sup> position open on the Scholarship Committee. Scholarship committee is not a board position.
- b.) **Welcome Coffee:** Kathy Ginsberg requested as many board members as possible attend the NSPA Welcome Coffee to answer questions by new parents. Definite attendees will be Kathy Ginsberg, Patti Oehmke, Colleen O'Malley and Susan Baker. Kathy Ginsberg will purchase the refreshments
- c.) **Annual First-Day Luncheon:** Kathy Ginsberg will obtain budget from Joan Goodman for first-day luncheon and perhaps hire a BBQ caterer to handle it. Patti Oehmke will stay after the Welcome Coffee to help with the luncheon.
- d.) **Potluck Dinner:** Lisa Rose offered to contact Kathy Welty to see if she would be interested in coordinating the Potluck Dinner.
- e.) **Halloween Party:** Carol Ko offered to coordinate the Halloween Party.
- f.) **Open House Refreshments:** Patti Oehmke offered to coordinate the Open House Refreshments. Patti will also print out a description for NSPA financial aid to be available at Open Houses.
- g.) **Fund Raising:** Ideas for fund-raising were discussed and it was decided to try a Holiday Mart/Flea Market at the end of November or beginning of January. Kathy Ginsberg, Linda Champney and Patti Oehmke will work on selling vendor spots. Food will be sold to raise additional funds at this event. The NSPA could try to sell hot lunches to raise additional money.
- h.) **New Fund Spending Ideas:** Spending NSPA funds for enrichment programs was discussed. These expenditures could be framed as a "match" to funds raised by NSNVAA students/families.
- o **College Tours:** Patti Oehmke shared an idea to have the NSPA fund (partially or in full) a 2-3 day college tour during the first week of

November (mostly during the long-weekend). She will do some research for the next meeting.

- **Ski Trips:** A day-trip to a local ski resort during the long weekend in January that would be funded by the NSPA (partially or in full) was discussed. A week-trip to a western ski resort was discussed.
  - **SAT/ACT Prep:** Partially funding the prep classes, perhaps picking up the rental cost for the classroom was discussed.
- i.) **Q&A Session about the NSPA:** Kathy Ginsberg distributed binders at the start of the meeting for each attendee that contained a job description for their position, a consolidated history of the NSPA with the articles of incorporation, by-laws, email discussions about the Long-term Fund, the IRS publication on charitable contributions, historical financial statements, the Directory of Members and Board of Directors. Any questions regarding the contents of this binder were discussed, but the meeting was running late and not much time was spent on this.

Meeting adjourned 9:50pm.