



Executive Board Meeting & Agenda, September 1, 2022

WELCOME/OPENING PRAYER

Meeting Called to order - 8:32a by Emily Guyre

Quorum - yes

In attendance - Emily Guyre, Barbara Villafranca, Monica Sanchez, Maria Morfin, Amber Caver, Jackie Wisnosky, Maru Pruneda, Stephanie Bourg, Paige Dominey and Mark deTranaltes. Melina Bellomo and Catherine Chandler via phone call.

Motion to approve last month's minutes - Barbara Villafranca motions, Monica Sanchez seconded. Minutes approved by unanimous vote.

OFFICER REPORTS

• President

Emily Guyre

- Theme of the month - Be the Reason someone feels welcome - challenge by Maria Morfin - Introduce yourself to a new person, and introduce them to someone you already know
 - Mark - this supports the Communio process in place in the school & Fr. Murphy's theme for the year is welcome and support.
 - Emily - let's ask Mr. Bryant to explain Communio and how it impacts our sons.
 - Amber - suggests taking a minute to greet person on left and right at general meeting
- Zoom for Exec Board Meetings - brought up by Melina. Her reasoning was to send a message that all are welcome and encourage working mothers to participate. Board votes no Zoom for Exec Meeting but persons may conference call. Zoom will remain in place for General Meeting
 - Catherine - stated no zoom for exec meeting due to monitoring of tech and zoom availability in our meeting room.
 - Amber - people can always attend via conference call. Someone would have to use the school laptop, make sure all on Zoom are muted and monitor the Zoom chat board.
 - Mark - there is a certain level of discretion at Exec meeting that Zoom would inhibit
- Dad's Club - falls under Admissions with Max Holmes - will be a social group only & will be available to volunteer/help as needed or requested.

• Vice President

Maria Morfin

- Nothing to report
- The chairperson for any event, should post about their event online. We don't want just any person to post about an event based on what they may have heard. Info posted online should come from the direct source (event chair or Mother's Club Board, Barbara)

• Treasurer – Budget Review

Monica Sanchez

- Budget circulated - not finalized but should happen today - currently \$17,625 - \$25/student, not increasing for this year - Maru took a photo of budget and sent to Melina and Catherine
 - Christmas Luncheon - \$7,500 and is ballpark number, \$1,000
 - Currently we are under budget for New Staff Lunch and Parent Orientation, over for Welcome Tea - notes will be made to seek new vendors
 - Emily & Monica created Google Doc folder for Treasurer - notes from every event can be passed on and become shareable with incoming officers for the following year. Emily will touch base with chairs to make sure information is passed on
- Admin Expenses = name tags for Board Members. Report Card Nights to change coding to...

- Back to School Night - under budget but punch ran out and we ran out of snacks. Suggested that next year they have more substantial food since parents come from work. Use the budget allotted and have Tom's Moms volunteer so MC mothers can meet teachers. Amber will help Emily set this up for next year.
- New Faculty Lunch - new event this year and hope to carry forward. Amber suggested to get a chair for it next year and put notes in a binder. Add note to bylaws for a board member or Eagle Treats parent to chair.
- **Communications** **Barbara Villafranca**
 - Communications - let Barbara know before anything goes out so all emails and FB pages have same message
 - Catherine wanted Auction Chairs to speak on Communications
 - It is good to have the message go out through Barbara, so information is consistent and follows the process.
 - Mark - wants to make sure messages don't get lost on FB, because as soon as another question comes up, the previous information/communication gets bumped down the scroll and missed.
 - Barbara is admin on all FB pages - as well as the Board, Big 3 chairs and grade level FB moms have admin access to the FB - parents can still use this as a chat page to find out information and make the FB platform a way for parents to communicate with each other
 - Melina via phone asked if there was a backup plan if there is an urgent message that needs to go out and can't wait for Barbara to approve.
 - Emily, Megan McKee, or any of us on MC Board can be used as backup
 - Paige states there is a timeliness factor. If you have to wait 24h to get the message out/approved then may miss out on getting volunteers/help.
 - Maru - Auction events don't have time to wait to do FB and not happy with how BRN is working.
 - Amber - they can do a direct access email for urgent or upcoming events. Giving Barbara an advance timeline of all postings will help
- **Recording Secretary** **Stephanie Bourg**
 - No report
- **Past President** **Amber Caver**
 - Met with Meryl and Tom's Moms to revive the group
 - Trying to get the Tom's Moms more active and have a welcome event In the next month or so to revive membership / participation lost during Covid
 - Let the Communication Issue run its course -
 - Emily says she accomplishes urgent communication Issues via a group chat with FB parents and sends the post to the group chat and they get it out
 - ON Big 3 Events - the communication has a timeline, send the timeline ahead to Barbara and Megan. Specs event was not sent out early enough and the persons heading up the event need to do a personal reach out to past attendees to drive attendance up

BIG 3 UPDATES

- **Auction/Gala** **Heather Curran Kelly, Maru Pruneda, Jackie Wisnoski**
 - Sept 30 @6p Auction & Gala Football Tailgate, The Grove, STH v. Kinkaid
 - Jackie - Auction is going great, table sales are going well, big board items are coming back as before and new items, Heather is doing well with this. Socials still looking for co-chairs as well as Freshman group to chair a social. Specs went well on Tuesday, got 64 bottles

- Difficult to get Auction message out without newsletter as in past - BRN - not sure how many are opening the links.
 - There are ways to check on the number of clicks on BRN and should be a way to track the click throughs as well
 - Paige - BRN email has a high open rate but not sure of the click through, should be able to get that Info from Megan, mailchimp...
 - Big Red News - last year the content didn't change and parents stopped paying attention, which is why we have changed the format to quick blurbs with a click through link.
 - Barbara- Auction messages can be sent as many times as you need, we just want info coming from one source, it can go by email, FB etc.
 - Amber - request timeline on Auction events, and request a BRN Auction blast and have it emailed out to parents weekly so Big 3 events can be promoted
 - Emily - suggested the Wine Pull Chair needs to market on their own to get a better turnout - same needs to happen for tailgate, do more leg work to make sure people attend - reach out personally to people to drive attendance.
 - Barbara stated to make sure to ask previous chairs and others for input
 - Melina encourages the previous chairs to speak up and check in on the current chair, give ideas, offer advice, and answer questions of new chairs. Jackie states last year's chairs have been accessible
 - Maru stated Class registry haven't bought anything and blame this on comm. email to grade level - Stephanie asked if we could make it a competition. Maru will follow up.
- Round Up Paige Dominey, Megan Long, Carmen Trevino
 - No update - Sunday March 6, 2023
- Style Show Angela Platsas, Lisa Weaver, Melina Bellomo
 - No update -Thursday April 28, 2023

OLD BUSINESS

- MC Welcome Tea - Sunday, August 7, 2022 - 1st Meeting
- Freshman/Transfer Orientation - August 9th & 10th
- Parent Back to School Night - August 17, 2022
- Moms Social - Mendocino Farms Aug 19, 2022
- Freshman/Sophomore Orientation Dance - August 27th - 8-10:30p
- Auction/Spec's Cooler Experience RSVP - August 30, 2022
- Website updates - still current business and EG will work with Megan to get photos on badges and on website to update events.

NEW BUSINESS

- Mothers' Club General Meeting – September 8, 2022 - Fr. Reuss Room until further notice or through December
 - Guest Speaker - Mr. Daniel Bryant -Incoming Assistant Principal
- Social Events – Nia Moves will do a class on Saturday September 24 AM - coincides with Football / weekend practices on campus
- Homecoming - Oct 21 & dance 22
 - Maria M - will make communication
 - Paige - requested continuing with the Homecoming 101 document, need to buy ticket for date for the game, where and how to purchase mums and dance tickets, etc.
 - Amber - it was suggested that a mum exchange take place on Thursday before game, during JV game and have a photo drop to have people to take pics. Met with mixed response, will revisit this again this year.

- Open Positions - we need to work on filling these if not filled after the Gen Meeting on 9/8.
 - NHS Induction Chair - hoping to fill at General meeting.
 - Christmas Decorating - we need on campus mom to lead & work with Tom's Mom.
 - Father Son Mass - need one more parent chair.

OTHER ITEMS FOR DISCUSSION -

- Mark - had to leave early and didn't leave any information to share.
- Catherine - no report.

Meeting Adjourned at 9:40am

Upcoming Dates for Reference

September

1 @ 8:30a MC Exec Board Meeting
 College fair and NHS
 8 @ 11:30a Mass & Mothers' Club General Meeting
 30 @6p Auction & Gala Football Tailgate, The Grove, STH v. Kinkaid

October

5 6-8p Catholic High School College Fair – Strake Jesuit
 5 TBD National Honor Society Induction and Strake College Night – confirm this conflict
 6 @ 8:30a MC Exec Board Meeting
 12 @ 6p Auction & Gala All Committee Meeting
 13 @ 11:30a Mass & Mothers' Club General Meeting
 21 @ 7p Homecoming Football Game v. The Village School
 22 @ 9p-12a Homecoming Dance

November

1 @ 7:50 Father/Son Mass
 3 @ 8:30a MC Exec Board Meeting
 4 @8a Auction Set Up and Decorations
 5 @6p Auction & Gala "Roll out the Red Carpet"
 10 @ 11:30a Mass & Mothers' Club General Meeting
 12 @ 7a-3p ISEE Testing

December

1 @ 8:30a MC Exec Board Meeting
 4 @ 1-4p Open House
 8 @ 7:50 Mother/Son Mass
 8 @ 11:30a Mothers' Club Christmas Luncheon

January

5 @ 8:30a MC Exec Board Meeting
 7 @ 7a-3p ISEE Testing
 12@ 11:30a Mass & Mothers' Club General Meeting
 TBD Round Up Meeting #1

February

2 @ 8:30a MC Exec Board Meeting
 9 @ 11:30a Mass & Mothers' Club General Meeting
 TBD Round Up Meeting #2

March

2 @ 8:30a MC Exec Board Meeting
 4 @ TBD – Big Red Market @ Round Up Preview Night
 5 @ 12p-6p Round Up
 5 @ 11a-6p Big Red Market in Reckling Gym
 9 @ 11:30a Mass & Mothers' Club General Meeting
 24 @ 6-8p New Eagle Welcome

April

5 @ 5-8p Incoming Freshman Registration
 6 @ 8:30a MC Exec Board Meeting
 13 @ 11:30a Mass & Mothers' Club General Meeting

May

4 @ 8:30a MC Exec Board Meeting
 4 @ 6-8p Mentor Mom Social
 12 @ 12p-2p Mothers' Club Spring Luncheon @ JLH