

Parent Advisory Council Meeting

Wednesday, May 26, 2010
South Hadley Family Center

Present: Kelly Woods, Heather Lyons, Devon & Nicole Gilbert Cote, Amanda & Emma Litz, Jen Sabourin & baby Sabourin (to be), Dolores Giroux, Corky Klimczak – quorum achieved!

SUMMARY

1. Presidents' Welcome
 - a. Secretary position is open now – if anyone is interested please see Kelly to discuss! Treasurer & President's positions will be open next year too – Heather & Kelly are happy to answer questions. Nominations will be made at the June meeting (date to be set at this meeting.)
2. April minutes approved.
3. Treasurer's Report – Heather
 - a. Summary below.
 - b. Form 1023 application completed and sent today! THANK YOU to Heather for all her many hours on this project!!! We should hear back in about 90 days if they have questions. If approved we get a 501c3 from the Federal – then we'll need to do an application for the State.
 - c. Fundraising to date: 95% to Goal of \$6500

Events and Solicits	Revenue
Fall Walk	22
Halloween Party	1204.62
Valentine Day Solicit	170
Annual Solicit	370
M2M	790.58
Ziti Supper	2162.4
Spring Concert	43.52
Total	4763.12
Donations in Center	
All Saints Donation	200
Donation Jar*	1507.69
Total	1707.69
Total Raised	6470.81

- i. Solicit letter sent to local service organizations. Nothing back yet.
4. Old Business:
 - a. HEC SubContract signed – Heather to draft budget, Kelly will then mail to Carolyn.
 - b. SHFC Early Childhood Community Leadership Award
 - i. Jeanne chose – "Rhyming Dust Bunnies" by Jan Thomas
 - ii. Heather is arranging donation to SH Public Library in the Falls – they will buy and we will reimburse. They will include a donation plate with Jeanne's name.

- iii. Link on website with bios of award winners.
- c. Buttery Brook Concert Committee Update
 - i. Dolores reported that St. Pat's is reviewing our request to use the hall for a rain location. We could look in to St. Teresa's as an alternative.
 - ii. Gorse Children's Center made a \$250 sponsorship! Fundraising is going well. We expect that our expenses will be covered.
 - iii. Monday, Memorial Day, after the parade there will be a picnic with cake! Come checkout the playground. A bagpipe group will be performing at the park too.
 - iv. Cathy will draft an email to send in June with concert info and sponsor list.

d. M2M Sale Update

- i. Financial breakdown:

	<u>2010</u>	<u>2009</u>
Exhibitor		
Tables	210	250
Bake Sale	139.25	86.5
FC Table	231.75	161.47
Door		
Donations	208.6	147.33
50/50	19	
<i>Sub total</i>	808.6	645.3
Change Fund	n/a	-110
Expense:	18.02	n/a
Net:	790.58	535.3
Increase:	255.28	

- ii. Decent traffic – perhaps a bit slower than last year? 25 people waiting at 8am... with a few more walking in as the doors opened. Did well at the door by speaking with each and every person. Collect names and contact information next year for our mailing list... maybe a door prize – lots of expecting mothers came through and would make a great outreach list for fall. Bake sale and coffee made money – lots of baked goods donated. Need at least Notes will be put in the Event Binder. We could use the downstairs hallway for vendors? Advertise 50% off starting at 11am to help with slump?
- e. Fire House visit is scheduled for tomorrow - Thursday May 27
- f. Keys have been returned to All Saint's.
- g. Binder created to collect "policies." Policies briefly reviewed - may want to review more thoughtfully in the future. Kelly will email Dolores and Sonya to see if we missed any.
- h. Further budget and planning discussion:
 - i. Phone/internet research results – church has wireless but we can't get it downstairs. Heather contacted HEC about our actual bills - "Both the telephone & internet are through Verizon. The monthly charge for the internet every

month is \$29.99. The phone charge varies. The February charge was \$28.72 and the March charge was \$30.75.”

- ii. Kelly will propose to Kristin that we offer her a \$100 stipend to use her home internet and that we then would turn off the internet at the Center.
- iii. Membership option discussion – agreed we should give it a try for a year and see what happens. Proposed levels:
 - 1. \$2/ day
 - 2. \$60/ half year
 - 3. \$100/ full year
 - 4. Family Assist – make an additional donation to help other families
 - 5. Be sure to highlight that we are a parent cooperative and expect parents to volunteer...
 - 6. A new registration form needs to be created during summer. Might want to check out the Northampton form....
- iv. Review and edits to budget proposal:

<i>Description</i>	<i>Amount</i>	<i>Notes</i>
INCOME - NET		
Early Childhood Department/ HEC Grant	\$4,500.00	(4900 actual for 2009-2010)
Halloween Party	\$1,200.00	
Valentine Family & Friend Solicit	\$150.00	
Family Fun Night Ziti Supper & Silent Auction	\$2,000.00	
Annual Giving Solicit	\$500.00	
Week of Young Child Concert	\$100.00	(need to pursue sponsorships - also remember that we'll need to raise enough to pay for show)
Family2Family Sale	\$500.00	(220 tables, 86 bake sale, 161 tag sale, 147 door)
Donation Jar	\$1,200.00	
TOTAL INCOME	\$10,150.00	

EXPENSES

Coordinator Salary	\$7,613.00	(assume 35 weeks, 15hrs/wk @14.50/hr)
Summer Hours 2010	\$203.00	(14 hrs@ \$14.50/ hr)
Rent to All Saint's Church	\$1,350.00	(September - May)
Rug Cleaning	\$400.00	(Paid to church)
Phone / Internet	\$720.00	(explore dropping internet and cell options)
State /Town Fees	\$115.00	

Open House	\$20.00	(Coffee, snacks, flyer handouts)
Office Expenses	\$200.00	
Promotion/ Advertising	\$50.00	
Printing/ Postage	\$150.00	
TOTAL EXPENSES	\$10,821.00	

DIFFERENCE -\$671.00

- i. Edits: Phone/internet may need to be reduced, add in Membership (10) \$1000, reduce jar to \$800, \$100 stipend for internet to be added. This made a \$39 buffer and balances the budget. See revised numbers here:

<i>Description</i>	<i>Amount</i>	<i>Notes</i>
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Membership	\$1,000.00	
Halloween Party	\$1,200.00	
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Annual Giving Solicit	\$500.00	
Week of Young Child Concert	\$100.00	(need to pursue sponsorships - also remember that we'll need to raise enough to pay for show)
Family2Family Sale	\$500.00	(220 tables, 86 bake sale, 161 tag sale, 147 door)
Donation Jar	\$800.00	
TOTAL INCOME	\$10,750.00	

Coordinator Salary	\$7,613.00	(assume 35 weeks, 15hrs/wk @14.50/hr)
Coordinator Internet Stipend	\$100.00	
Summer Hours 2010	\$203.00	(14 hrs@ \$14.50/ hr)
Rent to All Saint's Church	\$1,350.00	(September - May)
Rug Cleaning	\$400.00	(Paid to church)
Phone / Internet	\$360.00	(explore dropping internet and cell options)
State /Town Fees	\$115.00	
Open House	\$20.00	(Coffee, snacks, flyer handouts)

Office Expenses	\$300.00
Promotion/ Advertising	\$50.00
Printing/ Postage	\$200.00
TOTAL EXPENSES	\$10,711.00

DIFFERENCE \$39.00

Fall Foliage Walk \$40.00 ?

5. New Business:

- a. Personnel Sub Committee – discussion of importance and recruiting for such for next year again.
 - i. Discussion about once again having a Personnel SubCommittee of President, Treasurer and one more PAC member – formalizing and professionalizing our communication.
 1. Consider drafting an annual contract and goals for basis of annual evaluations.
 2. Cathy indicated an interest/willingness to be involved.
 - ii. Updated coordinator job description briefly reviewed (changes to grant information only). Kelly will review description with Kristin, and explain about our goal setting efforts for the future.
- b. Survey Results shared from SH Community Needs Assessment – we now need to complete our Center Evaluation from HEC. Kelly will send out an email explaining.
- c. Annual Meeting for June to be scheduled for Thursday, June 10 at 6:30 – cocktails at 8 (at Johnnys)! Important to personally invite caregivers to attend and get involved. Kelly making flyer for handing out at last day Fire Station event with date.
- d. June 9th, 16th, 23rd – Dolores will open the Center. Closed on the 2nd.
- e. End of Year Clean Up Plans & prep for rug cleaning - June 23 at 7-8pm.
- f. Dolores suggested that the contact information and resource brochures need to be updated in the front hall. We could also put together a flyer or binder about local resources?
- g. Dolores is interested in being a substitute for Kristin next year. She also would like to continue on the PAC.

Next Meeting Topics:

Budget Proposal for 2010-2011

Summer Coordinator time

Summer activities?

Fall dates set – summer planning meeting, clean up night, opening day, Halloween Party

Buttery Brook Concerts

Elections

MONTHLY FINANCIAL REPORT:

	Debit	Credit	Balance
			3869.74
4/21/2010 #307 Lottery Commission Ziti supper raffle	62.08		3807.66
4/23/2010 Deposit adjust		0.25	3807.91
4/29/2010 deposit		129.25	3937.16
4/30/2010 #308 m2m chg fund	120		3817.16
5/4/2010 transfer to savings	2000		1817.16
5/4/2010 deposit 120 chg fund, 658.60 m2m		778.6	2595.76
5/6/2010 #309 K. Woods reimburse supplies sandwich board, m2m, postage, concert	69.4		2526.36
5/6/2010 #310 N. Cote reimburse m2m supplies, postage tys	19.65		2506.71
5/7/2010 deposit jar \$		24	2530.71
5/13/2010 deposit jar \$		22.25	2552.96
5/13/2010 #311 K Carey	188.5		2364.46
5/13/2010 #312 K Carey	188.5		2175.96
5/13/2010 #313 K Carey	217.5		1958.46
5/13/2010 #314 K Carey	29		1929.46
5/13/2010 #315 K Woods office supplies, m2m , ink etc..	128.91		1800.55
5/10/2010 #316 Mass lottery commission Baby Carey raffle	0.95		1799.6

5/13/2010 #317 Mass lottery commission M2M 50/50	1.15		1798.45
5/13/2010 #318 cash baby Carey raffle winner	4		1794.45
	debit	credit	balance
			1794.45
5/21/2010 deposit jar \$		29	1823.45
5/25/2010 #319 Form 1023 IRS	850		973.45
Savings Account			9106.81
4/30/2010 interest		11.23	9118.04
5/4/2010 transfer in from ckg		2000	11118.04
Total Account Balances			12091.49