



Start of Year Meeting Minutes - Tuesday, September 15, 2020

COVID-19 Protocols In-Effect

Meeting conducted by ZOOM video conference

Meeting Agenda:

6:00 **Call to Order** (Susan Evans)

- Attendance & Introductions
 - Susan Evans - President
 - Melissa Pruess – VP: Communications
 - Cari Pavao – VP: Volunteers
 - Bill Dubbs – Secretary
 - Patrick Russell – Treasurer
 - Emma Hosmer – Finance Volunteer
 - Jonathan McDade – Correia Principal
 - Mathew Gianni – Correia Teacher Rep
 - Scott Irwin – Dana Principal
 - Deane Denzien – Correia Teacher

6:10 **Business-Vote** (Susan Evans)

- Discuss Board Seats/Needs
- Vote: renewing Board members – M/S/C (MP/BD/All)
- Vote: new Board member Treasurer – Patrick Russell – M/S/C (BD/MP/All)
- Vote: relieve bond for Treasurer – M/S/C (BD/MP/All)
- Vote: any new assignments – Anna Kurzeja recommended for VP: Programs, but absent. No vote.

6:20 **Correia School Update** (Jonathan McDade)

- Communications:
 - Discontinuing “Constant Contact” eBlast account
 - Dana Association eBlast will be administered via “School Messenger”
 - Drafts to be sent from Susan Evans and/or Melissa Pruess to Hilda Hernandez
 - Messages to be authorized by Susan Evans and bear her signature
- Return to Campus Learning
 - No predicted return dates

- Elementary schools will (eventually) be first, Correia will return on later phase

6:30 **Treasurer Report** (Bill Dubbs, Susan Evans)

- Review budget and current balance
- Outstanding Reimbursements
 - Casino Night – Shannon Rosier: \$728 - \$300 (donation) = \$428 (reimbursement). Treasurer to write check.
 - Other
 - Deane Denzien: \$545.13, previously approved, receipts submitted. Treasurer to write check.
- New Reimbursements?
 - Pourhannidi: materials for science \$287.71 - M/S/C (MP/BD/All)
 - 1) Grant Request Form (signed by McDade)
 - 2) Reimbursement Request Form (signed by teacher)
 - 3) Receipt(s)
 - Yard Signs: \$181 approved reimbursement. Treasurer to write check.
 - Quick Books for CBA Accounting - M/S/C (BD/MP/All)
- Graduation yard sign event – see New Reimbursements (above)
- Expert speaker (Joey Petri – Dr. Tim Elmore) – Paid? Rescheduled? No money paid. No money owed. Cancelled until further notice. No action required.
- Accounts Inventory
 - Banner Bank - account signer transfer
 - GoDaddy.com (✓)
 - Amazon Smile
 - Donation Match (✓)
 - Box Top
 - Signup Genius - (expired, disregard)
 - PayPal
 - \$0 Balance
 - Transfer of executor/sign – Bill to meet with Patrick to commute account authority

6:45 **General Business** (Susan Evans)

- Meetings via ZOOM; COVID Protocols; e-Blast invite to all parents?
 - eBlast to parents, will include:
 - meeting minutes
 - invitation to respond to Correia Association President with opinions, comments, suggestions, etc. via Google Survey or equiv.
 - continue Board-Only (with essential volunteers) Zoom meetings
- Tailoring Board support for COVID times – How can we best serve our programs, classes, teachers, students, and parents? Hold off on advertising for contributions. No certain direction of how contributions would be applied at this time.
- Casino Night items

- Inventory (Not addressed)
 - Storage (Not addressed)
- 2020/2021 Fundraisers and Events
- Welcome Back Teachers – 2020 Style Order and send \$12 Dunkin Donuts GC. – M/S/C (MP/BD/All)
 - Annual Giving Fund notice and letter - Postpone
 - Casino Night, 2yr combo? Outdoor auction? Online Auction? Suspend planning
- Correia and Dana – Combining mission and efforts
 - Scott and Jonathan to organize separate meeting
 - Scott to work with Dana Board to invite Correia Assoc. President to next Dana meeting

ASB Update (Annabelle Evans)

- ASB has started the year with video meetings and introductions
- Objectives have included getting 7th graders ready for ASB involvement
- Other objectives include the organization of online fun activities

Next Meeting – 6:30pm, October 13 (2nd Tuesday)

7:38 End of Meeting (Susan Evans)

Notes

1. Committee voting protocol - Motion/Second/Consensus (M/S/C).
2. Draft meeting minutes to be submitted via email for Board review and comments.
3. Approval of minutes to be secured via M/S/C following submittal of final minutes.
4. Meeting Agenda and Minutes by Bill Dubbs