

1. **Call to Order 5:05 pm**

Attendees: Quorum Met

1. Amy van Heijningen (AV)– President
2. Rachel Morelli (RM) – Vice President
3. Jyotsna Arora (JA) – VP Events
4. Kathleen Martindale (KM) – VP Hospitality
5. Lisa Maldonado (LM) – VP Student Support
6. Diane Grisamore (DG) – Secretary
7. Angela John (AJ) – Treasurer
8. Adam Poynor (AP) – Choir Director
9. Charles Aguilon (CA) –Director of Fine Arts

2. **Approval of minutes** –DG will send this out for approval

3. **President's report**

Introduction by AV of AP to CavChoir and Parent Booster Club Board. CA says that Mr. Poynor is the top of the pyramid of all the choir programs. AV states that the board is looking forward to working with him. Introduction of choir director-AP would like to promote the legacy of excellence. Students will be known for what they do, creating their own legacy of excellence.

4. **Old and New Business**

a. **Calendar and website updates**

- Getting many pieces together to get dates updated on the calendar.

-Choir website needs updating. AV would like to update and streamlining and make it more interesting to view. AP has Twitter password and he will take over this. This is his program so he can get as involved as much he would like.

b. **Committee chair and Executive Board Descriptions/Uniforms**

-Expanding committee chair positions to fit needs of choir, which includes AJ doing more spreadsheet work and LM to do uniforms as an official position. CA says that LTHS will pay to replace existing uniforms that do not fit or wear out. Discussion about when to measure for uniforms; first concert October 9, so would like to measure on the first parent night. JA will reach out to volunteers who helped last year.

Review of Board positions

VP student support-Lisa Maldonado

Stacy Flores, in charge of senior recognition (including senior boards), Karen Storm will be helping LM. Board plans to do a senior breakfast at the HS to include Gordon Butler.

VP Events – Jyotsna Arora

Events start with pancake breakfast, then homecoming float (plan this year is to decorate the night before so that we can get in line early, and also perform in front of the judges), concerts (whatever help that AP needs), princess tea, end of year banquet.

Secretary -- Diane Grisamore

Bank statements need to be signed monthly by DG since she is not a signer on the checks. Goal is to get documentation in the bylaws; plan to make good notes so that upcoming board will know how to plan future events.

VP Hospitality – Kathleen Martindale

Arranges for meals at concerts, lock in (described for AP), float decoration, other events as needed

VP – Rachel Morelli

Follows instruction from president. AV feels that VP position should work with fundraising to better prepare for next year. JA would like us to change the position to be VP/president elect. AV mentions that we would need to amend bylaws to do that. AV would like to amend bylaws for standing financial rules with the goal of using the bylaws as 'standing rules' for procedures. Consider using PTO bylaws as a template to modify our bylaws, suggest all board members to review these by laws.

Treasurer – Angie John

AV will send what she will use for MFS in the past to AJ to edit/revise. LM interested in having spreadsheet for uniforms.

President-Amy van Heijningen

Runs choir booster program including special events in coordination and consultation with choir director

c. Parent meeting 8/27 Black Box Theatre

-Still planned. AV asked if black box will be ready, CA thinks it will per AP.

d. Pancake breakfast

-Confirmed on 9-22, should be plug and play, not much needed from the director. AV asked if friend of AP would like to sponsor pancake breakfast (name would be on ticket, well attended). Kids sign up to sing. AP needs to get sound system.

AP says that any financial paperwork, per CA, can be filed by booster club. So booster club is ok to file fundraiser paperwork.

5. Meeting adjourned at 6:37pm