

**Point Loma High School – Pointer Association
Board of Directors and General Session Meeting
Meeting Minutes
September 11, 2017, 6:00 p.m.**

Respectfully Submitted by: Donna Schmidt, Secretary

In Attendance:

PLHS PA Officers:

Scott Deschenes, VP of External
Melinda Albright, VP of Internal
Tom Xitco, Treasurer
Donna Schmidt, Secretary

PA Board of Directors:

Nicole Taylor, Athletics & Arts Booster Director
Tiffany DaSilva, Communications Director
Becky Rhea, Activities & Projects Director

PLHS Representatives and PLHS Staff: Hans Becker (Principal), Sarah Brandl (Counseling), Amy Denney (Faculty), Alex Van Heuven (Athletics Director)

PA Community: Terri Webster, Kellie Davis, Isabel Leyva, Mike Ong, Kate Lubsen, Allen Hall, Shanon Hall, Amber Eck, Coleen Clementson, Jen Pashkow, Aileen Teague, Julie Morgan, Kristina Fraijo, Karen Coult, Gina Vargus, Emma Hosmer, Jen Doud, Tracy Case, Connie Tepper, Lisa McDonnell, Kari Guentner, Michelle Huber, Tori Curtis, Jill Peterson, Bridget Holtkamp.

Call to Order: Meeting called to order at 6:05 p.m. by Scott Deschenes, VP External, presiding for Brant Brockett, President, who was out of town.

I. Introductions and General Business:

Introductions: Attendees introduced themselves to the group. It was noted that a quorum of Board of Directors was present (7 of 11).

Director of Communications: It was noted through a Board of Directors e-mail vote in July 2017 that Tiffany DaSilva was voted in to remain as Communications Director on the Pointer Association Board of Directors for the 2017-18 year.

Open Positions: Two PLHS PA Board of Director positions are currently open and we are actively looking for people for these roles: Fund Raising Director and Public Relations Director. In addition, many other key Chair positions remain open and it was noted that we are in need of people to volunteer to serve in these roles. The roster of open positions was distributed and is attached to the minutes.

Meeting Minutes: The meeting minutes are uploaded to the digital filing cabinet. The meeting minutes of the PLHS PA dated June 11, 2017, were reviewed and the following actions were taken. There was a motion by Donna Schmidt and seconded by Becky Rhea to approve the minutes of the PLHS PA Board of Directors and General Session Meeting, dated June 11, 2017 as written. Motion carried unanimously with all in favor, none opposed, none abstained.

PLHS Pointer Association Policies & Procedures Document: Tacy Armstrong, outgoing VP Internal, spent a great deal of time documenting policies, procedures, practices and historical information of the PLHS Pointer Association. This document needs a thorough review and edit, and then should be reviewed and edited and approved by the Board of Directors at the next meeting or a special meeting.

II. School Reports

Principal's Report—Hans Becker

- Enrollment is up again this year with a focus on refining classes due to class size; some students will have schedule changes as a result.
- Noted new staff members due to faculty retirements.
- Friday night football was highlighted and ability to use the lighting system in the stadium.
- Point Loma Association has donated and designated a bench and tree in remembrance of Kevin Gormley.
- Brian Carter, Finance Clerk, has been reviewing the PLHS spirit wear and has updated the store and ordered new items.

Faculty Representative Report—Amy Denny

- Noted the value of ASB stickers for local discounts, getting into home games free, and yearbook discount.
- Pep rally planned for September 29.
- Parking spaces raffled off for seniors.
- Blood drive planned for fall.
- Homecoming is October 13 & 14; dance is scheduled for October 14.
- WASC year – three-year mid-term review will be held in the Spring.

ASB Report

- Given by Amy Denney in Faculty Representative Report.

Head Counselor Report—Sarah Brandl

- Counseling Office to be providing Naviance training for seniors (the on-line tool used to request transcripts and test scores for college applications).
- PSAT will be held on October 11th for 10th grade. Juniors may take it to qualify for consideration for National Merit Scholarship if they pre-registered.
- Financial Aid Night to be held on October 17.
- Open House will be held on October 6.

Athletic Director Report—Alex Van Heuven

- Lights are on in stadium with 18 home events planned—9 PLHS events for boys and 9 PLHS events for girls. There may also be playoffs held in evening.
- Scoreboard light bulbs have been replaced. New windscreens have been installed in stadium bleachers.
- Noted a very large number of student athletes participating in Fall Sports.
- The Correia sports complex is completed and in use for softball and the multi-use field

for lacrosse and other field sports.

- ASB Club sports are required to get their completed application into ASB.
- Special needs baseball challenge was discussed which is part of the Peninsula Little League – in need of student athlete volunteers to serve as mentors and supporters to special needs baseball players.

III. Treasurer's Report – Tom Xitco

- Financials for the PLHS-PA were presented as of June 30, 2017 (close of 2016-17 fiscal year) and as of August 31, 2017.
- The budget for the year was reviewed including \$15,000 for Gifts & Grants to faculty/staff/programs for 2017-18.
- Audit for 2016-17 to be completed by Kirsten Wade. A new auditor will need to be appointed to audit the 2017-18 fiscal year and beyond.

Director & Chair Reports (Internal)

IV. VP Internal Report – Melinda Albright

- No report

Activities & Projects Director – Becky Rhea

- MAD Days was a success.
- There was a lack of communication and coordination and there were no volunteers requested to support First Day of School distribution of schedules.
- The Faculty & Staff Welcome Back Lunch (Chaired by Tori Curtis and Jill Peterson) was a success and enjoyed by all.
- Discussion of paper drive and potential tie-in to Open House.
- Need for parent volunteers to help distribute student photos taken during MAD Days during lunch was discussed. Emma Hosmer is the new Volunteer Program List Chair and will send out a request for volunteers as soon as possible.

Athletic & Arts Boosters Director – Nicole Taylor

- Working on contacting and getting information on the Booster Boards for both Athletics and Arts. All Boosters must provide contacts information for their officers and submit their by-laws and budget. Budgets for each booster are required to ensure spending within their approved budget.
- The need to hold a meeting with the Booster officers to communicate processes and procedures was noted.
- It was emphasized that the PA Internal Review Chair reviews/approves all Check Requests.

Protect Our Pointers Director – Pam O'Toole

- No report

Scholarships – Andrea Loewer

- No report

Campus Facilities Director – Gary Komo

- No report

Director & Chair Reports (External)

V. VP External Report – Scott Deschenes

- Two key Director positions – Public Relations & Fund Raising – remain vacant and are in need of people to step into these roles if we are to be successful in these areas in 2017-18.

Alumni Association Director– Kim Jessop-Moore

- No Report

Director of Communications—Tiffany DaSilva

- E-blasts are sent out on Mondays and Thursdays – all requests for inclusion in the E-blasts should be sent to plhsnews@gmail.com

Volunteer Programs Chair – Upcoming Activities – Emma Hosmer

- The use of Constant Contact as a tool to communicate to volunteers requests for as-needed/on campus support was discussed. Contact Emma through plhsvolunteers@gmail.com for future requests

Giving Campaign & Banner Sponsorship Fundraising Chair – Donna Schmidt (Interim)

- Banners: Consistent trend this year—a total of \$8,000 was raised (\$6000 for Class/Alumni Banners and \$2000 for Business Banners). This is before bank fees charged for on-line donations and banner production costs.
- Annual Giving Program: \$7,924 in donations has been received to date (compared to \$6,047.73 as of 6/30/17 last year), less bank fees for on-line donations.

Gifts & Grants Chair – Gina Vargus

- The Gifts & Grants process and timing for 2017-18 will be discussed at a future meeting.

VI. New Business, Roundtable, Announcements

- A calendar of events and activities of the Pointer Association was suggested to help people understand timing of roles and responsibilities for volunteer positions.

Adjournment: The meeting adjourned at 7:10 p.m.

Upcoming Pointer Association Meetings (held in PLHS Library), 2nd Monday of each month:

October 9, 2017	March 12, 2018
November 13, 2017	April 9, 2018
December 11, 2017	May 14, 2018
January 8, 2018	Date TBD for June 2018 End-of-Year Party
February 12, 2018	