

Quest PSA Meeting Minutes

August 27, 2019

Present: Karine Fiore, Roxana Naughton, Christina Magerkurth, Ninita Choksey, Dionne Penager, Sapna Garg, Kimberly Thompson, Rachel Zahn, Anne Sebastian, Grishma Shah, Miel Johnson, Tricia Reuter, Jen Vakharia, Manish Rege, GariLynn Swift, Effie Quaranta, Karen Dickenson, Jacque Negus

Meeting called to order: 8:04am

1. Welcome and Introductions

All members present introduced themselves and shared the ages of their students and what they most looked forward to this year.

2. Confirm new member votes

The Secretary confirmed that both Board nominees, GariLynn Swift and Manish Rege, were approved via email by a majority of the Board members.

3. Intro to Budget, Spending and Goals

The budget is being finalized and will be reviewed in more detail at the next meeting. Every Board member is receiving a copy of the tax-exempt letter to use when purchasing goods for PSA use. Please remember to submit receipts even if you are not requesting re-imbursement. You can receive a donation letter for tax purposes and it helps the school track donations.

4. Closet Update

Lorena provided an update on the cleaning and organizing of the PSA closet, teacher's lounge and the kitchen in the gym. Inventories and binders outlining contents are in each location. Please use these items before purchasing new ones. Also, please help keep the areas neat and organized. Hand towels are needed for drying items after clean-up.

5. Volunteer Status Update

Dionne began reaching out to new families individually in July at the Meet and Greet Picnic. She followed up with new families that she was unable to meet at that event and has now started working through returning families to introduce herself and explain volunteer opportunities in PSA. Moving forward, it will be important to coordinate hospitality and volunteer needs to ensure committee needs are met. As committees determine their food and volunteer needs, please communicate them to Dionne as soon as possible.

6. 2019-2020 Events review

The events list for 2019-2020 (available on the school calendar handed out the first day of school and online on the Quest website) was reviewed as well as committee assignments.

Roxy provided information on the first spirit wear event kicking off this week.

7. Breakout groups

Officers and committee leads formed small groups to discuss the events they are responsible for and begin planning for the year.

8. Upcoming events

The Lower School and Middle School Meet the Teacher nights are coming soon on 8/29 and 9/5 respectfully. Rachel will ensure set-up and clean-up of the Lower School event and Christy will coordinate the Middle School event. Food and beverage needs will be minimal and no additional volunteers are needed.

9. Administrative announcements

Karen – PSA Officers now have quest emails. These are to be used only for PSA business and Karen and Karine should be copied on all emails. Karen will act as liaison to ensure PSA updates are filtered to Jacque as appropriate and that school news is filtered back to the PSA.

Meeting adjourned at 9:12am