

Wednesday, September 14, 2022
ICGS Parents Club Meeting Minutes
7:00 PM Costello Hall

- I. **Call to order: 7:00 PM**
- II. **Special Guest: Father Tom**
 - a. **Opening Prayer**
 - b. **Perspective**
- III. **Introductions**
- IV. **Monthly Reports – Voting members**
 - a. President's Report: Shauna Brueggen
 - Recap of 21-22 Efforts and Vision for 22-23
 - 1. 21-22 fundraising results and teacher thank yous
 - 2. 22-23 Calendar
 - a. This calendar is FINAL and there is a lot on it
 - b. Must submit two weeks prior to May 2, 2023 for final 23-24 calendar
 - c. For reference, there is a big process to secure dates across facilities – across multiple stakeholders with Father Tom having final approval. Important to note that some seasons are busier than others and we need to keep in mind that the Gym, for example is hot commodity, in part because we share with ICCP – so multiple sports, events, etc. happening in there.
 - 3. Fewer, bigger, better
 - a. Ultimate goal for events is to streamline to fewer, bigger, better – what we can impact this year is TBD based on initiatives already underway but certainly impact for future
 - b. We will protect initiatives that drive community-building and that are family-favorites regardless of funds raised (e.g., Halloween event)
 - c. Looking at time vs. money – committee to recommend what we keep
 - 4. Communications and organization
 - a. Communications calendar + Canva training
 - i. Process for school communications: Marcie Wolbeck
 - 1. Chairs and committee leads to submit all inputs ASAP
 - 2. Link on Parents' Club portal with information for Knightly news or eblast AT LEAST 48 hours in advance, Canva preferred (will explore a Canva training at a future date for those interest)
 - b. G-drive
 - i. In process so everyone has access to all documents for reference when planning events – stay tuned for more info
 - c. Event recaps

- i. New template created to be completed for all initiatives: How to, roles, funds, raised key learnings
 - d. Website
 - b. First VP Report: Becky Bucolo
 - No update
 - c. Second VP Report (GiveSmart Coordinators): Julia Loftus and Christina Kanno
 - How to access GiveSmart in Knightly News
 - Let people know who to contact with GiveSmart questions and issues
 - d. Secretary Report: Betsy Bruen
 - e. Treasurer's Report: Val Kontos
 - "Healthy" balance
 - Email her with TOTAL expenses and receipts to be reimbursed
 - f. Room Parent Coordinators: Betsy Fahey, Megan Phillips, and Nichole Putz
 - Meeting was hosted Friday September 9, all room parent positions filled
 - Need clarification on end of year picnic date – Tuesday or Wednesday?
 - It was raised at the PC meeting that the day/date for the EOY picnic on the PC calendar didn't sync. In looking at the facilities calendar (linked here), the picnic is slated for Tuesday, May 30. The rain date is slated for Wednesday, May 31. Desire to connect with Hot Food ordering for picnic.
 - g. Raffle Chairs: Millie Carter, Mica Zgutowicz
 - 60% sold
 - Exploring expanding the cap in future
 - Exploring digital tickets
 - h. • Dinner Dance report: Christina Witt, Erica Landas, Jen Peterson
 - i. Director's report: any reception reports
 - o Preschool & Kindergarten: Liz Kruml
 - o Grades 1 and 2: (Reconciliation): Bridget Le
 - o Grades 3 and 4: (Bread Breaking) Nikki Pines
 - o Grades 5 and 6: (Confirmation) Megan Howrigan
 - o Grades 7 and 8: (Graduation brunch and ceremony): Catey Cohen
- 1900 Club report: Pat Ahern
 - Event coming up Friday September 16 – 100 golfers registered (about the same as last year)

V. Committee Reports

- a. Newcomer Mentoring: Anna Nehs, Claire Sayers, Liz Kruml
 - 75 new students, 20 new families, well attended events
- b. Sponsorship and Solicitation: Tim Schiller, Coco Beneos
 - Looking into bundling packages
- c. Marcia May Fun Run/Back to School Bash: Erin Fratella, Ann Hall, Lindsey Alandia
 - Net \$4,000, Plunkett very accommodating
 - Consider future of Fun Run fundraising at this time of year
- d. Flower Sales: Mary Mindak, Jessica Newell, Betsy Cello, Catherine Bartindale
 - A lot more to sell, announcement at mass, looking at other options
- e. Gift Wrap: Susan Skarda, Angela Wold, Carrie Tobin
- f. Cardio Club: Kaitlin Steele, Catherine Bartindale, Karlee Hauert
 - Begins in two weeks, permits ready to go
- g. DI: Ali Cahill, Kim Knable
 - Meeting Scheduled 9/15

- h. Halloween Trunk or Treat: Elizabeth Bulthuis, Sandra Grani, Angela Wold
 - Parking lot on York on 10/28 from 5:30-7:30 with 20-25 cars
 - Trying to plan alternative event for junior high kids
 - i. Book Fair: Kerry Doucet, Courtney Alfaro, Nikki Pines, Jenny Goel, Kristen Spiering
 - j. Dance Class: Jess White, Jayme McConnell, Daisy Shadid
 - k. Enrichment: Kaitlin Steele, Mica Zgutowicz
 - l. Fine Arts: Kristina D’Onofrio, Andrea Mostardi
 - m. Hot Food Days: Lori Teruel, Tess Hill, Alexis Bartucci, Jen Geiger
 - 2x/month (Roberto’s and Jersey Mike’s), potentially ordering through GiveSmart
 - n. ICGS Scrip: Mary Abrahamsen, Maggie Sokolowska
 - o. Membership and Hospitality: Jen Geiger, Liz Kruml
 - p. Parents Club Locker Administration: Jess White
 - q. Prayer Group: Elizabeth Bulthuis
 - r. School Play: Stephanie DiMarco, Fran Denekas, Maura Duckworth, Sarah Bedinghaus
 - s. School Supplies: Alicia Orr, Megan Faust, Maura Duckworth
 - t. Spirit Wear: Myra Leynes, Blair Telford, Megan HowrigOn, Michelle Harkan
 - u. Teacher Appreciation: Allie Kline, Bridget Le, Karrie Urso
 - Lunch delivered before school started, stocked teachers’ lounge, and ordered dinner night of open house
 - Amazon Wish List – room parents potentially circulate?
 - Potentially rotate grades to stock teachers’ lounge?
 - v. Uniform Exchange: Bertha Golem, Megan Howrigan
 - w. Vendor Fundraising: Rachel Murphy, Betsy Bruen
 - x. Website Coordinator: Varun Parekh
 - y. Community Meals: Courtney Alfaro, Claire Sayers
 - z. Walkathon: Valerie Stefik, Catherine Bartindale
- VI. School Board Liaison – Anna Nehs**
- Working on communication and open vs. closed meetings (up to Father Tom)
- VII. New Business**
- Buy-in dress down days – some concerns, to be further evaluated and addressed
- VIII. Voting Business**
- IX. Closing Comments and Adjournment: Shauna Brueggen**

Meeting Close

List of those attending:

Shauna Brueggen	Ann Hall	Nichole Putz
Betsy Bruen	Nikki Pines	Millie Carter
Lyndey Lytle	Megan Howrigan	Autumn McLaughlin
Christina Kanno	Emily Miller	Alicia Orr
Julia Loftus	Michelle Hall	Kaitlin Steele
Alina Cahill	Marcie Wolbeck	Anna Nehs
Tess Hill	Jenny Madding	Catey Cohen
Erin Fratella	Erica Hullinger	Courtney Fister Alfaro
Lindsey Alandia	Megan Phillips	Valerie Kontos

Elizabeth Bulthuis
Anne Vanderkamp
Micaela Zgutowicz