

Project Graduation

MINUTES

DATE:

9/20/16

PRESENT	Catalina Kirsch, Cathy Poppenwimer, Cindy Davis, Mary Welch, Terry Young, Lori Daigle, Susan Morgan
ABSENT	Sarah Kennett, Melissa LaRoche, Tina Sheehan, Tina & Jim Drouin, Jane Marie Kenny, Heidi Belle-Isle
NOTE TAKER	Catalina Kirsch
START TIME	6:00pm

MEETING END TIME	7:30pm
DATE OF NEXT MEETING	October 12, October 27
AGENDA ITEMS FOR NEXT MEETING	
SPECIAL NOTES	Open House at KHS Sep 27, 6pm

Agenda topics

Topic: Public Comment. None

Topic: Student Input. None

Topic: Secretary Needed. None at present. Catalina will put out a notice about Open House through the Alert Now system

Topic: List of students from KHS Office. As of the meeting list has not been shared from office. Catalina did create an unofficial list from the 2016 yearbook list of juniors, and excluding early graduates of 2016. List was shared among attendees at meeting.

Follow up: committee members to review list and help add known names of parent contacts for committee outreach efforts.

Treasurer report. Catalina Kirsch for Melissa LaRoche

DISCUSSION	Melissa reported by email: "Last year's class just got their final bank statement in and they need to reconcile it and then they will turn money over to us. I have checked with TDBank and they do not have a bank account set up for next year's class – 2018. So, I will check with Citizen's Bank tomorrow and see if they have one for it? If there are any parents there tonight that might know of someone in next year's class that might have served on the 8 th grade PA trip, that would be helpful – that way maybe we can track them down and figure out where the account actually is set up. I will need to know that info so that when last year's class does turn money over to us, they had asked for some of it to go to 2017 class and some to the 2018 class – so it could be paid forward."
CONCLUSIONS	We will look into Class of 2018 questions.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Catalina will ask Kelley Murphy, Deb Meader about Class of 2018 Philly Trip account	Catalina	Oct 12

Topic: Sep 8 Minutes review. Comments re: survey. Suggested edits: November due date for survey completion. December decision about event start time.

Topic: Poinsettia Fundraiser. Terry Young.

DISCUSSION	Information to kick off this fundraiser will be available at KHS Open House Sep 27. Focus of Open house will be outreach only. A new poster has been created. Order forms for parents can be available.	
	Student packets will be available for distribution soon after through reading break/ homerooms.	
	Sale period will be Sep 27 - Oct 21. Need volunteers to outreach to businesses in different geographic sectors of SAU 9. Intervale/Glen: suggest asking Darlene Drew(need someone to ask her), Nancy Kelemen(Cathy P will ask), Lynne Donohoe(Catalina will ask). Jackson: suggest ask Van Rossums Redstone/Conway: suggest ask Linda DiBrandi (Lori D will ask) Freedom: Suggest ask Kim Cyr. Also, suggestion to ask Brenda Canavari to help.	
CONCLUSIONS	Terry will follow up to recruit outreach help and individuals will also reach out as listed above.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
See minutes and recruit outreach volunteers.	Cathy, Catalina, Lori	ASAP in September
See Open House notes		

Topic: Open House Sep 27

DISCUSSION	Tasks discussed for Project Grad visibility at Open House Sep 27. See action items.	
CONCLUSIONS	See action items.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Open House set up & staffing.	Terry, Cindy	Sep 27
Request permission for table and speech to parents from N Moylan	Catalina	asap
Address parents in Auditorium during opening remarks	Mary	Sep 27
Student sign up flyer	Cindy	Sep 27
Poinsettia flyer. Send e-copy to Catalina	Terry	asap
Sign up sheet for bake sales	Mary	Sep 27
Find Project Grad Banner	Melissa	Sep 27

Topic: Shannon Door & Joe's Spaghetti Shed Fundraisers

DISCUSSION	At time of meeting Shannon Door tentative date Nov 3, Spaghetti Shed Mar 27. Cathy will confirm. Idea: to reach out to Theresa Sires/Graphics and Sandy Hall/Art and Marketing Teacher(Cindy will look it up) at KHS for student help to design flyers.	
CONCLUSIONS	See action items	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Graphics, Art & Marketing teachers	Cathy	Oct 12
Look up and share Marketing Teacher with Cathy	Cindy	asap
Confirm event dates	Cathy	Oct 12

Topic: Alert Now

DISCUSSION	Good time of year to send out first alert now message filtered to seniors/families only.	
CONCLUSIONS	Message should include general info about Project Grad, call for raffle items, call for volunteers, call for rewards program gift cards, notice of upcoming registration form to complete and return, call for student involvement.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create Alert Now message directed at Class of 2017	Catalina	asap

Topic: Movin' on Fusion

CONCLUSIONS	Follow up with Jeannie Limmer and Neal Weaver	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Susan Morgan will follow up with Jeannie Limmer and Neal Weaver	Susan	November

Topic: Settler's Green Black Friday. Cindy Davis. No update.

Topic: Bake Sales

DISCUSSION	Dates for bake sales	
CONCLUSIONS	See action items	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Coordinate baked goods for Fall Sports Awards meeting Nov 15, 5:30	Mary	Nov 15
Coordinate baked goods for Winter Sports Meeting Nov 14, 5:30	Mary	Nov 14

Topic Thanksgiving 5k

DISCUSSION	Plans underway. Insurance secured through Acidotic racing and website/online registration being developed. Prize donations sought for top finishers.	
CONCLUSIONS	Catalina will update committee	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Launch online event promotion	Catalina	End of Sept

Topic: Mass mail to Businesses

DISCUSSION	Suggestion that this time of year is the best for mass mailing to businesses to solicit donations of raffle items or other donations. Priority is to have a suggested 30 donations in preparation for first restaurant fundraiser in November organized by Cathy.	
CONCLUSIONS	The committee will work to ensure the first November restaurant fundraiser will have a supply of raffle items.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Locate last year's letter. Draft current year letter	Cindy, Catalina	October

Print addresses. Locate spreadsheet addresses. Ask Heidi Glavin.	Catalina	October
Need report of donations collected to date	Melissa	October

Topic: Student Deposit

DISCUSSION	Student deposit form needs to be updated for this year. Suggestion to send it out as an attachment with the parent survey about event start time or send it out with Report Cards. Suggestion to give students an opportunity to raise the \$40 to cover their registration.	
CONCLUSIONS	Committee decided that the amount of \$40 registration will remain the same. See action items.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update student registration form	Cindy	asap
Ask Leslie Sheaff about report card insert	Catalina	asap

Topic: Flatbread Fundraiser, Friendly's

DISCUSSION	Catalina filled out event request and submitted to Flatbread Co. Dates to choose from are Jan 3 and Feb 7. Catalina printed off information about Friendly's FR planning.	
CONCLUSIONS	Flatbread Fundraiser will be Feb 7. Friendly's event tabled for further discussion	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Confirm Feb 7 date with Flatbread	Catalina	asap

Topic: Yankee Smokehouse. Sarah Kennett. Sarah absent. No update.