

## IB PARENT ASSOCIATION (IBPA) EXECUTIVE BOARD MEETING MINUTES – January 3, 2019

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- I. **Introductions/Welcome:** Meeting was called to order at 6:32pm by Steve Whisenant, President. Meeting attendees: Ross, Lee, Grishma Ajmera, Tanya Flores, Maria Mason, Nathan Williams, Steve Smith, Steve Shook (IB Coordinator). Guest: Kathleen Dang-Pham
- II. **Approval of December Meeting Minutes:** Minutes were corrected to note that Steve Shook was at IB training not an IB conference. Nathan Williams motioned to accept the meeting minutes. Maria Mason seconded. The minutes were accepted as presented.
- III. **Review of Treasurer's Report:** Grishma Ajmera presented December's report. IB merchandise was sold, but there was no revenue because the order was too small. We did not send out a letter at the end of the year asking for support for IBPA, because of that we did not have any December donations. As a comparison we had \$450 in donations in December 2017 and \$1710 in January 2018. This led to a discussion about sending an annual letter. See bullet V.
- IV. **IB Coordinator's Report:** Mr. Shook did not have any grant or scholarship requests. Ross Lee asked about the number of sophomores leaving IB mid year. Seven sophomores left in December due to academic struggles, failing a class or a desire to leave. He shared that the number of IB applicants, 125, was down from previous years.
- V. **IBPA Donation Letter:** We had a discussion about the best way to reach out to people for donations. Nathan suggested that the way to reach people is to send out multiple mailings. Send a postcard early in the year, followed by additional information mid year and a formal letter at the end. Nathan volunteered to create the postcard and have it printed. This led to questions about what the USD259 print shop could accept because they put the addresses on. Mr. Shook was going to have Tina to look into that. The follow up is that you can't submit a preprinted postcard to the print shop for addresses. They have to print the postcard in its entirety.
- VI. **Senior Recognition:** Maria and Ross offered to be on the committee. We discussed sending a postcard to get more volunteers since we didn't have a lot of help last year. The following is a list of tasks and items needed:
  - Photo screen – discussed moving location for traffic flow
  - Decorate, serve, clean up
  - Pick up cakes
  - Powerpoint presentation – student pictures and college attending
  - Water – make sure it gets refrigerated on Friday
  - Need: plates, napkins, forks, balloons, center pieces
  - Food needed: chex mix, mixed nuts cookies
  - Signupgenius – send out in March and send a reminder, send link via email and remind
- VII. **New Business:** We discussed uploading all the IBPA information, so that it is available digitally. Ross volunteered to scan all the president, secretary, treasurer, IB senior recognition, holiday teacher and staff gift information so that it could be put on the IBPA Google drive.

Meeting was adjourned at 7:27pm.

Minutes submitted by Board Secretary, Tanya Flores