

## IBPA Minutes

December 5, 2019

Attending: Tanya Flores, Steve Whisenant, Steve Smith, Deborah Smith, Mini Siddique, Tamala Cocannouer, Jason Niblack, Sueanna Budde, Kathleen Dang-Pham, Anthony Au, Michael Boykins

Not attending: Ross Lee, Kirk Seminoff, Kristy Laufer-Nelson, Grishma Ajmera, Arti Gupta

Vice-President Tanya Flores called the meeting to order at 6:35 and presided in the absence of Ross Lee. The October minutes were approved as presented (Niblack/Cocannouer). Steve Smith presented the treasurer's report showing that we have a current balance of \$3,883.38. We have received \$1,560 in contributions since June 1, 2019 and have approved \$1,104.87 in expenses since August 1, 2019.

There was discussion about the best way to send out the year end letter asking for donations. We decided to mail a letter with a color photo letterhead to the parents of the 365 current students. This will be done through the district print shop. We approved up to \$300 to cover the cost of printing and mailing (Whisenant/S. Smith). The discussion then turned to how to reach out to alumni both to create an alumni database for networking with current students and to encourage donations. Deborah Smith will modify the parent letter and send to Mr. Boykins for his further changes. He will email this out to graduates based on his email list dating back over a decade.

Mr. Boykins presented a request for juice and doughnuts to be served to current seniors when they turn in their Extended Essays and received the traditional keychain. We approved up to \$40 to cover this expense (D. Smith/Niblack).

Mr. Boykins asked if it would be better for us to create a SignUp Wizard to handle food donations like this. Concerns were raised that it would be difficult for working parents to drop off food early on a school day, and school staff would be in an awkward situation if people forgot and they had no food to serve. The consensus was that SignUp Wizard works well for Senior Recognition when large amounts of food are needed, but that IBPA can continue to fund food for smaller events.

Mr. Boykins suggested that we add a new position to the board: Alumni Relations Officer. This person would maintain a database of IB graduates with name, contact information, college(s) attended and career. This would enable current students to reach out for information and insights as they consider their own future paths. After consulting the by-laws, it was determined that a committee of two can be created to address this without formally amending the by-laws. Steve Whisenant volunteered to work with Mr. Boykins on this.

There will be an all-IB Ace Time gathering in January to give out IB lanyards to juniors, zipper pulls to sophomores and to roll out new IB merchandise.

The meeting concluded with a discussion of topics for upcoming meetings. We decided on a "What's New" theme for January to address the new online enrollment process and answer parent questions about choosing courses and IB tests. The March meeting will have a theme of college/scholarships. We did not choose a topic for February. The next meeting will be on Thursday, January 9, 2020 at 6:30 p.m. in the library. Tanya will talk with Tina about the timing and wording of the reminder messages going out to parents.

The meeting was adjourned at 7:35. Afterwards, we packed holiday treat bags for IB faculty and staff.

Respectfully submitted,

Deborah Smith, acting secretary