

# WSPA Executive Meeting Minutes April 26, 2017

Respectfully Submitted by Lee Anne Weaver, Secretary

Time: 8:40 a.m.

April 26, 2017

**Attendees:** Ashley Shepard, Amy Norris, Julie Collins, Lee Anne Weaver, Andrea McKnight, Melanie Kiser and Carmen Greenberg.

## **Call to Order/ Welcome by Co-President Amy**

**Old Business:** Minutes from the February 23, 2017 Executive Committee meeting were read by Lee Anne. The Minutes were approved and passed after the removal of duplicate Thankful Basket information.

## **New Business**

### **Executive Committee Reports:**

**Treasurer's Report by Julie:** Our current SunTrust checking account balance is \$100,030.19. The Webb general ledger account has a negative \$38,453.68\* balance after the teacher's bonus was paid through Webb payroll. (That amount is owed back to Webb.) The WSPA's net cash balance is \$61,576.51.

\*The \$21,286 gala charge paid to Embassy Suites out of Webb's cash account, but charged to the WSPA general ledger account is included in the negative \$38,453.68 owed to Webb. A portion of that will be credited back to the WSPA since part of that expense was for the Board of Trustees' meeting room and not for the gala.

Our known additional expenses for the year are estimated to be \$600.00 for Snack Depot and \$2,500 for The Faculty Enrichment Award. After these anticipated expenses of \$3,100 and a \$25,000 operating capital amount which will remain in our bank balance for next year's operating expenses, our *estimated* cash balance for school improvement projects is \$33,476.51.

Julie shared an estimated project costs report to help begin the discussion of how we might allocate \$33,000 for a project(s) to benefit everyone at the school. (Discussed further under Allocating Project Money below.)

It was noted by all again that our WSPA dues of \$20 per family does not cover costs for our regular events. Discussing the pursuit of an increase was tabled for a future meeting.

Note: Melanie should turn in her expenses for homecoming bouquets, fall decorations, and Christmas decorations.

Julie will be completing her two year term as Treasurer, but will remain a Member At Large. If Susan Van Buskirk is not able to assume the Treasurer's position, then Lori Schuler, our current Co-Vice President, has agreed to fulfill the need. Many thanks were given to Julie for all her conscientious, reliable work as our Treasurer.

The best way to manage check signatures on checks was discussed. We need to have a manageable way to disburse checks with two approved signatures in a timely manner. It was confirmed that Mr. Iorio prefers to be the second signature on all checks written even though the account allows for two approved bank signature card signers to sign the checks. Because it is difficult to make the signature card changes (which requires all parties present on site at the bank) the signature cards have not been recently updated. Who may be the best candidates to become the new bank signors was discussed, but not finalized. One possible solution was: the Co-President Elect and the Treasurer, along with the designated Webb signor so the signature cards won't need to be updated quite as often.

### **Helpful Financial Suggestions by Ashlea Shephard:**

It was agreed that no parent or committee member should have to use their own money or personal credit card to fund

events and then receive reimbursement. Ashlea recommended asking for a WSPA debit card to use for these situations. She plans to talk to Administration about the possibility of having one and how to handle the security of the card.

**By-Law Review for Officer Terms:** Amy and Ashley co-Presidents requested we formally adopt the optional guideline set forth in our By-Laws as stated under Section 4: Re-election, Terms and Vacancies which allows the for option for any elected WSPA officer to serve one additional term. (Serve a two year presidency) A motion was made and passed.

**Snack Depot:** The WSPA is looking forward to Pam Sweeney and Christie Weaver managing Snack Depot for the second time. Emails will be sent along with an article in the newsletter asking parents to send in treats for the students May 23<sup>th</sup> and 24<sup>th</sup>. A request was sent to the maintenance department to check the oven since it was not working too efficiently last December.

**Uniform Exchange updated by Andrea:** Seniors' and International students' uniform turn-in dates are May 17<sup>th</sup> & 18<sup>th</sup>. All-School uniform turn-in dates are May 24<sup>th</sup> in the spring and August 5<sup>th</sup> and 7<sup>th</sup> in the fall. The pre-sale for those who work Uniform Exchange is Wednesday evening, August 9<sup>th</sup> from 6 to 8pm. All-school sale dates are: Thursday evening, August 10<sup>th</sup>, 6 to 8 p.m.; Friday evening, August 11<sup>th</sup>, 6:30 to 8:30 p.m. after the Welcome Home Social and Saturday, August 12<sup>th</sup>, 9 a.m. to 2 p.m. during Orientation.

Emails will be sent out to notify parents of the uniform exchange sale dates with links to the instruction flyers. Information will also be posted on Facebook and the school website.

Andrea's request to purchase tubs and index cards for the Uniform Sale was approved. She will place containers in the dorms May 17<sup>th</sup> & 18<sup>th</sup> for students to donate uniforms they no longer need, and will check the lost and found for unclaimed uniforms on the last day of school, May 25<sup>th</sup>.

Carmen offered that the Dennis contract for uniforms has not been renewed, but is in effect through the 2017-18 school year. It is not known at this time which company we will be using for the 2018-19 school year. Andrea has a meeting next week with Mr. Broadhead to request we take all items for the uniform sale this year since we lost uniform sales revenue last fall by excluding skirts.

**Welcome Home Social (co- hosted by the WSPA and the Webb Headmaster on Friday, August 11<sup>th</sup>):** It was suggested we have more activities for the younger children during the Welcome Home Social held the night before Orientation next fall. Inexpensive ideas like chalk or bubbles would be easy to do. The Social was perfect for introducing the different disciplines at Webb so families could ask questions and be familiar with them before Orientation. It may be a good idea to discuss a little more about upcoming events during the social like uniform exchange, gala, etc. and introduce officers and chairs.

More was discussed about the pros and cons of the having social events the week before school so parents could ask questions about last minute things. We talked about Webb families' hosting events on private property noting that it is done at other schools. While it is a wonderful idea, the cons were that having the social anytime sooner than the night before Orientation would exclude all borders and many day students.

**Community Outreach:** Having a number of our families recently experience unfortunate happenings, the officers further discussed (continued from previous meetings) the development of an Outreach Program for families who have needs (health issues, accidents, loss of loved ones). Coordinating food, flowers and cards could be accomplished best and more cost efficiently by volunteers who send cards and prepare meals from home. Steps discussed to accomplish this: 1.) Initiate with a phone call to the person "May we provide a meal, etc.?" 2.) Ask volunteers to provide a meal. 3.) Send a card.

**Discussions About Allocating Project Money:**

All voted to spend \$33,000 allocated funds on a school project. We explored student/staff requests and wanted to give to the school where it would benefit all.

PAWS is getting a new concrete pad for its new concession stand. Ashley Segroves' father is donating all the needs for

that project. Many Thanks!

We discussed how the allocated money can be divided and where it needs to go. All officers had great suggestions which would accommodate this goal. A few discovered the new dorm complex could use new sidewalks (\$4,000) and lighting for that area (approx. \$2,000 per pole), Others spoke to maintenance about ideas where additional items could enhance certain areas for example; portable basketball hoops, additional picnic tables, sturdy wood- type chairs, porch swings etc.

More research needs to be done to find actual cost of each suggestion and to see if maintenance has used all the picnic tables around campus that they have in stock. We need final costs for the following items on order to finalize our upgrade plans at the next meeting.

2 basketball goals -Ashlea

Additional umbrellas for picnic tables-Amy

Picnic Tables –Melanie

Concrete sidewalks -Carmen

Light poles...actual cost for each one -Carmen

Portable Chess Board -Melanie

Porch Swings –Julie

Adirondack chairs -Melanie

**The final WSPA General Meeting will be held May 24<sup>th</sup> at 1pm after the final Snack Depot in the A & D building. ALL members are invited to participate. New officers will be voted on at this time.**

Adjourn: 12 noon