

**Point Loma High School – Pointer Association
General Session Meeting
Meeting Minutes
May 8, 2017, 6:00 p.m.**

Respectfully Submitted by: Donna Schmidt, Secretary

In Attendance:

PLHS PA Officers:

Brant Brockett, President
Scott Deschenes, VP of External
Tacy Armstrong, VP of Internal
Tom Xitco, Treasurer
Donna Schmidt, Secretary

PA Board of Directors:

Angelica Wilson, Arts Booster Director
Julie Bass, Athletics Booster Director
Alisa Barba, Public Relations Director
Kim Jessop-Moore, Alumni Director
Vickie Moats, Assistant Communications Director

PLHS Representatives and PLHS Staff: Sarah Brandl (Counseling), Amy Denney (Faculty)

PA Community: Leigh Burdine, Kathee Weisenberg, Jennifer Hartz, Terri Webster, Karen Duvall Meyer, Gina Vargus, Laurie Benham, Becky Rhea, Jen Doud, Chrissy Pickett, Darren Correia

Call to Order: Meeting called to order at 6:05 p.m. by Brant Brockett, President.

I. Introductions and General Business:

Introductions: Attendees introduced themselves to the group. It was noted that a quorum of Board of Directors was present.

Open Positions: Two PLHS PA Board of Director positions have remained open throughout the 2016-17 school year and were noted: Fund Raising Director and Activities & Projects Director. In addition, several other Board of Director positions will be open for 2017-18 due to parents with students who are graduating or other reasons. The following additional Board of Director positions will be open for 2017-18: Vice President Internal, Communications Director, Arts Booster Director, and Athletics Booster Director. Several other people in attendance noted that they have graduating seniors and will no longer be active in the PA in 2017-18: Laurie Benham, Vickie Moats, and Karen Duvall-Meyer.

Meeting Minutes: The meeting minutes are uploaded to the digital filing cabinet. The meeting minutes of the PLHS PA dated April 10, 2017, were reviewed, and the following actions were taken. There was a motion by Scott Deschenes and seconded by Gina Vargus to approve the minutes of the PLHS PA Board of Directors and General Session Meeting, dated April 10, 2017 as written. Motion carried unanimously with all in favor, none opposed, none abstained.

II. School Reports

Principal's Report (given by Sarah Brandl in Hans Becker's absence)

- Planning for MAD Days for the 2017-18 academic year. The office could use some help in preparing packets for the coming school year – contact Esther Rodriguez.

Faculty Representative Report

- No report

ASB Report

- No report

Head Counselor Report –Sarah Brandl

- Standardized tests coming up for sophomores and juniors – 8 block days beginning on May 18.
- AP Testing has been going on for two and a half weeks and will be ending on May 19, 2017.
- 6/1/17 – underclass awards event (check Counseling page on PLHS website).
- 6/8/17 – senior awards event (check Counseling page on PLHS website).

Athletic Director Report (given by Sarah Brandl in Alex Van Heuven's absence)

- Ribbon cutting lights event to be scheduled later in the month to celebrate the completion of the installation of lighting on field.
- Noted POP Sports physicals have been scheduled on campus on Saturday, June 17. Parent volunteers are needed to help with this event. Suggestion to have a Pointer Association Table at the event similar to what was done last year.
- Discussion on the status of the gift & grant award approved for door wrapping doors was held along with discussion of funds earmarked for the Lighthouse. If Gift & Grant money is to be used for something other than what was submitted (door wrapping), it would need to be resubmitted next year. There was discussion about finding another more reasonable contractor to do the door wrapping. It was noted that there are earmarked funds for the Lighthouse in the PA budget.

III. Treasurer's Report – Tom Xitco

- Gifts & Grants check requests for 2016-17 are due by 5/15/2017. Discussion was held about starting the Gift & Grant process for 2017-18 earlier in the school year in the coming year and moving the deadline to spend funds earlier rather than leaving until so late in the school year.
- Scholarship checks issued from 2015 that have never been cashed are being reviewed and awardees contacted to follow up. Checks will be cancelled and reissued as determined based on outcomes from discussions with awardees.
- Earmarked funds with no activity are being reviewed.
- Financials for the PLHS-PA were presented as of April 30, 2017.
- Bite of Point Loma utilized Paypal and Square successfully for the 4th Annual Bite of Point Loma event.

III. Treasurer's Report – Tom Xitco (continued)

- Audit completed by Kirsten Wade for 2015-16 year and review of recommendations needs to be made along with signing of the letter accepting the audit. Tom will bring this letter to the June meeting for signature.
- Reported that there are three Point Loma High School Pointer Associations bank accounts at US Bank (one checking and two savings accounts) that do not have current PA Officers listed as authorized signatories. Carleen Berry (former Treasurer), along with Heather Lutz (former Secretary) and Kevin O'Beirne (former President) are listed on the account. This needs to be updated by Board of Director approval. It was discussed and agreed that two current PLHS PA Officers as signatories be added: Tom Xitco (Treasurer) and Brant Brockett (President) and that Tom would contact the US Bank office in order to determine what is needed to update these records. The banking details are as follows:

US Bank Checking Account 1
US Bank Savings Account 1
US Bank Savings Account 1

There was a motion made by Kim Jessop-Moore and seconded by Julie Bass to approve Tom Xitco (Treasurer) and Brant Brockett (President) as authorized signatories for US Bank accounts as noted above. Motion carried unanimously with all in favor, none opposed, none abstained.

Director & Chair Reports (Internal)

IV. VP Internal Report – Tacy Armstrong

- Discussion was held regarding the 12th Annual History Award ceremony to honor student achievement in academic subjects and banquet celebration which is scheduled for June 1st from 6:00-8:00pm at the Bali Hai Restaurant on Shelter Island. It was noted that there is money in PA earmarked funds set aside for this event.
- A communications e-mail should be sent out to remind Boosters to deposit money before year end, and to request reimbursement of expenses.
- The need to rent tables and chairs for the Faculty/Staff Appreciation luncheon in the Small Gym on Thursday, May 11, 2017, was brought forward (the need for the tables and chairs is due to AP Exams using the tables and chairs in the Library). Following discussion, there was a motion by Julie Bass and seconded by Angelica Wilson to approve up to \$250 for the rental of tables and chairs. Motion carried unanimously with all in favor, none opposed, none abstained.
- A request to reimburse faculty member Stephen Guthrie for the purchase of Lego bricks for the AP Environmental Science Class was discussed. There was a motion made by Tacy Armstrong and seconded by Scott Deschenes, to reimburse Steven Guthrie up to \$310 for the purchase of these materials which can be used year over year. Motion carried unanimously with all in favor, none opposed, none abstained.
- Tacy noted a new seal for the PLHS Pointer Association was prepared with the assistance of Kelly Greene, Graphic Artist, and is available for use as needed.

- The Restated Articles of Incorporation of Point Loma Foundation and Alumni Association, along with the 3rd Amended & Restated Bylaws of Point Loma High School Pointer Association were distributed and presented as a final draft. These documents were prepared by Tacy Armstrong with help of Parliamentarian Carrie Spillane and review by members of the PLHS Pointer Association Board of Directors at the April meeting. A few changes and edits were made and agreement was reached on those changes and edits.

Following review and discussion, there was a motion by Tacy Armstrong and seconded by Donna Schmidt to approve the Restated Articles of Incorporation of Point Loma Foundation and Alumni Association, along with the 3rd Amended & Restated Bylaws of Point Loma High School Pointer Association as amended. Motion carried unanimously with all in favor, none opposed, none abstained.

Athletic Boosters Director – Julie Bass

- No report

Arts Boosters Director– Angelica Wilson

- Rhapsody on the Point is scheduled for May 12th at Humphreys with tickets on sale now along with an on-line auction continuing to a silent auction at the event.

Protect Our Pointers Director – Eleanor Snyder/Pam O’Toole

- No report

Scholarships – Andrea Loewer

- No report

Volunteer Programs Chair – Upcoming Activities – Laura Verhees

- No report

Campus Facilities Director – Gary Komo

- No report

Director & Chair Reports (External)

V. Vice President of External Report – Scott Deschenes

- 4th Annual Bite of Point Loma a success (see report by Karen Duvall Meyer).
- Following up on Alumni accounts with Kim, Tacy and Tom.
- Gifts & Grants for 2016-17 almost complete; some Gifts and Grant Awards have not been submitted/no check requests (Gina Vargus is following up).

Bite of Point Loma Chair Update – Karen Duvall Meyer

- An update was given on the Bite of Point Loma event held on Tuesday, May 2nd, at Liberty Station from 5:30-8:30 p.m. by Karen Duvall Meyer. She noted that tickets sales were \$6,580, on-line auction was \$5,435, raffle generated \$1,163, \$30 in hat sales and \$315 in donations. The event grossed \$13,533.00, less expenses of \$1,732.06, left a net revenue of \$11,800.94. The Pointer Association thanked Karen for her leadership of this event and the fantastic results. Also thanked were Paula Cohen who managed the on-line auction on 32auctions and raffle ticket sales at the event, Andrea Justus who coordinated

promotional materials and Kelly Greene who produced them, Gina Vargus who led the solicitation of donation of auction items with the help of Jen Doud and others, and Becky Rhea who helped with getting volunteers to work the event (Football team members) and other organizational and communications for the event. JROTC did a great job of performing at the event, along with music by the PLHS Vocal Point Choir. Everyone appreciated having the PLHS Football players help out along with so many parents who volunteered their time and talents to make everyone feel welcome and the event a great success.

Alumni Association Director– Kim Jessop-Moore

- Discussed Alumni class accounts and their status and utilization.
- Noted 1976 PLHS Alumni Jeffrey Bennett, Astrophysicist will be giving a lecture at PLHS on global warming on June 1st at 7:00 p.m. in the PAC. A Larry Zeiger hosted reception will follow.

Director of Communications (Tiffany DaSilva / Vicki Moats)

- No report

Director of Public Relations – Alisa Barba

- Requested information be submitted for potential stories to publish: oldest living alumni, counseling report on PLHS students who've been accepted to prestigious universities, scholarships granted to students, ribbon cutting for the field/lights, etc. Requested information on what the Pointer Association has accomplished this year for the "What's Up with the Pointer Association" series.

Giving Campaign Chair – Diane Sullivan

- No report

VI. New Business, Roundtable, Announcements

- Discussion was held on a date and time for the June Pointer Association meeting and year-end social. Jen Doud is Chairing this event. Information about this event will be finalized and sent out to the PLHS Pointer Association community.

Adjournment: The meeting adjourned at 7:15 p.m. The Social Host Ordinance Workshop was held immediately following the meeting.

Upcoming Pointer Association Meetings (held in PLHS Library), 2nd Monday of each month:

June 2017 - Year-End PA Social – June 11, 5:00 p.m. – Invitations Sent Out
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