



9/19/05 Board Minutes

Present: President Steven Wallace – Secretary Dan Nannini – Treasurer Mark Sieke – Dance Donna Thayer – Film Jade Singer – Music Kathy Wexler – Theater Kathy McConkey – At Large Mark Rubin.  
Absent: VP Deborah Myers, AVPA ED Tony Spano/Darryl Hovis

| Issue                                                                                                                      | Person                     | Discussion summary, Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Old Business &amp; Reports</b>                                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1. Approve minutes from 9/5                                                                                                | Dan                        | Unanimously Approved with no revisions!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. Orientation meeting recap                                                                                               | all                        | Well received. Kathy M will get info packets to dept heads to get to parents that did not come. No one volunteered to take over the web or escrip. Kathy W. offered to take over as escrip coordinator & Amazon link marketer. Steve will change the escrip contact info to reflect this.                                                                                                                                                                                                                                               |
| 3. Parent/alum/community database                                                                                          | Kathy Mc                   | Parent is setting up web based data base, Trudy is doing input along with Kathy M. Steve will put link on AVPA website.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. Organizational Documentation - IRS filing done, next steps                                                              | Mark S.                    | IRS Papers were filed last week. Mark will e-mail scanned copies to Steve to post in board only site.. He will file appropriate forms with State Attorney General's Office by 9/30/05 and with the franchise tax board by 10/31/05.                                                                                                                                                                                                                                                                                                     |
| 5. Donation letters - Alumni/ follow up?                                                                                   | Debbie, Kathy W.           | Debbie hand addressed & mailed 70 donor letters to alum families & sent 5 w/o addresses by email.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6. Donations Procedures<br>a. Acknowledgment letters<br>b. Parent passes (make, send)<br>c. Kathy's note (depts, honoring) | Dan, Mark S., Steve, Kathy | Dan will get donations from PO Box, make copies of the checks, make a deposit, send check copies to Mark and names of donors to Steve, and send a thank you letter. Steve will post on web. Donna will make donor list to put in programs. "In honor of" statements will be put in parenthesis after the donor's name. Steve will get Annual Pass from Stacy, give it to Dan, who will then mail to donors. Donna will look into rubber stamps with AVPA log and address for envelopes; Steve will email her the jpg file of the logo.. |
| 7. Best Buy application, update                                                                                            | Jade                       | Moving forward. Jade still progressing and must meet a September 30 <sup>th</sup> deadline. Mark R. will review/comment before it is submitted.                                                                                                                                                                                                                                                                                                                                                                                         |
| 8. Update on AVPA \$\$ needs - 7 <sup>th</sup> period, etc.                                                                | Steve, all                 | Money earmarked for specific programs is acceptable and welcome, although the preference is for unrestricted donations/grants that can be used where there is the greatest need. Group disappointment about teachers 7 <sup>th</sup> period dilemma.                                                                                                                                                                                                                                                                                    |
| 9. Liaisons - Ed Foundation, Booster club (?), Sony, Inez, AVPA Advisory Board. Invite Janice Pober, Jim Knight?           | Steve, all                 | We will try to invite these folks to a portion of our foundation meetings, when appropriate. Kathy Mc. will work with Ed Found., Steve with Sony, Mark Rubin with Inez, and Jade with the Booster Club. Steve will with with Hovis to invite Pober to next Foundation meeting..                                                                                                                                                                                                                                                         |

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| <b>New Business</b>                                                                                                                                    |         |                                                                                                                                                                                                                                           |
| 10. Donation letters - Current Parents                                                                                                                 |         | A second mailing by Kathy W and Donna will be sent, first an email, then snail mail a few weeks later.                                                                                                                                    |
| 11. Getting other volunteers involved                                                                                                                  |         | Fifteen parents volunteered at the Orientation, and will be sent an email by Steve saying we will be in touch. At the next meeting we will circulate the list and decide how to include them.                                             |
| 12. Grant target review                                                                                                                                | all     | Kathy W. is looking at ASCAP and Mockingbird & will contact Tony for project that fit their funding. Kathy Mc. will be looking at Ahmanson. Mark Rubin will review any grants if requested. Donna will check Kaiser Foundation for Dance. |
| 13. Organizational Issues<br>a. Method to replace Art member<br>b. Method to select alternates (3.09d)<br>c. Advisory or honorary committee (see 4.02) | all     | Debbie was unanimously elected to the Art position.                                                                                                                                                                                       |
| 14. Set monthly meeting date/place                                                                                                                     |         | Next meeting is Monday, October 17 <sup>th</sup> at 7:30pm at Dan Nannini's house. The third Monday of the month will be set as our standard meeting date.                                                                                |
| <b>Additional items</b>                                                                                                                                |         |                                                                                                                                                                                                                                           |
| Major fundraising event                                                                                                                                | Mark R. | This was a carry over from the last meeting. Steve reported someone at the orientation mentioned that Sony was interested in hosting a fundraising event. This should be raised when Janice comes to a Foundation meeting.                |

