

Redwood Day School Parents' Association Minutes for the Executive Board Meeting of September 14, 2009

Attending Board members: Margaret Gee, Michelle Wilson, Brenda Kienan, Laura Abrams, Tracey Borst, Mike Riera (Ex-Officio Head of School), Tony Rimac, Andrew Tilin, Tim Boucher, Debbie Degenshein

1) Welcome

Margaret welcomed Board members and other members of RDS and the RDSPA.

2) August 2009 Meeting Minutes

Minutes from the August 20, 2009 RDSPA executive Board meeting were approved.

3) Governance Committee Update

George Horton provided an update on the governance committee. The committee continues to seek feedback on a summary document that defines a revised framework and structure of the Redwood Day School Parents' Association. The committee also continues work on a "policies and procedures" document, which will describe operations of the RDSPA under the revised structure. George hopes that the committee will complete the "policies and procedures" document within the first half of the 2009-2010 school year. Ultimately the committee will propose revisions to the RDSPA bylaws.

3) RDSPA Budget Overview

Tony reviewed the RDSPA 2009-2010 proposed budget. Several PA committee chairs present at the meeting provided details of their budgetary needs for the upcoming school year.

Tony explained that the proposed budget's expenses were greater than projected revenues. Tony also explained that the RDSPA currently has approximately \$60,000 in savings, which he characterized as a relatively large figure. He suggested that such savings be kept in mind when considering the proposed budget.

Tony moved that the proposed budget be adopted as drafted, with adjustments made for additional scrip income (approximately \$2,000) and additional coffee committee expenses (\$500). The budget would have a net income of -\$15,850.

The motion passed. The budget will be presented at the RDSPA general membership meeting on 10/6/09 for final approval.

4) Revised Committee Descriptions

Brenda presented rewritten committee descriptions for the Spring Gala/Auction and Merchant Rebate Programs.

She moved that the rewritten descriptions be adopted; that they replace any existing versions of such committee descriptions in the RDSPA bylaws (specifically amending "Addendum A"); and that they be posted to the RDS website.

The motion passed.

5) RDS/RDSPA Communications Policies

The Board and other members of the RDSPA discussed communications policies. Several questions/comments addressed the Friday Folder's shift from paper to electronic distribution. Would the new format hinder communication (limitations on the design of notices and announcements)? Improve it (the potential to add photography and video)? Everyone agreed that the electronic Friday Folder will continue to evolve, based in part on input from the community.

Members of the Board and RDSPA also discussed the most effective ways to communicate via email, flyers, and posters. Policies were discussed but not set; the group agreed that debate and discussion over such matters should continue.

END