

Redwood Day School Parents' Association Minutes for the Executive Board Meeting of August 20, 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

1) Welcome

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

2) June 2009 Meeting Minutes

Minutes from the June 9, 2009 RDSPA general meeting were approved.

3) Treasurer's Update

Tony gave a budget overview; he explained that the PA budget's expenses largely fall into two categories: PA committee expenses and school support. The RDSPA continues to run on an interim (August-October 2009) budget. Tony will preview the 2009-2010 budget at the September 2009 RDSPA meeting.

4) Revised Committee Descriptions

Brenda presented rewritten committee descriptions. She moved to adopt the revised committee descriptions, replace the committee descriptions in the RDSPA bylaws with the revised descriptions, and to post the revised descriptions on the RDS website.

A discussion followed, and the motion was amended to include a revision of the governance committee description.

The motion passed.

5) Communications Guidelines

Brenda presented a bulleted, two-page document: "RDSPA Communications at a Glance." Brenda condensed the guidelines (from four pages) to make them easier to understand and to reference. Brenda moved to adopt the Communications at a Glance, to distribute them to committee chairs, and to post them to the RDS website.

A discussion followed, and the motion was amended: The document would also be distributed to room parents and to the RDSPA Executive Board. Flyers should only be distributed with approval of the RDSPA communications secretary.

The motion passed.

END