

## P.A.S.T. BOARD MEETING

January 3, 2012

**ATTENDANCE:** Diana Dunn, Susie Mallard, Susan Caffery, Michelle Rieger, Joe Castagna, Hira Srivastava, Nell Sagehorn, Jeanette Peirce, Hanbo Wang, Mary Lignieres, Jenna Hale, Rajee Hari, Lisa Stevens, Jeanette Jones, Tammey Scarborough, Val Martin, Rob Menees, Ralph DiGuilio, Jennifer Frangos.

Meeting called to order at 6:05 pm by Diana Dunn, PAST President.

Minutes from the December 6, 2011 PAST meeting were reviewed. **Jennifer Frangos made a motion to approve minutes from November 1, 2011 meeting as presented. Tammey Scarborough seconded the motion. All voted in favor to accept Minutes as presented.** Secretary will send approved minutes to Communications to be added to AST website.

### **PRESIDENT'S WELCOME: Diana Dunn**

- Jeanette Jones and Val Martin described the nominating committee activities from last year. Diana is looking for qualified volunteers to be on the committee, as well as for potential board members. See PAST Bylaws for qualifications. Diana will contact Steve Turk and Judy Jensen as potential volunteers. Hira Srivastava, class of 2015 co-rep, has also volunteered to serve.
- Senior Banquet: Jeanette Peirce reported there is no new information. Next meeting is Wed. January 18 at 10 am at Panera on FM 242. Dr. Caffery offered the AST office as a meeting site and offered her insights and opinions. Jeanette clarified that all PAST members and their families would receive the same PAST member banquet discount price. It was decided that no gifts were required for neither Mr. Ullrich or for Mr. Perzan, at the banquet. **Tammey made a motion that PAST would pay banquet ticket costs for present and retired AST teachers. Hanbo seconded the motion. All voted in favor.**

### **VICE-PRESIDENT: Michelle Rieger**

- Class representative news: Freshman plan to go to McAlister's next Thursday after half day schedule. Sophomores are planning to go to CiCi's pizza. No plans presently for Junior and Senior classes. Jeanette Jones asked that ASU class reps help advertise to the students for these events.
- Parent panel for the upcoming potential class of 2016 students are full. Other volunteers contact Diana or Michelle. Interviews include three sessions, at 6, 7 and 8 pm. Plan to be there from 6-9 pm.
- Alumni chairperson: Rajee Hari. No new alumni have registered nor donated recently. Alumni pizza reception was posted on the Facebook site. David Mendoza, AST parent, volunteers his time to assist with building the Alumni Facebook site. Rajee has found many contact information discrepancies. Hanbo will email her directory lists for some assistance. Rajee will invite AST teachers to join Facebook page as well. It was suggested that current Seniors be given Alumni site information. It was also discussed to plan Alumni event to draw

more “friends” to the account. Rajee will be present at the annual alumni reception to input any alumni names into her laptop during the event.

- Scrapbooking chairperson: Kathy Jacobsen was not present.
- CP-PTA/PAST liaison report – Sumana Rajagopalan was not present.

#### **TREASURER’S REPORT: Susie Mallard**

- See attached financial reports from December 2011.
- Susie noted that the number of memberships and donations is still less than last year at this time, while other income is up. Looking to spend this money by purchasing new AST computers, other wish list items and the Senior banquet.
- Compass bank will waive the \$3/hardcopy financial statement charge. Treasurer will continue with usual procedure for review and confirmation of monthly financial bank statements with President.
- Joe Castagna assisted Susie in preparing a spreadsheet showing the total income from logo items, minus the expenses, to compare against the income/expense items previously budgeted before increasing the budget to cover the higher cost of logo items this year. Amongst other information, it was confirmed that the present budget was adequate to cover logo item expenses, that we could make even more profit with more informed pricing strategies. We made \$1617.62 in profit. **Susie made a motion to approve the December 2011 budget as prepared. Nell seconded. All voted to approve.**

#### **HEADMASTER REPORT: Dr. Caffery**

- See attached report for details and schedule of upcoming events.
- Requested 8 AST mugs for CISD Board appreciation.
- Financial aid night is January 17 at 6:30 pm in CP auditorium.
- Science Fair registration happening now. Still need judges for all events. This is a good way to get to know the AST teachers.
- AST interviews for class of 2016 will be Jan 9, 10, 17 from 6:15 to 9pm. in LGI. Dr. Caffery will provide pizza for student assistants. PAST hospitality will please provide cookies and drinks for approximately 185 interviewees. Similar to last year, 75 of those will be invited to join the AST.
- Coffee with the Headmaster January 6<sup>th</sup> at LGI from 9-11 am. Topics for discussion will include class scheduling for 2012-2013, stats for class of 2012, results from Kaplan survey.
- Fundraising survey results from 57 responses: please see Headmaster report. Plan to use ASU to advertise school/social events. Jeanette Peirce says Pie Sales profits will be sent via check from Pie Town. Consider combining CP and AST on logo items for next year?
- As CISD has cut travel from their budget, Dr. Caffery asks for assistance with her travel costs to the NCSSSMST conference. Dr. Caffery is on the board. AST has been a member for the last 20 years, one of the founding members. **Tammey made a motion to reimburse Dr. Caffery for her January 2012 trip to Florida for NCSSSMST conference, not to exceed \$750. Rob seconded. All voted in favor.** It was discussed that PAST would like to support the teachers for training and travel. Seeking grants for this expense would be valuable. Dr. Caffery will provide list of training and meetings opportunities for staff, including recurring

events, both in and out of state, as well as other NCSSSMST conferences she needs to attend to remain in good standing as a board member.

- Wishlist: AST needs new laptop computers - Replacement of two carts with 30 computers each. About \$400/computer. Rob Menees met with Dr. Caffery before Christmas to discuss computer specifications required and costs. They will present a prioritized list at next meeting of wish list items for Board purchase consideration.
- Discussed fundraising activities involved with businesses owned by AST parents. Will consider each opportunity as presented to the Board.

#### **SECRETARY : Jennifer Frangos**

- Discussed ways to develop relationships with faculty and parents and PAST board. Dr. Caffery will invite teachers to wear their name tags at events, will introduce teachers when they are present at events. Consider inviting teachers to PAST Christmas party and social fundraisers, to Exploration tours, lectures and to present at lectures. Dr. Caffery mentioned that Science Fair needs judges which is great time to meet teachers. Joe mentioned that overnight sleepover at Fish Camp is also a great time and is always in need of adults to assist.

#### **COMMITTEE REPORTS**

##### **FUNDRAISING: Val Martin**

- Val will review fundraising survey results. Will bring ideas to next meeting. Awaiting Pie Town check (20% back). No events organized at this time, except for one restaurant fundraiser/month. This month will continue with either Crust Pizza or Willies, TBA.
- Kroger Card: Lisa Stevens reported that Michelle Rieger was December contest winner with most Kroger card usage and presented her with \$50 VISA gift card. \$300 back to PAST this last month. 150 cards are out. Announced a January contest with My Fit Foods gift card prize. If anyone has an inactive card, Lisa will provide a new one, free of the \$1.00 charge. Will also send out hand written notes on AST stationery to promote Kroger program. Dr. Caffery will provide AST labels to apply to card. Will be at Friday's Coffee with Headmaster to promote program.

##### **ACADEMICS/EXPLORATIONS: Ralph DiGuilio**

- Lecture opportunities include: Anadarko on Feb. 15, Weatherford on Mar. 21, Biochemistry on Feb. 21, Dr. De la Guardia on April 10 (cardiovascular disease). Am in contact with Lone Star University re: remote video conferencing. U of H is interested in sponsoring a lecture or tour.
- Will have February meeting for further planning. Goal is a two year schedule.
- Looking to schedule 90 minute boat tour of ship channel and tour of Houston Federal Reserve, both are free and in Houston area. Exxon tour still undetermined.

##### **FRIENDS OF THE ACADEMY: Joe Castagna**

- No news

### **COMMUNICATIONS: Hanbo Wang**

- Will post PAST meeting minutes on PAST website.
- Over 2 dozen directories are left.

### **TEACHER APPRECIATION: Jenna Hale**

- Volunteers ready and set to wash teachers' cars this month. Michelle and Tammy have car washing leads to offer.

### **AWARDS: Rob Menees**

- Not yet ready with spreadsheet, but will have one prepared for next meeting detailing local companies and potential donation amounts and requirements.
- Met with Dr. Caffery pre-Christmas re: stem grants. Still waiting on Walmart and HEB. Need to provide more community service and a broader STEM reach to students of our community, ie. inclusion in tours, lectures, exhibitions, mentoring, expanding AST equipment purchase program and faculty training programs. Need to package AST program to be aligned with various donor company goals.

### **Hospitality: Nell Sagehorn**

- Will provide cookies and drinks for interviewees on Interview nights, Jan. 9, 10, 17.
- Scheduled to provide cookies/drinks for Jan. 6, 2012 Coffee with the Headmaster and cookies for Alumni reception on Jan. 4.

### **NEW BUSINESS:**

- Next PAST Board meeting will be Tuesday, February 7, 2012 at 6:00 pm at CP library
- Check job responsibilities and calendar reminders.
- **Diana made a motion to adjourn the meeting. Ralph seconded. All approved and the meeting was adjourned at 8:25 pm.**

Minutes submitted,

Jennifer Frangos, PAST Secretary