Cape Elizabeth High School Parents’ Association

Minutes of Meeting of Board and Members

A regular meeting of the Board and Boosters members was held in Cape Elizabeth, Maine at the Cape Elizabeth High School conference room on Ocean House Road, Cape Elizabeth, Maine on the 17th day of January, 2019 at 8:00am, pursuant to the call by the president and notice in accordance with the bylaws.

Present were: Claire Depke (President), Tom Hamerski, Megan McConagha, Michelle Frost, Liana Erickson, Eileen Hetrick, Maureen Clancy, Jill Abrahamsen and Lisa Stevens

The following items were discussed:

1. Welcome: Claire Depke opened the meeting.
2. Treasurer’s report: Tom Hamerski reported that the working budget is currently $4,757.63. This month included Hannaford check deposits in the amount of approximately $6,300.00. The working budget is lower than usual since all grants have been paid out, including $5000 for TEDx. In the future, the money from CEMS should be forwarded to the school, not Project Graduation, to avoid future confusion; past mistakes have been corrected. Tom asked if the budget for this school year had been officially voted on and approved; he will create official budget for the next meeting. Also, “Do we want to be a 501c3 organization?” Records indicate that HSPA has previously filed but status has not been maintained. Lisa Stevens suggested preparing and submitting back due forms (possibly since 2011). Jill Abrahamsen has experience in this area and is happy to work with Tom to correct this issue, get filing again and re-instated as 501c3 organization.
3. Hannaford Grocery Card Program: Michelle Frost reported that 23 families participated in the Hannaford program this month, totaling approximately $6,300.00. The exploration of the EFT program showed that people could only use that option if they are Key Bank clients. Comments included to explore program further to determine fees; doesn’t seem worth the extra work if it’s not applicable for all banks; if HSPA re-establishes 501c3, then fees can be further negotiated; and to re-visit having direct deposit (ACH) once the 501c3 is re-instated. Also, Maureen Clancy offered to go to additional school functions to market Hannaford Grocery Card program. The next deadline to submit checks is February 13, 2019.
4. Teacher Appreciation: Lisa Stevens reported the next Teacher Appreciation activity is on March 13th and will be a soup and sandwich offering for the teachers. HSPA is looking for a person to chair this committee for the 2019-2020 school year.
5. HSPA Newsletter: Megan McConagha mentioned that she is interested in setting up the newsletter file to be more reader friendly. Also, HSPA is considering a special edition newsletter to highlight the Hannaford Grocery Card program to get more participants.
6. Project Graduation: Lisa Stevens answered the question of how to get involved with Project Graduation by stating that a person just needs to raise their hand to volunteer and speak with the HSPA President. The plans for this year are undisclosed but will take place on June 9th; the committee will seek out families of current CEHS Juniors to come along as chaperones. In addition, Lisa raised the idea of Project Graduation sharing the proceeds from Hannaford G.C. program. The sign-up sheet would be set up similar to that of CEMS, where the profit can be designated to a class fund for Chewonki. It was voted on at the meeting and was unanimously approved to amend the Hannaford G.C. sign-up sheet thereby offering 2% of each grocery card amount to a class-designated Project Graduation fund; the remaining 3% will go to HSPA, as usual.

The next meeting for Project Graduation is January 28, 2019 at 6pm at CECS.

*Upcoming events to support P.G.:*

February 1st – Improv team event. Tickets are $5 students and seniors/$10 adults

March 9th – Barn Party. Tickets are $25 per person/100 person limit

April – Lip Sync Battle. Date and ticket cost TBD

1. Miscellaneous:

Directory and Craft Fair funds still need to be dispersed to parent organizations.

The HSPA was awarded $250 from the annual CE Bottle Shed money distributions.

HSPA is in charge of the directory for the 2019-2020; People and roles should be in place by May to get started on obtaining sponsors.

Pond Cove Playground Committee hosted Piano Man Show on January 24, 2019 at CEHS. Tickets were $40 per person.

1. Next steps: The next meeting is scheduled for February 14, 2019 at 8am. Additional 2019 dates for 8am meetings are March 21st, April 25th and May 23rd.

The meeting was adjourned at approximately 9:00am.

Dated and signed by:

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Eileen Hetrick

Secretary, Cape Elizabeth High School Parents’ Association