



SET Parent Association Meeting Minutes

Date	August 10, 2024
Location	Chime
Meeting Type	Parent Association Meeting
Time	Start: 10:00 am, End: 11:33 am
Presiding Officer	William Frantz, President
Present	William Frantz, Angela Frantz, Virginia Nigro, Laurie Gunn, Sasha Wilson, Jenn Karnopp, Pam Provenzano
Next Meeting	<p>Thursday September 19, 2024 7:00 pm</p> <p>Chime (Video Conference): https://chime.aws/william.frantz</p> <ul style="list-style-type: none"> - Dial-in: 855-552-4463 PIN: 5081134548 - For the best user experience, download the Chime App (not required)

1. July 18, 2024 Board Meeting Minutes

- a. [SETPA Meeting Minutes 7.18.24](#)
- b. Angela motioned to approve, Laurie seconded - approved with changes August 9, 2024

2. Review Previous Action Items

- a. Orientation: William attended, promoted sethighpa.org and newsletter sign up
- b. Website updates - Angela
 - i. SETPA meeting dates for the year are on sethighpa.org. Meetings will be on Chime.
 1. Thursday September 19, 2024 7:00 pm
 2. Saturday October 19, 2024 10:00 am
 3. Thursday November 14, 2024 7:00 pm
 4. Saturday December 14, 2024 10:00 am
 5. Thursday January 16, 2025 7:00 pm
 6. Saturday February 22, 2025 10:00 am
 7. Thursday March 13, 2025 7:00 PM
 8. Saturday April 19, 2025 10:00 am
 9. Thursday May 15, 2025 7:00 pm
 - ii. Ask Carrie to add SETPA meeting dates to the SET Google calendar

3. Treasurer's Report

- a. This is a financial statement as of August 9, 2024, updated through July 31, 2024
 - i. [Monthly Financial Report August 9, 2024](#)
- b. Status of SETPA accounts
 - i. California Credit Union bank account: \$ 16,020.14
 - ii. Paypal: \$ 852.96
 - iii. Venmo \$ 0
 - iv. Square \$ 0

Balance: \$ 16,873.10
- c. Income: \$
- d. Expenses: \$477.23
 - i. SoCal Makers Market LLC - \$477.23
- e. Pending expenses ()
- f. Teachers' grants
 - i. (new grants for this month are shown in bold, previous grants shown for information):
 - 1. No new requests as of August 10, 2024
 - ii. Mr Snow has a DonersChoose for his "History Through Video Games" class to purchase Nintendo Switches. Angela will email him and Dr. McCurdy to offer for SETPA to cover the costs. Angela will remind them that SETPA is the best resource for funding outside of SET's budget and to ask that, if they use DonersChoose, to not solicit donations from SET parents as this creates confusion and impacts our fundraising efforts.

4. Communications

- a. Cadence:
 - i. Newsletter: send information on upcoming events twice a month (i.e. reminder to join the SETPA meeting and minutes after the SETPA meeting)
 - ii. Fall Fundraiser: separate emails as needed
 - iii. Soiree: separate emails as needed

5. Events

- a. Back to School Coffee
 - i. [SETPA Welcome Coffee Hour Planning Guide](#)
 - ii. Jenn created newsletter verbiage in the SETPA welcome Coffee Hour Planning Guide
 - iii. Tents: William (1)
 - iv. Tables for food: Angela (4)
 - v. Name tags: Angela
 - vi. Markers: Angela
 - vii. Picnic Volunteer sign up

- viii. Cold cups: Virginia
 - ix. Napkins: Jenn will verify if we have them at school
 - x. Small cooler with ice for iced coffee: Sasha
 - xi. Beverages (hot and cold coffees, juices): Jenn
 - xii. Food (donuts and scones): Laurie
 - xiii. Merch: Angela and Virginia talk about Square/PayPal passwords
 - xiv. Communications: Laurie will include in welcome email
- b. Fall Picnic and Back to School Nite
- i. [SETPA Fall Picnic Planning 2024](#)
 - ii. Permit: William working with Janelle Montero
 - iii. Merch: Sasha - meet with Angela and Virginia around taking payment. Angela will ask her business partner to engrave/personalize water bottles during the picnic.
 - 1. Vote
 - a. Purchase \$24 water bottles for \$480 - All attendees voted yes, Angela abstained
 - iv. Volunteers: Jenn will recruit at the Back to School Parent Coffee use Sign-Up Genius with a QR Code, will reach out to Ms Farias to ask for help with set-up and take down (last year Mr. Odegard's boxing class helped)
 - v. Food purchase: William will buy food at Costco
 - vi. Kona Ice: Sasha will request they set up in front of the school from 4:00 - 6:00
 - vii. Communications:
 - 1. Laurie will include in welcome email and follow comm schedule in SETPA Fall Picnic Planning Guide
 - 2. Flyer

6. Fundraising

- a. Spring Soiree - Sasha is moving documents to the [new folder in Google Workspace](#)
- b. Fall Fundraiser - Pledge Drive
 - i. Laurie will meet with Angela about Mailchimp
 - ii. Laurie will start a fall fundraiser planning document
- c. Other:
 - i. Soapy Joes - Sasha will complete the forms and manage the event
 - ii. Kona Ice - Sasha will request them from 4:00 - 6:00 during Back to School Nite

7. Upcoming dates

- a. August 15, 2024 8:30 am: Back to School Coffee for Parents
- b. September 5, 2024
 - i. Fall Picnic 2:00 - 4:00
 - ii. Back to School Nite 4:30 - 6:30
- c. Thursday September 19, 2024 7:00 pm SETPA meeting on Chime
- d. October 11th, 2024: Homecoming
- e. Saturday October 19, 2024 10:00 am SETPA meeting on Chime
- f. Thursday November 14, 2024 7:00 pm SETPA meeting on Chime
- g. Saturday December 14, 2024 10:00 am SETPA meeting on Chime
- h. December 12th, 2024: Exhibition Night December
- i. Thursday January 16, 2025 7:00 pm SETPA meeting on Chime
- j. Saturday February 22, 2025 10:00 am SETPA meeting on Chime
- k. Thursday March 13, 2025 7:00 PM SETPA meeting on Chime
- l. Saturday April 19, 2025 10:00 am SETPA meeting on Chime
- m. Thursday May 15, 2025 7:00 pm SETPA meeting on Chime

8. Action Items

- a. All Board members:
 - i. See Back-to-School Parent Coffee and Fall Picnic action items above
- b. Angela
 - i. Ask Carrie to add SETPA meeting dates to the SET Google calendar so parents see the dates when accessing the calendar
 - ii. Email Mr Snow and Dr. McCurdy to offer for SETPA to cover the costs of the "History Through Video Games" Nintendo Switches to remind them that SETPA is the best resource for funding outside of SET's budget. Ask that, if they use DonersChoose, to not solicit donations from SET parents as this creates confusion and impacts our fundraising efforts.
 - iii. Check with Virginia about changes to Zelle, Square or PayPal passwords
- c. Laurie
 - i. Communications: Get parent email list from Carrie, meet with Angela for Mailchimp training, send Welcome newsletter
- d. Sasha
 - i. Soapy Joe's Fundraiser: Schedule asap
 - ii. Kona Ice Fundraiser: Schedule for 4 - 6 on September 5th Back-to-School Night
 - iii. Fall Picnic:
 - 1. Meet with Angela regarding Merch
 - 2. Meet with Virginia about QR codes, instructions and/or passwords for Zelle,

PayPal and Square

9. Agenda Items for Next Meeting

- a. None

10. Useful links

- a. [SET High School Master Calendar](#)
- b. [SET High School Board Meeting Agendas](#)
- c. [SET PA Grant Request Form](#)
- d. [SET PA Board Members](#)

Meeting adjourned

Sasha Wilson, SETPA Secretary