

## AICE Booster Meeting on 10/18/17

**Meeting Time:** 4:30 PM – 6:17 PM

**In Attendance:** Dena Bechtle, Eileen Whittaker, Denise Fernandez, Barbara Kleisler, Eileen Whittaker, Ko Robin, Cindy Rippé, Cristina Pope, Bornah Hossain, and Jenni Maywood

### **Meeting Items:**

- Minutes procedures was discussed. Minutes will be sent out to officers who will respond with changes within 1 week. Then the minutes will be locked (before sent out to others) with a copy of open items created to start the next meeting's agenda. **Action item:** Once officers approve, meeting minutes will be sent out to the masses. Dena will send out to her list and Cindy (secretary) will send out to gmail list via the AICE gmail account. It was noted to mention in email that the document is also available on AICE website.
- **Action item:** Webmaster will need to update google docs to include: (1) silent auction letter, (2) ABC by laws, and (3) ABC tax exempt letter
- Recognition of Theresa Meide (store3060@theupstore.com) was discussed. She has been recognized on the website. Barbara suggested that she be honored as sponsor of the auction.
  - Dena needs to give Theresa the new Cambridge logo
- AICE presentation folder; Gary Whittaker donated \$900 to sponsor the presentation folders. Final colors decided.
- Discussion of UPS Teacher account for teachers to have copier service. **Action item:** Barbara is going to follow up with Theresa to help us define benchmarks and budget for teacher account. She is also going to help us to figure out guidelines for the teachers' use based upon Theresa's input. Procedure for teacher making requests was also discussed. Barbara is going to check if it is possible for Theresa to itemize a bill by teacher and to find out if teachers can email to her directly.
- Form for Teacher's to Request Specific Needs. Exemplary form shared with group. **Action item:** Barbara will email the form to Webmaster to ask her to create an electronic, fillable form following the format of the example. Changes to the form asked for: (1) ABC logo and name, (2) Space for teacher to include a link on where the item requested can be purchased, (3) Some items deleted.
  - Webmaster to post to website when form is completed.
- Possible enrichment activity on 11/1 for girls is planned. Generation WOW at UNF, no costs
- Megan posted on school website.
- Dena sent out email notifying about event.
- Enrichment activity for boys not readily available now, but we will keep an eye out for some type of enrichment activities for boys. **Future Follow up item.**
- Marketing items:
  - T-shirts: **Action item:** Dena needs to give Sibylle a count of what we need and what size.
  - Need to order different pens and pencils than last time. **Action item:** Jenni is going to make recommendations on which ones to order from catalogs Dena gave her.
- PTO Business Partner 5-star school information. **Action item:** Denise is going to follow up and report back on requirements for tracking for hours total for volunteering.
- Holiday Gifts for Teachers: But, we are not writing it in the minutes so it can remain a secret!
- Approximately 30 AICE teachers
- **Action item:** Barbara is going to follow up on item.
- Next meeting: Wed. 11/15 at 4:30 at Back 40 Urban Café, 40 South Dixie Hwy, St. Augustine