

Bellarmino Guild Board Meeting Minutes Wednesday September 12, 2018

Attending: Pasqualina Berkowitz, Shannon Nordlinger, Gina Flynn, Mary Hickey, Denise Collins, Anissa Shannon, Nancy Mitchell, Maureen Fox, Tracy Hoerdemann, Evangeline Lampadarios, Beth Segaloff, Jen Harding, Mary Ellen Brennan-Connelly, Ellen Boyle, Caroline Feroleto, Diana Louw, Maureen Sawyer, Jackie Steed, Kristin Caruso, Christyn Whitney, Allison Reiling, Karen Jacobs, Stacy Bowery, Colleen Murphy, Lynn Eckert, Kristyn Golier, Wendy Moore, Dana Walsh, Christine Howard, Danielle Rothe, Joy Gifford, Sarah Jannott

Absent: Roisin Barry, Sue Cipollaro, Lisy Martinez, Anne Day, Kim Spangler, Deb Kavanaugh, Celeste McGillicuddy, Donna Gil, Regina Bobroske, Maria Martucci, Elizabeth Stern, Meredith Donohue, Lara Stewart, Lana Quincy, Cathleen Davenport, Jeannine Graf, Antonietta Fitzgerald, Deb Reynolds, Kristin Hopper-Michetti, Betsy Auray, Kim Hoover, Amy Fenton, Tracey Picarazzi, Eileen Nolan

Co-President, Pasqualina Berkowitz called the meeting to order at 8:45. It was the first official meeting of the school year.

Spirituality Co-Chair, Maureen Fox said the opening prayer.

Guest Speaker: Pasqualina introduced Kevin Altieri, Director of Admissions.

Kevin gave a brief presentation. He noted that the two biggest factors in the admissions process are:

1. *word of mouth.* Word of mouth is the number one way that new families hear about Fairfield Prep, He asked all attendees to consider putting up open house yard signs
2. *home gatherings.* Already have lots of volunteers from the breakfasts. They are important for regular decision applicants. Over 90% of those who attend end of enrolling. It's a chance for prospective students and their parents to get to know the prep community. Gatherings will be held during the last week in January and first week in February. They are evening events and are held from 7:00-8:30. An e-mail will be sent to those who have expressed an interest in hosting with all relevant details.

Maureen Fox made a motion to approve the 5/30/18 minutes. It was seconded by Sarah Jannot and all were in favor.

Pasqualina noted that many non-board members were in attendance. She welcomed them and reviewed all of the Bellarmine events that have occurred to date. Everyone present introduced themselves and noted their sons' class.

Treasurer's Report: In Lisy Martinez's absence, Pasqualina delivered the treasurer's report. She mentioned that there is a new system in place with the university. If you require a reimbursement you must be set up as a vendor which requires full name, mailing address and social security number. Hard copies of POs or W-9s can be left in the Bellarmine mailbox in the main office. Lisy will check it weekly. Julie Pollard also mentioned that for reimbursement, receipts (vs. credit card statements) are required

Lisy also asked that everyone remembers that the goal with events is to break even (not turn a profit) so be mindful of this when setting ticket prices. She also requested that final reports include any donations that may have been made so that next year's co-chairs can plan for these costs when setting budgets.

Pasqualina also suggested that it is best to complete reports soon after an event is completed as its easier to do when it's fresh in your mind.

Vice Presidents' Report: This year's mother/son event will feature comedians from the Fairfield Comedy Club (including Prep Alumni Joe Gerics and "Beecher" along with Leah Bonnema) The event will be held on October 23 at 5:30 in the Student Life Center. Dinner will be provided by Food Services (Vazzy's).

Communications: A handout was provided detailing the new procedure for communications to the Prep community. Mention in the Prep in a Minute Friday Newsletter e-mail will replace individual newsletters and flyers. A timeline worksheet is included in handout. It should be reviewed and completed by each committee. Each committee should designate one member to serve as a liaison with the Communications Committee. Moving forward text and a JPEG image must be submitted to the Communications chairs by the Friday before you want your message included on the newsletter. If you don't have an image, Communications can help. Links for sign-ups, payments will be included if needed.

In addition, there will now be just one Bellarmine Facebook page (vs. one per class) to supplement the Prep in a Minute newsletter. Events/News can be posted there as well. Once you write your post it goes into a box to be reviewed by Julie, Pasqualina or Shannon. Once approved, it will be posted. It will also include links for sign-ups, etc.

Fall Social: Sip and Shop scheduled for 10/3 at Patterson. Sign-ups are available through the newsletter and Facebook. There is also a link from the Bellarmine section on the Fairfield Prep website. The goal of the event is to be welcoming so people are comfortable coming alone. There will be both indoor and outdoor spaces. There will be 10-15 vendors (accepting credit cards) as well as make-up artists from Trish McEvoy and Blue Mercury. Blue Mercury will be providing "swag bags". \$30/person to cover the event. Cash bar or guests can purchase a wristband at the door for open bar. As of 9/12, thirty people have signed up.

Fashion Show: Speaking with 3 possible location vendors: Patterson, Brooklawn and Longshore. Target dates are Wednesday 4/3 or Thursday 4/4.

Staff Appreciation: Each class will host one event during the year to coordinate with things like back to school night, conferences, etc. Events will be held in September, November, February and April. Sign-ups are through Sign-up Genius. The Jr. Class sponsored the September event.

Sophomore Reps: The Christmas Party is tentatively scheduled for Friday 11/30 on the Fairfield U campus. The location was chosen because it offers more space to allow for a greater number of attendees (up to 400). There will be a donation component. The recipient must be screened through Julie to avoid overlap with any school drives.

Prep 101: Joy Gifford requested that all board members send an e-mail to their assigned families. The e-mail (provided by Joy) directs recipients to the website or newsletter for more information but allows each new family to have a personal contact to help with questions, etc.

An issue was raised as to why parents do not get all of the information that is given to the boys such as details on the upcoming mixer. Julie addressed this by saying that it is good for the boys to take ownership where possible yet parents will receive all information that pertains to them.

Prep Pride: Diana Louw is staffed through November. See Diana if you want to volunteer after November. Diana showed some of the new merchandise available. The Prep Pride store was open for back-to-school and will be open for the open house. There will also be a table at the Fall Social.

Slide Show: Pictures are needed of Moms/Sons (baby, toddler and current). All pictures should be emailed to the slide show chairs. The slide show will be shown at various events in the spring.

Nominating: New moms should contact Maureen Sawyer if they would like to volunteer. Currently, Maureen is looking for additional help for the photography committee. In February and March, next year's board will be created.

Hospitality: Refreshments are needed for the Mothers' Masses scheduled for 10/5, 2/8 and 3/22.

Spirituality: The first rosary is scheduled for 10/5 after the Mothers' Mass (8:45 in St. Joseph's Chapel). You don't need to know how to say the rosary to participate. A social will follow the rosary. Anyone who is willing to help should speak with Maureen Fox. In addition, three mothers' masses are scheduled for this year (10/5, 2/8 and 3/22). Volunteers are needed to serve as lectors, musicians and eucharistic ministers. Also, Mass is held every Friday at 8AM in St. Joseph's Chapel. Many teams participate but all are welcome.

Photography: Volunteers are needed to help take photos at events. If you have an upcoming event, communicate the types of photos needed with the photography committee. Please do not contact Prep photographer, Colleen. In addition, please remember to keep drinks down in all photos.

Freshman Reps: The Freshman reps hosted their first social. Turn out was good despite stormy weather. A suggestion was made to vary the location (not always in Fairfield) to make it easier for more moms to attend.

Senior Reps: It was reported that the tours went well and the boys did a great job.

Enrichment: Enrichment is considering speaker, Darby Fox, for a presentation on the "shifting parenting perspective". Event is tentatively scheduled for 1/22. Total cost would be \$1000 and would include a daytime session for the boys and an evening session for parents. Guidance would need to be involved in the planning of the daytime, student focused session. Enrichment is open to other ideas and speakers. Contact them if you have any ideas.

In addition, the enrichment co-chairs will conduct a survey to help find a speaker for a future Bellarmine Guild meeting at the next board meeting. It was also mentioned that FCDS may be a good resource as they have had great speakers in the past.

Service Projects: Planning 4-5 projects for the year. Participation does not contribute to the required service hours for the boys. The first project will be a Thanksgiving food collection. Boys and moms will work together. The committee is also considering Christmas Caroling in December at a center for the Elderly such as the Carlton in Fairfield.

Auction: Kick-off meeting/information session was held on 9/12 at the Circle Inn. The Auction is scheduled for 5/4 in the Student Life Center. It is the only fund-raiser that Prep does. Donations are needed for items to be auctioned.

Co-Presidents' Report: Parking passes were given to board members at the meeting. You can park in the Visitors' spots, the Quick Center lot or the Kelley lot (if needed). Additional passes will be available to non-board members if needed when they attend meeting. Passes are not to be shared with your boys.

All Bellarmine Guild related communication with the Prep administration and staff must go through Julie. However, be sure to keep Pasqualina and Shannon in the loop BEFORE going to Julie.

In an effort to be sensitive to everyone's time, the Co-Presidents, the Treasurer and the Communications Co-Chairs will stay after all board meetings to address any issues that require additional discussion.

Shannon, Pasqualina and Julie asked all Bellarmine Guild members to "like" Prep and Prep Athletics on Facebook, Instagram and Twitter. Also, please rate Prep on niche.com as it is a source used by parents of prospective applicants.