

# minutes

SPA October Meeting Minutes		
10.14.2013	Time: 6:45 pm to 7:00 pm	
Facilitator	Sujatha Karoor	
Note taker	Grace Zheng	
Attendees	Jeremy Beyer, Grace Zheng, Sujatha Karoor, Jason Cheng, Cheryl Sunder, Jih-Jing Yang, Deborah Hoang, Rajeshwari Ganesh, Marina Strakhova, Bob Halliday	
<b>1. Logo cost</b>		
Action Items	Person	Deadline
Mr. V will get cost number	Mr. V	
<b>2. Revise by-law</b>		
Action Items	Person	Deadline
Cherly will work on update by-law	Cheryl	
<b>3. Financial update</b>		
[Time allotted]	Cherly	
Discussion	Cherly went through last year income and expense. Income was from Market Day, Cheese Cake, Uniform and donation. Expense was from uniform, award night, hospitality, freshmen welcome. Total Income \$14000, expense \$4000.	
This year try to increase income by increasing SPA membership, promote Market Day and sell uniforms.		
Students' account balance forward options if not used for travel.		
Action Items	Person	Deadline
Need to find out each student's account balance	Cherly	
Need to discuss options for student's balance if not use for travel	All	Next meeting
Cherly will go thought Sept income and expense	Cherly	Next meeting
<b>4. Uniform</b>		
[Time allotted]	Deborah	
Discussion	This year the uniform distribution process went extremely smooth. Deborah made some changes to the process and she formed a core group to support her.	
Action Items	Person	Deadline
SPA board members should wear orchestra T-shirt when attend concerts.	All	
<b>5. Hospitality</b>		

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[Time allotted]	Marina	
Discussion	Would like to consider other restaurants if they can deliver food.	
Budgeted whole year \$600 for concert snacks, \$125 for big and \$25 for small concert. Everyone approved.		
Action Items	Person	Deadline
Find out the cost and deliver options from Jimmy John, Corner Bakery, Pot Belly, Go Roma	Marina	
Need find a backup for Hospitality	Marina	
Will send Noodle Company a Thank You letter	Marina, Sujatha	
<b>6 Cheese Cake</b>		
[Time allotted]	Jih-Jing	
Discussion	Next order due at Oct 25, Pickup on Nov 23	
Action Items	Person	Deadline
Need form a backup team.	Jih-Jing	
<b>7. Market Day</b>		
[Time allotted]	Rajeshwari	
Discussion	MD profit goes to general fund.	
Action Items	Person	Deadline
Will try to promote MD from feeding school	Rajeshwari, Cherly	
Check if MD link is in SPA web page	Grace	
<b>8 Trip</b>		
[Time allotted]	Bob	
Discussion	Current only about 27 students registered. Bob will go as chaperone	
Action Items	Person	Deadline
Need to promote more students to participate; Bob will be on site on College night.	Bob	
Send emails to parents and students reminding registration dead line	Bob	
Find out in which situation trip might be cancelled	Bob	
<b>9. General Topic</b>		
[Time allotted]	All	
Discussion	Need new Tax id and EIN# due to SPA name change	
Action Items	Person	Deadline
Get new tax ID and EIN#	Cherly	

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Need to ask Mr. V about buying T-shirt to all consortium students	Deborah	
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