

## SPA Noveber Meeting Minutes

Date: 11/18/13		Time: 7:00 pm to 8:00 pm	
Facilitator	Sujatha Karoor		
Note taker	Grace Zheng		
Attendees	Mr. V, Grace Zheng, Sujatha Karoor, Jason Cheng, Cheryl Sunder, Jih-Jing Yang,, Rajeshwari Ganesh, Marina Strakhova, Rob Halliday, Yihoa Gu		
<b>1. Financial update</b>	Cherly	Action Item	Person
Discussion	*Cherly went through Oct income and expense. Income \$3507.74. Expense \$219.41. Details saved in Google Drive		
	* Student trip account if not used, 1st option is forwarding the balance to sibling's account, 2nd option is donating to other student's trip account, 3rd option is forwarding the balance to general trip fund,	Send a notes out to communicate about not used student trip account balance forwarding options	Mr. V
<b>2. Cheese Cake update</b>	Jih-Jing		
Discussion	*19 Student Ordered Cheese cake last month.		
	* Found one parent volunteer as backup. Next pickup will have student volunteers help on Sat, 7-9 am, 9-11 am		
<b>3. Hospitality</b>	Marina		
Discussion	*Next Concert meal will be Noodle Comp. Same setup like last time	Add a note in next concert email about meal arrangement	Jeremy
	*Marina will work on refreshments for upcoming concerts in Dec		
<b>4. Market Day</b>	Rajeshwari		
Discussion	*Other ways to promote MD by Facebook, emails.	Contact Jim Conrey for publicity	Raj
	*MD fly will be placed in Orchestra room. Will send out an email 48 hours before order closing time. 2nd Monday is pickup date	Will send out an email 48 hours before closing time.	Mr. V and Raj

<b>5. Trip update</b>	Rob		
Discussion	*As of Nov 18, 18 students signed for the trip		
	*Might have to change the trip itinerary if don't have enough student signed up	Send encourage emails to students and parents	Mr. V and Rob
<b>6. Consortium Orchestra Concert</b>	Mr. V		
Discussion	Jan 9 is 8th grade consortium. Dinner at 4:30 pm, a small presentation about program to parents at 5-5:40pm, Concert starts 6 pm		
	No number for consortium T-shirt cost yet	Get T-shirt cost	Mr. V
<b>7. Action items from last meeting not covered above</b>	All		
Discussion	By-Law update is completed.	done	
	Find out the cost and deliver options from Jimmy John, Corner Bakery, Pot Belly, Go Roma	will continued order from Noodls until spring	
	Found a backup voluteer for Cheese cake pickup.	done	
	MD link is in SPA web page	done	
	Get new tax ID and EIN#	done	