

**SAINT IGNATIUS COLLEGE PREP**  
**Parents' Organization**  
**Minutes of Board Meeting**  
**January 15, 2008**

Meeting called to order by Gini Marziani and Greg Wrobel at 6:05 p.m., and opened with the Prayer of Generosity of St. Ignatius of Loyola.

Minutes were approved as written for the Board Meeting on November 13, 2007.

**I. Recent & Upcoming Events**

**Open House.** Kathy Bliss reported that Open House, which took place on Sunday, December 2, 2007, 11 a.m. – 2 p.m., was a wonderfully successful event, and submitted a detailed event report for the Parents' Organization's Operations Guide. There was strong positive feedback from parents and prospective students who attended. Hats off to the many parents who helped, and especially to Event Chairs Joanie Domanico and Kathy Bliss, and Volunteer Chair Ginny Logan!

Beverage arrangements presented some problems, in particular the lack of easy access to water to make drinks. If the Parents' Organization cannot gain access to the kitchen during events at a reasonable cost, we may need to invest in large water containers or borrow containers from the school. Alternatively, we may consider hiring a Quest staff person for each event to gain access to the kitchen, and/or use Quest for beverage service if the cost for same is within budgets set by school staff.

This was the first year that food service was limited to desserts rather than sandwiches and appetizers. Attendees mostly offered positive comments on the food and the elegant atmosphere in the Dining Hall, and board members concurred that the format next year should stay the same. Student volunteers were given separate snacks (granola bars and drinks), although students in the Dining Hall were invited to share food for guests once it became clear that supplies were adequate. The board concurred with this approach.

Some problems were noted with how guests moved through the tour route. With the first group, the Holy Family chapel crowd moved swiftly enough so the group did not have to queue up for too long outside, but there were some delays with later groups who waited in the rain until there was room in the chapel. Alice Luzzi noted that Open House may be moved to November next year, in part to avoid time conflicts with events at Holy Family Church. Volunteers also noted the need for an ample supply of pens in the chapel for guest use in filling out pre-application forms.

Volunteers should provide any other comments and suggestions to Greg or Gini, or one of the Event Chairs.

**Auction Volunteer Recruiting.** Joanie Domanico, Volunteer Chair, reported that hundreds of volunteers are needed for this event, and urged Board members and other

parents who attend the Auction to help in some way; it makes the evening more fun. There will be separate meetings for the various duties, and parents can volunteer via the school website or in response to email blasts seeking volunteers.

**Board Christmas Gathering.** Thank you to Vice President Ann McAloon for planning and hosting another delightful evening. Spouses were invited again this year, which was received very well by board members and helped create a festive holiday atmosphere conducive to conversation. There were a large number of RSVPs by board members who were unable to attend, which may account for the amount of extra food. The board concurred with retaining the buffet format and including spouses next year, perhaps with a more limited menu to control costs.

**Junior Class Mass.** Mary McGrath and Karen and Pat Layng are Event Chairs. A draft invitation has been prepared and Freshman Class Reps will meet prior to the February board meeting to prepare the mailing. There are ample volunteer for the event, and the Event Chairs will communicate via email to assign specific tasks. The Event Chair will work on food and beverage service, and communicate with school staff on the budget for same with assistance from Gini and Greg. Decorations and table coverings are in the Parents' Organization closet and can be supplemented with fresh flowers, etc. The velcro table skirts also are in closet and look just fine to dress up tables.

**Post-Prom.** The next meeting of the Post-Prom planning committee is on Wednesday, January 23, 2008, 11:30 a.m. in the 5<sup>th</sup> floor balcony. A dial-in meeting is recommended due to time of day meeting will be held for those who are working that wish to attend. Also, a phone-a-thon outreach to senior parents will begin after the Auction, to share information about the event and encourage parents to support the event in lieu of other private post-prom gatherings that may conflict with the event at school.

## **II. Old Business**

**Corresponding Functions.** The board discussed further whether to send General Meeting announcements via postcards in addition to e-mail, in part due to the modest turn-out for the November 2007 General Meeting. Alice Luzzi suggested that we ask Dr. Karl's suggestion, as the school is seeking to use e-mail as much as possible to limit mailing costs and the number of separate school mailings that parents receive.

**Website Maintenance.** Board photos and event photos have been posted. Elizabeth Frith is working with Julie Futterer of the school's Development Office to make the parent portions of the school website more user- friendly. Prior to any changes, the format will be shared with the Executive Board for review and comment.

### **Service Projects.**

**Holy Family Food Pantry.** Kathy Bliss read a thank you note from Sr. Marion regarding our donations. Due to the high demand for food in the surrounding area and

the huge food shortages from the Chicago Food Depository, we will continue to collect non-perishable food items or small monetary gift at our monthly meetings.

**Parents Service Projects/Information Clearinghouse.** Elizabeth Frith reported on further discussions and meetings with school staff on this project, who recommended that the Parents' Organization help to better focus parent volunteers to meet in-house needs at school, through Web site enhancements and other efforts. Elizabeth Frith is working with Julie Futterer and will follow up with further reports on progress. With many parents already volunteering at school, helping at Parents' Organization events, and volunteering in their own communities and churches, concerns were noted that parents already have adequate opportunities for volunteer service. Better focusing volunteer service at school also will enable new parents to become familiar with their student's new school environment, and meet other parents.

**Fall Family Service Project.** Greg Wrobel reported on continuing work to develop a one-day service project that would provide social interaction among parents at the beginning of the school year in lieu of the Adult Fall Social held in recent years, and modestly expand the Parents' Organization service activities.

The project now under consideration is for parents to perform service work on a Saturday in August or September 2008 at Christ The King Jesuit College Prep, the new Jesuit-sponsored high school at 5058 West Jackson Boulevard in Chicago. Brendan Conroy, most recently assistant principal at Saint Ignatius College Prep, now is the first principal of CTK Jesuit. He and other staff at CTK Jesuit welcomed the proposal and are prepared to work with the Parents' Organization on the format and timing of the service day, including joint participation by CTK Jesuit parents and some form of worship service as part of the event.

Board members offered preliminary feedback on the concept, and generally concurred that Greg and other members of the Executive Board should continue preliminary discussions with Brendan Conroy and other members of the staff at CTK Jesuit on format and timing without making a commitment to proceed with the project.

Some concerns were expressed, as noted on the Information Clearinghouse proposal, that parents may become over-committed with volunteer work, or that the program may reduce parent volunteers for ongoing Parents' Organization events and other volunteer needs at school.

Greg and others on the Executive Board will present a more detailed report on the proposed format and timing for the program at the February or March board meetings. Parents are encouraged to provide comments, questions, suggestions, and feedback on the proposal to any member of the Executive Board.

### **III. New Business**

**Auction Planning.** Planning for the Auction is underway. Board members and other parents are encouraged to sign up after the meeting or via the school website.

**Parent Inquiries & Follow-up.** Parents submitted further inquiries about the use of Edline. Parents are encouraged to submit information on Edline usage at other peer schools, and the Executive Board will continue to discuss this topic with school staff. Quest lunch menus now are posted on Edline on a regular basis for parent convenience. The Executive Board has communicated with school staff on the need for repairs to the sign in front of school, and to improve water drainage on the walkway to the Walsh Garden.

**Topics for February & March Board Meetings.** If you have any comments or suggestions, please inform a member of the Executive Board.

**New Parent Welcome Events.** Alice Luzzi advised that the Admissions Office is working on options to continue this event for the current school year.

**Next Meeting** is scheduled for February 11, 2008, at 6 p.m.

**Meeting adjourned** approximately 7:45 p.m. Gini and Greg apologized for the late adjournment.

Respectfully submitted by

Elizabeth Frith  
Recording Secretary