

Minutes of the PACA Annual Meeting: May 15, 2007

PACA Board Member and Committee Chairs in Attendance: Jen Beck, Ann Boeckman, Laura Bowen, Elizabeth Cooksey, Beth Fisher, Randy Friedlander, Erich Hunker, Leanne Keith, Trip Lazarus, Paula Marrie, Tamara Nicola, Eric Ransom, Shelby Rhyne, Ginny Rials, Donna Simmons, Tom Szykowny, Mary Jo Vara, Cynthia Watiker, and Kathy Webner

Columbus Academy Parents and Guests in Attendance: Tammy Bender, Liz Burns, Erin Kallmerten, Evelyn Kelley-Antoine, Bob Lee, Beverly Moore, Prabha Narayanan, Lisa Newmark, Ben Nicola, Susan Pickering, Russell Rosler, Barb Sanford, Lynne Souba, Lisa Westwater, Holly Wittmann, and Yunling Zhou

I. Introduction:

At 8:07am PACA Board President Tom Szykowny called to order the May 15, 2007 Annual PACA Meeting, held in the Athletic Department entryway, and he welcomed and thanked the Academy parents attending, as well as the many people who helped to make the meeting possible.

II. Guest Speaker John Mackenzie:

Tom Szykowny introduced Headmaster John Mackenzie who echoed Tom's words of appreciation to the parents for their time and effort as PACA volunteers. In John's report on the state of the school, he spoke about subtle improvements and continuing efforts to balance a traditional and progressive environment, the high student enrollment due to low attrition and a large number of accepted offers of admission, and the success of this year's Annual Fund which has exceeded its ambitious goal. John also mentioned the continuing steps being taken to improve security and the launch of late start Wednesdays, which has allowed for faculty professional development on topics, including character, ethics, moral development, and diversity. Additionally, Mr. Mackenzie communicated that the Board of Trustees has been reviewing best independent school practices regarding development and college counseling and has created a five year financial model for Columbus Academy, which includes approved funding for the installation of air-conditioning to those areas of the school not currently being air-conditioned. John spoke about the comprehensive school food survey, whose results will be forthcoming but which has already prompted some changes in food service offerings. In addition, John mentioned that there are changes in the CASE and the Summer Experience programs, as well as in the senior English curriculum and instruction of modern languages. Regarding Academy's curriculum, John announced that Adam Cavnar has been appointed the new Academic Dean and will be working with the faculty and Division Heads of all three school divisions to further examine the integration of the curriculum between divisions, as well as within and between disciplines. Consistent with the Strategic Plan, the school's athletic offerings, security, marketing plan, and facilities' master plan will be reviewed and updated. John also said that the school would be preparing for its centennial celebration in 2011 and would be furthering the advances previously made to the school's endowment for faculty compensation, financial aid, and facilities with another capital campaign to diminish the burden of increasing tuition. On behalf of the students, faculty, and staff of Columbus Academy, John thanked Tom Szykowny, PACA Board President, and all of the parents for their continued involvement and support, including money raised annually for the endowed PACA Scholarship Fund, which currently totals \$1,446,650.70 and generates approximately \$72,000 each and every year for the school.

III. Antiques Show:

Tom Szykowny introduced Alison Caxide and Shelby Rhyne, Antiques Show Co-Chairs, who spoke briefly about the tradition of the Antiques Show chair logo. Alison and Shelby then presented John Mackenzie with a framed history of the chair to be displayed with the handcrafted

Chippendale style chair, which was made to celebrate the 20th anniversary of the Show in 2000 and currently resides in the Headmaster's outer office.

IV. The PACA Year in Review:

With a backdrop of photos taken by Communications Director Bob Lee at various school events, PACA Board President Tom Szykowny thanked Sara Browning, Volunteer Coordinator, and all the parents who have volunteered their time and collaborative efforts on behalf of the school. Additionally, Tom asked parents to continue being ambassadors for encouraging parent participation in the many capacities available at Academy, and he personally thanked each of the 2006-2007 PACA Board Members and Committee Chairs. Tom presented a list of school grants, approved for PACA funding (Attachment #1) and explained that Maggie Koerner, Chief Financial Officer, would be distributing the PACA funds in accordance with the grant applications. Along with PACA Treasurer Donna Simmons, Antiques Show Co-Chairs Alison Caxide and Shelby Rhyne, Tom Szykowny presented a check in the amount of \$254,412.29 to John Mackenzie, representing all of the money raised during the 2006-2007 year of PACA-sponsored activities and events and including the nearly \$47,000 which was generated by the Charlie David dinner for Athletics.

V. Slate of 2007-2008 PACA Board Members and Committee Chairs:

Tom Szykowny thanked the Nominating Committee, chaired by Trip Lazurus and Paula Marrie, for preparing the nomination slate of PACA Board Members and Committee Chairs. (Attachment #2) Then Randy Friedlander read the resolution, which was approved by the Annual Meeting attendees, to endorse the nomination slate, prepared by the Nominating Committee, and to authorize the Nominating Committee and incoming PACA President Joyce Simson to fill any remaining open positions on the slate.

VI. Transition of the PACA Presidency and Announcements:

On behalf of the 2006-2007 PACA Board, President Tom Szykowny announced the donation of the artwork of seniors, Kristin Dillon and Russell Webner, to the Upper School for display. In promising to present Joyce with a treasure trove of PACA President's notebooks, Tom ceremoniously passed the President's gavel to incoming PACA Board President Joyce Simson, who said that she accepted the gavel with pride and thanked Tom for his patience and wisdom. Joyce then announced that a contribution was being made to the "Walls and Halls" program in appreciation of Tom's dedication and many contributions to this year's PACA Presidency.

VII. Announcements/ Adjournment:

Joyce Simson announced that the first PACA Board meeting of 2007-2008 is scheduled for Wednesday, May 23, 2007 in the Trustees' Room and reminded parents that, as with all Parent Association meetings, attendance is open to all current Academy parents and guardians. Joyce also announced that the end of the year PACA Shopper sale for current and new merchandise is scheduled for Friday, May 25th in the Athletic Department entrance and that a June 20th pizza party for new Middle and Upper School students and their parents is being coordinated by Debbie Daoud and the Admissions Office. Lastly, Joyce noted that the dates of the next school year's Winter Break had been changed and would begin on 12/21/07 and end with classes resuming on 1/8/08.

Tom Szykowny adjourned the Annual PACA Meeting at 8:51am.

Respectfully Submitted,

Ginny Rials, PACA Board Secretary

Minutes of the PACA Board Meeting: May 2, 2007

PACA Board Members and Committee Chairs in Attendance: Jennifer Beck, Ann Boeckman, Sara Browning, Allison Caxide, Elizabeth Cooksey, Pam Ferger, Beth Fisher, Randy Friedlander, Erich Hunker, Trip Lazarus, Paula Marrie, Eric Ransom, Shelby Rhyne, Ginny Rials, Joyce Simson, Tom Szykowny, Jan Thompson, Mary Jo Vara, David Vaziri, Kathy Webner, and Laura Williams

Columbus Academy Parents and Guests in Attendance: Ann Flaherty, Bob Lee, and Prabha Narayanan

I. Introduction/ Approval of Minutes:

At 8:07am PACA Board President Tom Szykowny called to order the May 2, 2007 PACA Board meeting, held in the Columbus Academy Trustees' Room. The PACA Board meeting minutes of April 4, 2007, previously emailed to the Board Members and Committee Chairs, were approved as sent.

II. Financial Report:

There was no financial report due to illness. Tom Szykowny announced that money generated from the Antiques Show was continuing to be collected by Donna Simmons and Mary Jo Vara.

III. Nominating Committee Recommendations:

Trip Lazarus, Nominating Committee Co-Chair, distributed a tentative roster, while announcing that the committee had an almost full nomination slate of 2007-2008 Board Members and Committee Chairs with a few remaining vacancies, which they hoped to fill before the upcoming Annual Parents' Association Meeting. Trip indicated that the Fundraising Chair and Antiques Show Co-Chair positions have been on hold until they could be evaluated following the Antiques Show and that the Athletic Co-Chairs Elect positions were still in process, and he asked for suggestions from the Board. Tom Szykowny had prepared a resolution, which was read by Trip Lazarus and approved by the Board, to endorse the nomination slate, prepared by the Nominating Committee, which is to be presented at the May 15, 2007 Annual Meeting for election by the members of PACA. The resolution authorizes the Nominating Committee and incoming PACA Board President, Joyce Simson, to fill the remaining open positions on the nomination slate. Tom Szykowny indicated that he was surprised by the lack of self-nominations for Board and Committee positions this year, and he encouraged continuing parent participation and involvement from "old and new" families. On behalf of Paula Marrie, Trip acknowledged the efforts of the Nominating Committee and Division Head Parents in preparing the nomination slate and thanked them for their help.

IV. Grants Committee Recommendations:

Tom Szykowny thanked the Grants Committee volunteers for their work in reviewing the submitted proposals and said that the Committee's recommendations were awaiting the final financial report from the Antiques Show before being approved. Referring to the preliminary grant application listings, Tom explained that financial aid and the Annual

Fund, which have been historically supported by PACA, would continue to receive funding and that the Capital Campaign pledge from PACA has been satisfied. Shelby Rhyne added that the Upper School Parents' Hall was named in honor of PACA's \$500,000 Capital Campaign contribution. Tom further explained the delicate process by which the Grants Committee reviewed and investigated the submitted proposals and said that the Committee had evaluated the grant recommendations to determine if funding was being split between the three school divisions and was offering an immediate impact on school programs, which were not otherwise included in the current school budget. Tom also indicated that some money would be reserved for 2008 PACA operating expenses, and that the income, generated from a final PACA Shopper sale, would be used to purchase next year's inventory, which would hopefully be stored on campus in space that is being negotiated by the current PACA Shopper volunteers, along with Kathy Turner and Carol Aronowitz. Tom Szykowny had prepared a resolution, which was read by Joyce Simson and approved by the Board, to authorize Tom Szykowny, Joyce Simson, Donna Simmons, and Mary Jo Vara to make adjustments in the grant awards depending on the available funds, which includes contributing any additional PACA-raised money to the Annual Fund or to consider funding proposals that were previously denied. Tom requested that discussion of potential grant awards outside the PACA Board meeting be avoided until after the Annual Meeting when final financial resources were determined.

V. Committee Reports:

A. Parent Education: Elizabeth Cooksey announced that Dr. Craig Travis' presentation had been useful, and she thanked Sandy Sullivan, Upper School Counselor, for her assistance. Although it was difficult to get parents to attend an evening program, Elizabeth said that approximately 40 parents came to the lecture and that she had received email feedback. Tom Szykowny interjected that historically the intent of PACA's parent education program has been to offer timely topics and to allow parents to come together to discuss common issues and concerns, and he mentioned that the former Parent to Parent format had been phased out due to dated material and the large time commitment of participating parents. It was suggested that an open discussion format might have been preferable to Dr. Travis' lecturing on the topic of character development, and Shelby Rhyne also recommended that the Athletic Department entry be possibly considered for parent activities and lectures, particularly smaller group gatherings.

B. Antiques Show: Alison Caxide began her report by thanking the Antiques Show Committee for their efforts and the many hours volunteered and by acknowledging the involvement of many new parents. Alison said that not having a tent made set-up and tear down easier, while improving the event space and the flow of people around the Antiques Show. Reaction to not having the Silent Auction was mixed, but Alison said that the Online Auction was financially and logistically successful. Alison indicated that the Live Auction produced less revenue than she had personally hoped but participants had fun, and the Master Works Class Collections was amazing and raised more than \$14,000. Alison mentioned that she had received comments that the atmosphere during the Friday evening Preview Party was more relaxed without the distraction and space constraints of the Silent Auction. Alison stated that publicity was the key to this

year's Show success and talked about the attention received as a result of the full page color ad that was placed in the Columbus Dispatch on Friday to compensate for the misplaced 12 page Show insert in Wednesday's paper prior to the Show. She also added that the Biltmore lectures were successful with approximately 40-50 attendees each day and said that the dealers gave satisfactory feedback about the Show. Alison also mentioned that technology had played a huge role and helped substantially in this year's Show, especially with the Online Auction and payments. Regarding the Show's financial bottom line, Alison said that she would have preferred to generate more revenue and more traffic, but she indicated that the Show was successful overall. Alison then proposed that a decision needs to be made regarding the future of the Antiques Show, which combines 2 distinct events: the Friday night party, supported mostly by Academy families, Alumni, Trustees, and Corporate Sponsors comprised mainly of Academy families and their guests, and the Saturday and Sunday Antiques Show, which showcases the Academy campus but doesn't generate revenue, because there is no income for PACA from dealer sales and the dealer booth fees are used to cover expenses, including the Show Manager's salary and associated facility fees (walls, display cases, lighting, etc.). While displaying Antiques Show slides from the school's online photo gallery, thanks to Bob Lee, Shelby Rhyne cleverly talked about all she had learned during the year and reported that "Antiques for Houses Big and Small" was truly part of a large community process, which included approximately 90 volunteers. On behalf of the PACA Board, the parent community, and the entire school, Tom Szykowny thanked Alison Caxide, Shelby Rhyne, and the Antiques Show Committee and volunteers. Tom acknowledged Alison and Shelby's innovative efforts, including automation, reduced Show expenses, and increased attendance on Saturday and Sunday. He also announced that the report of the Antiques Show Ad Hoc Committee is not yet finalized but that alternative Spring fund-raising ideas are being considered.

C. Lower School Fair: Tom Szykowny announced that this year's fair was successful. Via an email to Tom, Cathy Hile reported that the Lower School Fair had a net income of approximately \$700 with almost 300 children and 12 new families attending. Additionally, 6 Middle School and nearly 20 Upper School students volunteered at the event. Eric Ransom indicated that there had been some discussion about a possible change in both timing and location for future Lower School Fairs. Joyce Simson said that Cathy Hile had spoken to Dominic Facciolla, Athletic Director, to discuss the Athletic Department's schedule for the gyms and Barton Room and possible changes in future fair dates to avoid proximity to the Antiques Show weekend.

D. Volunteers: Sara Browning echoed the positive feedback about the well-organized Lower School Fair and said that Debbie Daoud had coordinated inviting newly accepted families. Sara also distributed copies of the revised parent volunteer form, which is available on the school's website.

E. Athletics: Randy Friedlander reported that publishing of the Spring Athletic Program had been delayed due to the rain, which prevented team photos from being taken. Randy hopes that the programs will be available by the end of the season team banquets.

F. Faculty Recognition: Ann Boeckman reported that food was being provided for the upcoming Lower School Parent Teacher conferences on May 17, 2007 and that faculty with summer birthdays were being recognized before the end of the school year. She also announced that the last faculty recognition snack day would be held on May 9th and sponsored by the 2nd, 8th, and 9th grades.

G. Scrip Program: Laura Williams reported that the final Scrip offering for this year would be mailed next week with gift cards available for pick-up during the last week of May.

H. Service Program: Paula Marrie reported that rising senior Luke Vachon was elected Upper School Service Board President with Erica Barnes elected Vice President. Paula said that along with Luke and Erica, the current Service Board President Cora Mukerji and Vice President Morgan Munnely have coordinated a presentation for the rising 9th grade class. Additionally, Paula said that there would be a student-sponsored group participating in the upcoming May 19th Race for the Cure.

I. Communications: Tom Szykowny announced that any information needing to be disseminated to parents should be sent to Laura Bowen. He also encouraged participation the upcoming Annual Meeting and said that information would be publicized via fliers and driveway signage.

J. PACA Shopper: There was no report.

K. Senior Party: Kathy Webner reported that the secret plans for the senior party were going well with a good response from the students (82 of 86 seniors will be participating).

VI. Announcements/ Adjournment:

David Vaziri reported that the Annual Jack White Track Meet for Middle School is scheduled during the afternoon of Monday, May 7th along with a barbeque. Joyce Simson also announced that she and Doug are hosting the current and incoming Board Members and their significant others at their home on Sunday, May 20th. Tom Szykowny said that he attended a National Association of Independent Schools event, which looked at school Boards and recommended looking at the big picture and rethinking structure. Tom also offered thanks to the Board Members and Committee Chairs, including those not present at the meeting, for their dedication and hard work this year. Tom encouraged attendance at the Annual Meeting on May 15th in the Athletic Department entryway, and he has asked Bob Lee to prepare a slide show of this year's PACA-sponsored activities to display during the meeting. Shelby Rhyne suggested adding information about the Annual Meeting to emails already being sent by Board Members, and another idea was offered that PACA might extend invitations to the Annual Meeting to parents of newly admitted students.

Tom Szykowny adjourned the PACA Board meeting at 9:12am.

Respectfully Submitted,

Ginny Rials, PACA Board Secretary