

November Minutes PAC

Present: Paul, Scott K, Vivianne, Candy, Piri & Hanh
Staff: Robert

Chair-person's Report

The rope on the (large play structure) was frayed and causing a safety risk (as was the entire play structure) due to rotting wood, splinters, slippery steps so Jennifer asked for it to be removed. Also lighting was added to the entrance/walkway of Lucia which is a great improvement from before. The garbage area gate was also replaced to insure kids couldn't wander inside. Finally the children's artwork cards were distributed.

Minutes from October: Approved

Director's Report

Robert mentioned that the entire play structure was removed and that the playground will remain open. He said that Jennifer would recommend portable play equipment for climbing to replace what was taken away and how important it was to talk to the kids about it.

Once the new center at Kirkham is open, the Center would be eligible to take part of the First 5 "Preschool for All" program. This would allow 3 hours per day to be subsidized for the 4 year-olds (Dolphins). At Kirkham, this would mean that up to 24 Dolphins would be eligible. There was discussion about what the PAC could do with the nearly \$3,000 in savings (e.g. give back to the parents, distribute to the PAC etc.). Also Robert mentioned that once approved, the PAC should consider applying for other grant enhancement programs.

Treasurer's Report

Vivianne reported that there is \$1,897 in the account. An error was identified by the bank that led to a scanning error of one of the checks (\$2,000 instead of \$200). This scanning error was resolved.

The children's artwork cards were successful; the PAC made \$436 from this fundraiser. The PAC discussed the option to buy 2 packs of cards instead of 1 pack of cards since the PAC retains more of those dollars:

- 1 pack of cards costs the PAC \$14.50 and we charge \$20.00 (difference of \$5.50)
- 2 pack of cards costs the PAC \$26.00 and we charge \$40.00 (difference of \$14.00)

Vivianne reminded parents to sign up for E-Scrip particularly during the holiday shopping season.

UCSF Shopping Spree

Robert displayed a revised mock-up of a banner that will be used at the Shopping Spree/Lucia Bake Sale in December. One recommendation was to change the name on the banner from UCSF Child Care to Lucia Center. A request was made for baked good donations for the bake sale. Scott K recommended that we use E-vite as a way to have parents sign-up to man/woman the tables over the 2 days.

Fundraising Report

The August 13th Chevy's Night was successful and brought in \$63.96. The next Chevy's Night is set for Monday December 15th from 4:00 pm to 10:00 pm located at Stonestown Galleria. For all food and non-alcoholic beverages, 5% of the amount spent will be donated back to Lucia.

The Courtyard Café fundraiser was held on November 5th, 2008 and brought in a bit more than \$200. A check will be made out the PAC. The committee agreed that we should work with other campus vendors to offer a similar fundraiser on a cyclical basis.

The Shopping Spree is set for December 3rd and 4th. The children's artwork cards would be a great item to sell at various locations on campus. The UCSF Medical Gift Shop agreed to sell the cards as did the UCSF Bookstore and the Craft Fair. Parents will be asked if they would like to exclude their child's artwork cards as the children's names are indicated on the back.

Parents need to sign up to staff the Lucia Bake Sale table at the Shopping Spree.

The Friends of Lucia held a meeting on November 3rd, 2008. The group included Marilyn Lucia as well as former parents and current PAC parents. The group approved their Bylaws as a non-profit structured organization. The committee recommended that the PAC create a fundraising manual to decrease redundancy from year-to-year. The committee recommended that each member involved provide a brief summary of the fundraising activity and the procedure for implementing. The committee also discussed creating an Alumni group.

Injury Report Log

The committee recommended that a monthly injury report. A template grid for the upcoming report was presented. The committee recommended that the child's name be removed from the report and that there be a section on "action taken" (e.g. parents contacted, next steps). The report may be able to identify any trends or problem areas that need to be considered.

Soccer Rebates

The costs for the soccer program were grossly incorrect (charged a \$210 gymnasium fee). Each child was overcharged by \$50. All dolphin parents paid in advance for this quarter and next quarter. Most of the dolphin parents wanted the extra money to be given back to the PAC. The committee recommended that the money be used to support a dolphin based activity such as supporting the cost of the dolphin's graduation. Robert clarified that no parent would have to pay again for the next quarter, its already paid!!

Parking during Construction

Additional parking spots were added on the top of Third Ave, at the meters which are closer to the center than across Parnassus....to allow for easier pick-ups and drop offs for parents.

Early Pick-Up and Holiday Schedule of Closures

All parents will be asked to pick up their children by **4:30 on Monday DECEMBER 15th** for the child care staff to attend a staff party within CLS.

Next PAC meeting was set for 17th.

Meeting adjourned.