

**HILLSBOROUGH HIGH SCHOOL IB ALLIANCE**  
**BOARD MEETING MINUTES**  
**October 26, 2017**

**Call to order:** The Board meeting of the HHS IB Alliance was held at the Jimmie B Keel Library on Thursday, October 26, 2017. The President, Bonnie Amsterdam-Miele, called the meeting to order at 6:05 p.m. The secretary was not present.

**Attending:** Bonnie Amsterdam-Miele, Ann Collins, Lisa Joseph, Denise Hamilton, Andy Hamilton, Jamie Bott, Johna Rawls, Carla Strobel, Michelle Perez, Yupa Sanne, Wendy Carrion, Dara Forbis, Angie Moreschi-Jadick, Lynn Mendelsohn, Nivia Cuevas, Andy Hamilton, Denise Hamilton

**Minutes:** The board meeting minutes were emailed to members prior to this meeting. August 22<sup>nd</sup> meeting minutes: Denise Hamilton gave the 1<sup>st</sup> motion, Lisa Joseph 2<sup>nd</sup> the motion. The meeting minutes were approved. October 18<sup>th</sup> meeting minutes: Lisa Joseph 1<sup>st</sup> motion, Andy Hamilton 2<sup>nd</sup> motion, the meeting minutes were approved.

**President Report:**

Jen Scanlon will be out for medical reasons. Denise Hamilton gave the 1<sup>st</sup> motion to approve Johna Rawls as Secretary while Jen Scanlon is out on temporarily. Lisa Joseph gave the 2<sup>nd</sup> motion, the vote was approved.

Ms. Casey will be on a leave of absence due to her falling at school and a gift card will be sent from the Alliance.

Communication was the focus the meeting. The importance of communication was discussed in regards to the IB Alliance Board is not reaching its membership and prospective students with the website. Although the website is built, the functionality of the website being interfaced with My School Anywhere (MSA) is not complete and communication is not affectual. Website email requests need to be addressed and responded by Yupa Sanne in a timely manner. Yupa needs to give Lynn Mendelson MSA administrator access for membership.

Additionally, it was discussed if going with an outside vendor would be beneficial to maintain the website, calendar and MSA due to the overwhelming expectations placed on a website volunteer and their time constraints. Denise Hamilton advised the constraints with working with an outside vendor were difficult due to the 2 week turn around in website update requests.

Yupa Sanne assured the Board that although she is a volunteer, she can fulfill the website update requests in a timely manner in regards to the calendar, general website updates, and MSA support. Yupa assured the Board she will acknowledge and reply to email requests in a timely manner. During the meeting Yupa gave MSA administration access to all board members. Yupa remains the administrator for the website.

All future calendar updates are to be sent to Yupa and cc:d to Bonnie.

Jamie Bott advised the emails used in Constant Contact for email blasts are not merged into MSA. Jamie will work with Yupa to get the emails transferred. Yupa has loaded the teacher emails and Lynn Mendelson's membership emails. Many emails and contacts from school families are not current in MSA and are missing. Constant Contact membership expires November 6<sup>th</sup> and it can be renewed monthly and until the emails are merged into MSA. Jamie Bott is to remain the IB Email Blast coordinator with the new website and MSA.

Senior email blasts need to be sent to Jamie to use Constant Contact. The Senior Reps have been sending email blasts from their personal emails and they have not been received/kicked back due to spam laws. Breakdown in communication to senior parents has been affected by emails not being received.

Lisa Joseph advised sponsorship of the IB Alliance needs to be updated on the website.

The meeting was adjourned by Ann Collins at 8:30 pm.