



Parent Advisory Board | MINUTES

July 11, 2019 | 6:30 pm – 8 pm | 23530 Kingsland Blvd. Ste 100, Katy, Texas 77494

<p>Meeting called by Ahmed M. Monib</p> <p>Type of meeting Parent Advisory Board meeting</p> <p>Facilitator Ahmed M. Monib</p> <p>Note taker Valerie Anderson</p>	<p>Attendees</p> <p>Cori Harbuck Sarah Leifeste</p> <p>Nzinga Harper Skylinn Anderson</p> <p>Valerie Anderson Ahmed M. Monib</p> <p>Jessica Lopez</p>
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AGENDA TOPICS

Time allotted | 10 min | Review of Previous Actions | Presenter Ahmed Monib

- Periodic scrub of patient data to anticipate missed appointments- **Completed. Process established**
- Setup regular CPR classes (twice per year)- **Completed. Next CPR class scheduled for July 27th.**
- Set date for flu festival- **Completed**
- Secure key vendors- **ongoing**
- Investigate making a children’s coloring book- **not yet started**
- Develop festival layout and action item list- **Completed**
- Develop waiver for parents to freely record office visits- **not completed**

Time allotted | 80 min | Discuss Fall Flu Festival | Facilitator Ahmed Monib

We reviewed the festival layout, planned activities, marketing, and action item list. Several great suggestions made by the parent advisory board.

1. Get Highschool National Honor Society and HOSA (Health Occupation Students of America) Students to volunteer at event
2. Advertise on Katy Mom’s network
3. Develop sponsor and vendor package- include sponsorship levels and request power needs
4. Have a card that gets stamped at each station, then bring to flu shot registration table to claim prize
5. Have at least 5 Garbage can locations
6. Add Sarah Leifeste parachute game
7. Increase the number of volunteers required at the bouncy houses

Action items	Person responsible	Deadline
Complete action items from 1 st Quarter meeting	Ahmed Monib	September 30, 2019

Action items	Person responsible	Deadline
Complete all action items related to Flu Festival	All	September 15, 2019
Conduct Flu Festival	All	October 5, 2019