



# Parent Advisory Board | MINUTES

October 10, 2019 | 6:30 pm – 8 pm | 23530 Kingsland Blvd. Ste 100, Katy, Texas 77494

Meeting called by	Ahmed M. Monib	Attendees	
Type of meeting	Parent Advisory Board meeting	Cori Harbuck	Sarah Leifeste
Facilitator	Ahmed M. Monib	Nzinga Harper	Ahmed M. Monib
Note taker	Valerie Anderson	Valerie Anderson	Brian Tuccillo
		Jessica Lopez	Erliene Carreon

## AGENDA TOPICS

Time allotted | 15 min | Dinner & Old Business and Approval of last meeting's minutes | Presenter *Ahmed Monib*

- Investigate making a children's coloring book- **not yet started**
- Develop waiver for parents to freely record office visits- **not completed**

Time allotted /80 mins/ Flu Festival Lessons Learned/ Presenter *Ahmed Monib*

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

1. Get tents around food trucks and tables to sit and eat
2. Duration was too long- either have in the morning or in the evening (3-6)
3. Keep in mind that early in the day it's too hot outside
4. Put Bouncy houses on the side and games in the back. Then we can have in the morning
5. Make signs that read: Open Event & FREE to the Public
6. Make it a charitable Event
7. Make a silent auction (basket full of different themes/write bid on paper and the highest bid wins)
8. No Goldfish/ Nothing alive
9. Make sure price of flu shot is clear
10. Keep Snow Cone Truck because they were great!
11. Get plastic bags with our logo for people to carry stuff
12. Ask for Vendors via email
13. Better training for volunteers
14. More goody bags
15. Louder Music

- 16. CHC needs to have a game if they decide to be a vendor next year
- 17. Karaoke Booth
- 18. Continue to keep up with good patient service administering flu shots because everyone was very efficient and moved quickly

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Investigate options for making coloring books	Valerie Andersen	January 12, 2020
Reach out to D.A.R. E to be vendor at Flu Festival	Valerie Andersen	June 1, 2020
Determine Charity organization for next year's flu festival	All	February, 2020