Washington Latin PFA Meeting Minutes
Prepared by: Kate Mazza, PFA Secretary

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Participants</th>
<th>Location</th>
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<tr>
<td>December 5, 2020</td>
<td>9:00AM-11:00AM</td>
<td>Executive Committee</td>
<td>ZOOM Meeting</td>
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**Agenda**
- News/Honoring Diana Smith’s Legacy
- Department Grants
- Holiday Gifts
- Survey Results/Events

**Discussion Notes**

1) Principal Transition - The PFA conducted a general discussion regarding feelings and reactions to the news of Dr. Smith’s retirement at the end of the academic year. And the promotion of Jimmy Kelly to Principal.
   - The PFA would like to plan a memorial; however, we need to keep in mind the fact that Dr. Smith does not appreciate surprises and we should keep her apprised of our plans.
   - Additional discussion in this area will continue following the winter break.
2) New Campus – Latin administration continues to progress plans for opening a second campus next fall. No additional details, including campus location, are available at this time.
3) Department Grants – We need to decide how the grants will work this year. Ideally, teachers are made aware of this year’s process prior to winter break. Diana Bruce and Kate Cromwell will co-lead.
4) Holiday gifts – We must plan an electronic solution this year – no personalized cards and no cash options. We also need a staff list from the business office.
5) Events/Survey – We need to develop a plan and commit to holding those events. Realistically we need to pare down the calendar and focus on those events we have the resources to support.

**Action Items**

It was decided that we would hold another meeting next Saturday (12/12/20) in order to finalize the following items:
- Calendar of Events – Develop a plan for events from January to June then commit to it.
- Holiday gifts – Determine the amount, distribution plan, and recipients.
- Department Grants – Determine amount, timing, and departments to include.