

# INTERN COMMITTEE MEETING

October 17, 2023

Normandale Conference Room

4:30 - 5:30 PM

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Meeting Called by: Charlotte Taubel

Note Taker: Charlotte Taubel

Attendees: Chris Holden, Mayssa Farah, Tracy Schaefer, Adrian Reenshuler, Angie Lapensky, Charlotte Taubel

Not In Attendance: Kristen Angel, Anne Jennen, Elen Gilder

## Meeting

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**4:30-September meeting [minutes](#) approved:**

**Charlotte**

Motion to approve: Charlotte

Second the motion: Tracy

### **4:35- General Updates**

- Intern Committee Open Positions: Intern Communications Director; Intern Volunteer Coordinator. See job descriptions and sign-up [here](#)
- Intern Gala Performance - interns will perform a song this year. Overall feedback from interns is that they don't feel that a song or dance showcases them in a professional manner. Will brainstorm ideas for next year. Many factors: venue, how important is this for the audience? Maybe a Vlog – or something that could also be used throughout the year for recruiting host families, sharing with families unable to attend the Gala but still donating, etc.?
- Winter gear - Charlotte made a list of what interns borrowed at our Oct. 9 event. Will also share a list of what interns still need so we may send 1 communication. We will need to discuss storage options after winter. 7 large bins currently stored at Anne's.
- FAQs - Charlotte and Sharon Norlander have been working on updating our FAQs for interns. Should be done at the end of October and shared with Chris for quick review.
- TOOLKIT Documents - Charlotte working to update these before spring hosts use them. Issue of family car use is being discussed with PTOs. Adrian brings up the issue of rental cars – suggests maybe we create or find a “guide to renting a car in America” - still, car rentals seem to be less of an issue in terms of repercussions for the PTO in case of issues.

- A first round of Uber gift cards was disbursed to each intern (50\$). A second round will be disbursed in the Spring.

#### **4:40- Host Families**

**Adrian/Charlotte**

- Charlotte completed a first check in with fall hosts. No issues so far.
- Spring Host Orientation: Week of Nov 6-10 - we will email spring hosts with invitation next week. Need to check settings to be able to record Google Meet.
- Home visits in November after orientation.

#### **4:50- Partner Families**

**Angie/Elen**

- No issues reported.
- A sledding/hot chocolate event will be planned for early Feb 2024 for partner families and their interns.

#### **5:00- Social**

**Anne**

- Oct 28 - Halloween Party hosted by the Cepek/Kram Family
- Nov 4 - Intern Thanksgiving. Volunteers and food donations needed - Sign up [here](#) - Some concerns about the format of the event: number of donations required and number of volunteers needed. Also, the event is long (noon-9pm). This year the event is no longer required. Will discuss at a future meeting how we want to make changes for next year.

#### **5:10- Extended French**

**Tracy**

- Working on Crêpe Days. This year all materials and supplies are through a State contract.
- Resolved some administrative details about employee status
- One of our interns was interested in creating a French theater production. Connected them with the VV/EHS theater directors and she will be able to volunteer to help with the current productions. Mayssa is also going to discuss it with her. There may be potential for something with the Frenchies in the spring. Maybe more doable for grades 6-7.

#### **5:20- Rally Month**

**Mayssa/Kristen**

- Focus on collecting videos - 3-4 interns from last year. 1 teacher for every grade. Past host families.
- Would like to have prizes for teachers/kids to motivate teachers to post more about Rally Month on their social media or their communications to parents. We will brainstorm ideas and make a decision on this at a future meeting.
- Should we do in-person booths to answer questions from people on the fence during Rally Month? Mayssa and Kristen were thinking of a "Tuesday Question" post on social media to answer FAQs. In the past the PTO used to do morning "coffee and croissants" after morning drop off. May be an option, but January weather may not work to be outdoors.

- Adjust number of families requested? Trying to get 28 interns, so ask for 56 host families + 6-8 alternates per semester. Some feedback from last year was that families wanted to be told the accurate number of families needed.

Motion to Adjourn Meeting: Charlotte Taubel

2nd motion to Adjourn Meeting: Chris Holden

**Meeting adjourned**

**Next Meeting: Week of November 13-17**