

Secretary Report 2018/19

It was wonderful to be a part of the KHASA Executive team this year. Some points to note for the year include:

- There was a focus on using Facebook more often, and gaining more followers, in hopes of opening lines of communication with Keating Families. Facebook posts were a team effort with the KHASA Exec and I feel it was successful for increased awareness of events and initiatives.
- Meeting Agendas continue to be sent to all members of the KHASA Executive and School Administration about one week prior to the meeting so that any amendments can be made.
- Minutes continued to be reviewed by all members of the KHASA Executive and School administration prior to posting to the website. Minutes are generally posted to the website within about one week's time. It would be good to continue to promote that meeting minutes are available on the website in hopes more people can stay up to date on KHASA news.
- Theresa Hait, School Secretary, was wonderful in assisting KHASA with its communication home with parents, such as emailing reminders about upcoming events, meetings etc. We couldn't have had such success at events without her help!
- Amazon Chime was trialed this year and will hopefully be rolled out as permanent option next year starting in September. Although we didn't have any new parents try dialling we did have KHASA Executive members attend from out of town which was great.
- Website info continues to be updated in regards to upcoming events and other important info
- As secretary this year I also worked with and assisted KHASA Exec and School administration in scheduling guest speakers during meeting times and this will be important next year as there is a hope to have more guest speakers for parents.

I have completed my two year term as Secretary and KHASA is very lucky to have Phil Molloy stepping in. I am looking forward to still being active with KHASA next year and helping out where I can.

Melissa Braun