

## **St. Mary's School H&S Executive Board Minutes**

**Date, Time, and Location:** August 2, 2018; 6:30pm; St. Mary's Rectory Conference Room

**Meeting Called to order by** President Mary Sasek at 6:35pm

**In Attendance:** Mary Sasek, Joe Mlnarik, Liz Wessling, Lisa Schneider

**Not in Attendance:** Craig Ames

### **1. Outstanding Items**

Liz will bring copies of minutes from previous month's general meeting to make available to stakeholders attending general meetings, in addition to the general meeting's agenda.

Bio of each exec. board member to Mary by Friday 10<sup>th</sup>. Share a little about yourself and your kids, etc.

Joe suggested shared documents for ease in communication, transparency, and transition in future years. Liz will set up Google Folder for our exec board and invite each of them to join.

### **2. Financials**

Financial discussions will wait until Craig is in attendance. Items that will be discussed at a later date:

Teacher startup checks- Teachers receive a \$100-\$125 gift card from H&S to help start the year. Need to get Craig to get those to them.

Budget line items and potentially new budget line items:

Funding requests (3) need to wait until Craig is here to see if there is enough money.

New line item: Room parent funds – reimburse for auction projects directly thru H&S-

New line item: Another \$1000 alumni scholarship for end of the year scholarships—Reword the funds for a worker at a parochial school and catholic college scholarships go to instead.

New line item: Eighth grade graduation gift- they would have to come in and propose their request. We match their monies.

### **3. Officer Items**

Mary sent out the summer letter 8/2/2018.

Event Calendar: Liz will update the events calendar and forward to Cathy Braxton any changes she should be aware of for school wide communication.

Lisa sent out sign-up genius reminders for all school clean-up and ice-cream social. Everything is sent through sign-up genius instead of sending a separate email.

Joe will have a list of first semester food nights on a flyer to hand out on curriculum night. Joe was going to continue making calls. Discussion on any strategy for choosing "good" places for food nights. Mary suggested think about variation of locations and companies that will give our school the best fund

raising potential. Use financials from last year to help decide on restaurants to contact. Discussion on which restaurants have been easy and not so easy to work with as food night partner.

#### **4. Updates for upcoming events**

Early Aug email- done 8/2/2018 by Mary

All school clean up – sign-up genius set out and 24 people have already signed up. Supplies will be given to volunteers. Lisa will email Dr. Wallinger requesting a list of what tasks should be completed by volunteers and supplies that are available for volunteers. Lisa will take charge that day. Mary will look for cleaning supplies.

Ice-cream social – Craig was working with Dan (Dairy Twist) on ice-cream. Need enough ice cream for 300 people. Dan thinks this is too much for him to donate. This was an issue that we had with Dan in the past. H&S budgets \$150 for this event. Mary is not going to budge on 300. If Dan can only donate for 200 then H&S will pay for the remaining 100. Mary will look for spoons, bowls, and napkins. Craig still needs to speak with Dan about this or Mary said she would.

Set up for ice cream social: tables are set up along wall of the lunch tables. 8-10 kids needed. Some are scooping and a helping with toppings on each table. 8<sup>th</sup> graders should also be at the door greeting and directing traffic. Lisa will talk with Miss. Sheridan about volunteers. Concerned about keeping ice cream in designated area. Door monitors may be needed to keep people from walking around school with their ice cream.

Arrows to Aerospace Parade- Joe is taking charge of this event.- Bernadette Miller will give us a trailer to use. Joe will purchase candy and decorations. Silver, gold, and blue stars on back, fringe decoration around perimeter, and tissue paper balls to decorate the sides. Candy buckets are in the basement for people to use. Janet bought candy last year-Mary will double check amount spend on candy. There is a big banner to carry. Donuts provided for people decorating. Teachers ride on the trailer. Joe will send a personal email to invite the teachers to join the ride on the float. Lisa will send out a sign up genius for volunteers. Time Line:

Decorate 8:30 (about 2 dozen came last year)

Parade Line up 9:30

Parade starts at 10 (about 75 came to march)

Curriculum Night- Mary will be in charge of both nights. All exec. board members should try to attend both. A few tables will be set up with information for parents about food nights and calendar of events. Liz will contact Janet about swag, pens and note pade, for curriculum night. Swag was given to those who completed a volunteer form and were in attendance at the ice-cream social

Parish Picnic - Cake walk is usually run by H&S. We will ask for another person to run it and volunteers to make cakes. 4 shifts of an hour each. One person from exec. board will attend at the beginning and

serve as a contact person. Baked goods are set up under the tent and the cake walk is on the grass. Boy scouts help set up. Instead of putting number discs on the ground they could be put on chairs.

## **5. Future Event Planning.**

Calendar additions- Liz will make changes

Fund Raiser - Begins on the 14<sup>th</sup> of Aug. A family has taken charge of this in the past. Janet and Craig have done this in the past. Table this discussion until we have another meeting at the end of Aug. to work through the logistics.

Room Parent 101- Volunteer Coordinator runs it and President (Lisa and Mary) will run it and room parents attend. Lisa will send out an email about what room parent responsibilities will be. At the meeting room parents will sign up for a spirit day and learn about Halloween Fun Night trick or treating. Room Parent 101 event date: Sept. 11 immediately following the general meeting.

Papio Fun night- Potential Event date: Sept. 14<sup>th</sup> or 21<sup>st</sup> Mary will email to finalize the date.

## **6. Odds and Ends**

Badges- Transition exec officers need to pass along badges to the new members. This is a HUGE frustration for everyone!! Perhaps we need a sit down with Dr. Wallinger and tech admin regarding access to hallways and rooms for exec. officers.

H&S web page- current officer info. Look over and contact Cathy Braxton if any changes need to be made.

Liz will send emails for non-volunteer events and send Newsletter articles. Lisa will send emails for all volunteer events.

Exec. Board Meeting in Feb. moved to Monday Feb. 11 at 5:30pm prior to the General Meeting at 6:30pm.

Incentive ideas for parent volunteers meeting their hours and going beyond the required volunteer time. Names could go into a drawing for a gift card. Drawings could happen quarterly during the honors assembly to honor our parents and volunteers.

**Next meeting:** August 30<sup>th</sup> at 6:30pm in St. Mary's Rectory Conference Room

**Items for next meeting:** Fall Fundraiser, Sept. Spirit Day hosted by H&S, & Budget

**Meeting adjourned at 8:05 pm**

**Minutes compiled by Elizabeth Wessling, Secretary**