

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

**Date, Time, and Location:** August 30, 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, Craig Ames

### 1. Outstanding Items

**Papio Fun Night:** Sept. dates are taken. October is full of events. This event will be tabled for the Spring (April or May)-could be a fun end of the year event for the kids paid for by H&S.

### 2. Financials

**Budget Update:** Fiscal year ends June 30<sup>th</sup>; Budget details prepared by Craig for 2017-2018 fiscal year. Craig went line-by-line of 2017-2018 budget report and as a board some adjustments were made to 2018-2019 budget.

New line items approved by executive board:

1. One more Scholarship amount of \$1000
2. Reimbursement funds for room parents up to \$100 per parent
3. Giving Garden for \$2000

Revenue/Expenses Adjustments

Fall Fundraiser: Revenue from \$17,000 to \$15,000; Expenses from \$9,000 to \$6,000

7<sup>th</sup>/8<sup>th</sup> Grade Banquet: Revenue from \$to \$1250; Expenses no change

Food Nights: Revenue from \$1200 to \$1500

Flower Sales omit line from budget

Kula Foundation (Coke) Revenue from \$150 to \$300

Shoparoo Revenue from \$300 to \$150

\*Budding Botanist changed to Clubs and Organizations Expenses from \$500 to \$1000

\*\*Geography Bee changed to Educational Competitions Expenses from \$150 to \$300

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\*This name change will allow other clubs and organizations like Wits Clash to receive assistance.

\*\*This name change will allow other competitions like Spelling Bee to receive assistance.

Budget requests:

1. Funding request for light bulb recycling made by Willie Wessling was approved unanimously by board members.

2. Funding request for 25 Computer Lab chairs from Dr. Wallinger, \$3855 per chair and shipping will need a vote by members of H&S. Add this to agenda items for Sept. 10<sup>th</sup> general meeting.

### 3. Updates for upcoming events

**Fall Fundraiser** Sept. 13<sup>th</sup> – Oct. 4<sup>th</sup> Janet Yale chaired this event this last year. No records were left as to how this event was conducted last year. Mary will reach out to Janet for guidance. Charleston Wrap was chosen by the executive board last year because this fundraiser brought in significant monies compared to other fundraisers in the past. A family is still needed to chair this event. Lisa and Mary will look over the volunteer survey results obtained this year for people interested in working with the fall fundraiser. She will reach out to Janet to come to Sept. 6<sup>th</sup> meeting to share her knowledge with us. Liz suggested a representative from Charleston Wrap and the family willing to chair this event should also join us at the next board meeting.

**Sprit Day:** Sept 10<sup>th</sup> This is hosted by Executive Board Members. H&S funds are used to pay for lunch as part of beginning of the school year kick off for staff and teachers. Craig will make arrangements for Valentino's pizza, bread sticks, salad;

#### Newsletter items:

- General Meeting on Sept. 10 6:30pm
- Room Parent 101 meeting following general meeting
- Parish Picnic Sept 9<sup>th</sup> Volunteers will be needed for the cake walk. Look for sign up genius to help. Volunteers can make baked goods for the Cake walk (100+ needed) and/or hour long shifts to run cake walk. 11:30-12:30 (30 min set up); ... 3:30-4:30 (30 min clean up).. Set-up shift will help set up baked goods on tables, scouts will help set up area (tables, tent, and chairs), put out spinner and Joe has numbers for chairs. End when the last cake/baked goods are gone. Clean up: take back spinner and numbers for chairs. Scouts will take down the rest.
- Food Night at Culver's Sept. 20<sup>th</sup> from 4pm – 9pm; mention St. Mary's at register. 20% of proceeds go to St. Mary's School.
- Advertise the ways we can earn money for using store cards: shopko, target, coke etc.

### 4. Odds and Ends

Craig wants to find out how many extra-curricular activities St. Mary's offers. We should also find a way to advertise the many extra monies raised by using rewards cards at Shopko, Target, etc.

Room Parent update: Only in need of one room parent for 2<sup>nd</sup> grade.

Parents have indicated they are willing to help with being a room parents on the volunteer survey, but they will not respond to Lisa's many attempts to talk with them about it on the phone or by email.

**Next meeting:** Sept. 6<sup>th</sup> at 6:00pm in St. Mary's Rectory Conference Room

**Items for next meeting:** Fall Fundraiser, Details of first general meeting, Halloween Fun Night

**Meeting adjourned at 7:55 pm**

**Minutes compiled by Elizabeth Wessling, Secretary**