

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

**Date, Time, and Location:** Sept. 25, 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. Halloween Fun Night**

Mary created an overview of tasks and potential volunteer needs.

The end time was cut back to 8:30pm from 9pm because in the past it seemed as if the kids ran out things to do.

Activities throughout the building from 6:30pm – 8pm: Trick or Treat Village, Games in the gym, Food in the gym, and Becky Feagan's Photo Booth

In an attempt to scale back the event the dance was taken out and music will be played in the gym and over the intercom, if possible, upstairs throughout the activity time.

At 8pm all students and families will convene in the gym. Costume parade commences. Winners for pumpkin carving, door decorating, and costume contest will be announced. Costume contest is broken into three categories: PK-4, 5-8, and adults.

8:30pm – 10pm will be clean up.

Mary will fill out the Google doc for facility use.

Mary created a table listing the potential action steps for: food, games, decorations, photo booth, and trick or treat village/door decorating/pumpkin carving.

Lisa will take charge of Food.

Food: Past has been pre-order pizza or hot dog, chips and pop. Nachos and other concessions are for sale throughout the night. Lisa can decide if pre-orders are something she wants to do. Last year there were very few pre-orders. People will pay for food at the counter. Tickets will not be necessary. Joe will help design a flyer to send home and put in the newsletter for pre-orders (if that is an option). Approximately 6 volunteers will be needed working one-hour shifts: 6-7; 7-8; clean up.

Liz will take charge of Games.

Games: purchased new ones last year. All in basement. Decide if anything else needs to be purchased. The cake walk will be free with a limit of two wins per participant to help insure as many people as possible have an opportunity to play/win. It was mentioned that several games seem to be geared to the younger kids and we need to think of games that might be fun for the middle school students, too. Renting games was done in the past. Money can be saved if we can make sturdy games to reuse each year. Number of volunteers will be determined once the games have been decided. A concern is the over-crowded feeling in the gym. Thought should be put into the placement of the games to allow for room to play and move from one activity to another. The tent will not be used since there will not be a

separate dance. This should allow for more space for games. Lisa will send out a request for cake walk goodies.

Craig will take charge of decorations.

Decorations: decide on theme, get a committee of volunteers about 10 to help set up and take down, take inventory in the basement of decorations and decide if anything new needs to be purchased. Decorations have taken 5 hours in the past to set up. Mary plans to begin set up around 11am the day of.

Joe will take charge of the photo booth.

Photo booth: Contact Becky Feagan to see if she will participate again this year, find out what supplies she may need, help her set up the day of (one volunteer), contact Peg Kallman to play music in gym and over the intercom for upstairs.

Mary will take charge of contacting people about the Trick or Treat Village, Door Decorating, and Pumpkin Carving.

Emails will be sent to teachers inviting them to participate in the door decorating. Anne at the parish will be send an email to contact parish organizations and invite them to decorate a door and participate in the Trick or Treat Village. She will secure judges for voting. Everyone who attends the event will get to cast a vote for best decorated door. Email will be sent to room parents explaining the process for the Trick or Treat Village and the process for asking volunteers to donate candy and passing out the candy during trick or treat time. She will need about 4 volunteers to monitor doors upstairs so kids do not go outside; 1 shift 6:30pm – 7:15pm; 1 shift 7:15pm – 8pm.

**Next meeting:** Oct. 8<sup>th</sup> at 6:30pm in Spanish Room prior to General Meeting

**Items for next meeting:** Review Agenda for General Meeting

**Meeting adjourned at 7:45 pm**

**Minutes compiled by Elizabeth Wessling, Secretary**