



# Executive Committee Minutes

## August 28, 2017

### ATTENDEES:

**Officers:** Chrissy Kennedy-Kortes, Kate McFarlane, Theresa Sebestyen, and Jill Winkler  
**Committee Liaison:** Sara Johns

AGENDA ITEM	DISCUSSION/CONCLUSIONS
<b>Call to order</b>	Meeting was called to order at 6:58 p.m. at the Theresa Sebestyen home.
<b>Review/Approve Minutes</b>	June 21, 2017 Executive Committee Meeting minutes were reviewed and approved with one change.
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Kate reported that the federal taxes have been completed and submitted. She is in the process of researching if they also need sent into the State of Wisconsin and will submit if needed.</li> <li>• Checking account balance as of July 31, 2017 was at \$55,477.25.</li> <li>• We received funds (approx. \$40.00) from the Amazon Smile program.</li> <li>• The group discussed the need for cash at the upcoming Meet the Teacher Night. Seat Saks will cost \$10.00 (cash or check only), so Theresa suggested some cash for change. We will not use "The Square" for Seat Saks but will have it available for Spirit Wear orders. Matty's cards are not ready for sale at this time, but will be promoted during the event.</li> <li>• Kate confirmed that we have not received bill from PlayWorks as of this meeting date.</li> <li>• Kate will be in contact with Yvette Cunningham to discuss the process and will coordinate the donation of funds for the staff stipend.</li> <li>• It was brought to Kate's attention that the reimbursement form needs to be updated to include her contact information.</li> </ul>
<b>For Discussion</b>	<ul style="list-style-type: none"> <li>• <i>Calendar for 2017-2018</i> – Sara has been in contact with the chairs and updates are included on the current calendar.               <ul style="list-style-type: none"> <li>○ <i>Movie Dates</i> – First movie date is scheduled for Friday, November 10th. The committee is still working to schedule the second date. The group would still like to have one geared towards younger kids and one for older students if possible. This is dependent upon movie availability.</li> <li>○ <i>Eat &amp; Earns</i>- Dates still need to be confirmed and added to the calendar. Theresa Gruenewald is looking into the possibility of an ongoing at Buffalo Wild Wings fundraiser in addition to a specific night. Theresa Sebestyen has been in contact with Theresa Gruenewald and suggested focusing on the second half of the year for Eat &amp; Earns.</li> <li>○ <i>Car Wash Coordinator</i> – We are in need of a new chair as the previous chair has stepped down. Discussed some possible parents that may be interested and will be contacted.</li> <li>○ <i>SpiritWear</i> – Samples are in and we have received order forms. There will only be one Spiritwear sale in the fall. Final date to submit SpiritWear forms is October 6<sup>th</sup>.</li> </ul> </li> <li>• <i>School Tool Kits</i> – The kits have come in and some have been distributed today. The kits be available at Meet the Teacher night on August 30th.</li> <li>• <i>PlayWorks</i> - PlayWorks is training staff this week. Katy Williams relayed that the staff is really enjoyed the program so far. We will evaluate and determine if Home and School should consider funding again next year. Theresa will try to stop in on</li> </ul>

	Thursday to observe a portion of the training.
<b>Upcoming Events</b>	<ul style="list-style-type: none"> <li>• <i>Meet Your Teacher Night</i> – Wednesday, August 30<sup>th</sup>. We are in need of volunteers to run the following stations: Seat Saks, SpiritWear, Fun Run, Matty’s Cards &amp; School Box distribution. Theresa has sent out a Sign-Up Genius and has several volunteers signed up. Volunteers can enter the building at 5 PM to set up at the earliest.</li> <li>• <i>Home and School Meeting</i> – Tuesday, September 12<sup>th</sup> – We will have a “social” format for this first meeting again this year. This meeting will include a welcome and intro, vote on minute approval &amp; a treasurers report. Chairs will be asked to give a 1-2-minute discussion of what volunteering entails for each event. This year we will have committee chairs stand at a station and have people approach them so they are easily identifiable. Theresa will check with the Eisenhower Honor Society to see they have students available to babysit during the meeting. Refreshments will include bottled water, lemonade, and candy.</li> <li>• <i>Book Fair</i> – Scheduled for the week of October 2<sup>nd</sup> -6<sup>th</sup>. There will be a theme which will be announced at a future date.</li> <li>• <i>Skate Night</i> – Monday, October 9<sup>th</sup>. Private party for Elmwood only. Theresa will check with Michelle Kruse on the pricing for the event.</li> <li>• <i>Fall Fest</i> – Friday, October 20<sup>th</sup>. Kelly is looking for someone to head up the food portion of the event. Discussed possible volunteers to reach out to for assistance.</li> <li>• <i>Fun Run - Pep Rally</i> will be held at 2 PM on October 24<sup>th</sup> and the Fun Run will take place on Thursday Nov 2<sup>nd</sup> (9:00 AM for grades K-3 and 1:45 PM for grades 4-6). There will be some flexibility on dates for inclement weather. Goal is to earn a stage curtain with the funds raised. It has been confirmed that the curtain quote we received in the spring will still be valid later this year should we raise enough funds.</li> <li>• <i>Movie Night</i> – Friday, November 10<sup>th</sup>. It was suggested that we inform volunteers that we will be using the popcorn packets which will make volunteering for this much more enjoyable than some past events. It was also suggested that we pop the night prior to the event.</li> </ul>
<b>Past Events</b>	<ul style="list-style-type: none"> <li>• <i>Photos/Forms</i> - We had a good turn out and lots of interest in committee participation.</li> <li>• <i>Kindergarten Playdate</i> - Went well and children/parents all seemed to enjoy themselves.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• <i>Office Max</i> – We don’t receive much back from them, but reminded the group that it is still a fundraiser.</li> <li>• Matty’s cards will be sent home again this year with each family similar to the first year of the fundraiser. It was suggested that we publicize the cards using social media when visiting Matty’s.</li> <li>• <i>Peer Mediator t-shirts</i>. Theresa will contact Katy Williams to discuss the process of peer mediator and if they still need H&amp;S to purchase t-shirts.</li> <li>• Artist in Residence hiring is still in process. Sara is looking for an author for this year’s artist.</li> </ul>
<b>Next Meeting</b>	Home & School Meeting – Tuesday, September 12, 2017
<b>Adjourned</b>	The meeting was adjourned at 9:21 p.m.