



Executive Committee Minutes

September 6, 2016

ATTENDEES:

Officers: Kara Erchull, Theresa Sebestyen, Ann Szeflinski, & Chrissy Kennedy-Kortes
Committee Liaison: Sara Johns

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 7:02 p.m. at Theresa Sebestyen home.
Review/Approve Minutes	August 11, 2016 Executive Committee Meeting minutes were discussed and approved with no changes.
Treasurer's Report	<p>Ann reported the following information for discussion:</p> <ul style="list-style-type: none"> • Last year ended over budget on revenue and under budget on expenses. • Cathy Bartels has agreed to perform an audit of last years' books. The audit is currently underway. • Taxes for last year are complete. • Ann reported that she ordered an affirmation letter for the Home and School 501(c)(3) status, in additional to a copy of the original determination letter from 1995 to be kept with the Treasurers records. • Account discussion <ol style="list-style-type: none"> 1. Discussed, and agreed upon, that H&S will be absorbing all fees for High Interest Day June 2017 (i.e. tee shirts etc.). 2. Sara confirm that there will not be an Artome event this year. 3. Several expenses did not come in for video conferences & co-curriculars. Kara will follow up Katy. 4. Bleachers –. We still need to know if the district will pay for the entire cost of the bleachers or if H&S will be contributing. If we are not contributing, we discussed the need for a big ticket wish list for future expenditures. It was suggested that we survey the teachers to see what is needed in the classrooms to address our new process for needs within the classroom. Theresa will follow up with Katy for an update prior to next meeting in hopes of announcing at the next H&S meeting. Discussed a member of the Board attending staff meetings once per month. Kara volunteered to attend the next meeting to promote H&S and let the staff know what we can do for them. 5. 6th grade graduation budgeted amount was previously netted on historical budgets. Going forward, it has been proposed that we have two separate line items for expense and revenue. This will be voted on at the next meeting. 6. Error on the budget that was approved at the May 2015 meeting. The KwikTrip car wash should have been \$1,332 revenue \$740 for cost. This item will be disclosed & voted on at the next meeting. • No Green Team reimbursement yet • No print expense for Matty's cards has been reported at this time. • Legacy gifts -would like to have a list of legacy gifts. Ann will create a log and the committee will reach out to contacts for historical information. <p>Checking balance as of September 1, 2016 = \$66,396.21</p>

For Discussion	<ul style="list-style-type: none"> • <i>Mission Statement</i> - Discussed the direction we would like to go with the mission statement. Goal is still to have a draft mission statement available for approval at the November meeting. • <i>Committee Chair Expectation Plan</i> – A packet will be created for all committee chairs to provide expectations and guidance as a chair. The Board drafted a list of items to be included in the packet. It was discussed and determined that the tax exempt form will not be included in the packet; however, copy of the form will be given to Yvette Cunningham. Theresa will prepare the packet with all the necessary information. • <i>Calendar for 2016 Changes</i> – January 19, 2017 H&S meeting was moved to January 26, 2017 due to a conflict with String Fest. Rachel will be notified of the date change so this change can be posted to the website. We should have babysitting again this year. • <i>Spirit Wear</i> - Spirit Wear sales is going well. Discussed having additional inventory for sale at upcoming movie nights. Per discussion with Katy, any Friday this year could be deemed Spirit Wear Days – schedule TBD. • <i>Fall Fest</i> – Kelly Phillips has agreed to chair the event. Planning and preparation going well. A meeting has been planned for Thursday to brainstorm with volunteers on the committee. Kara will contact Kelly to discuss budget and the direction for this signature event.
Upcoming Events	<ul style="list-style-type: none"> • <i>Home and School Meeting (“Social”)</i> – September 13th <ul style="list-style-type: none"> ○ <i>Marketing</i> – Discussed marketing for this meeting and meeting throughout the year. Signs will be printed and posted in the parent pick up line. Theresa will discuss with the printing company. “H&S Meeting Tonight” listed on the white board sign for After School students. Finally, discussed the possibly sending a packet/flyer to the Youngest and Only Kids for 1st semester H&S dates. A basic packet will be created. ○ <i>Prizes</i> - Spa gift card, chocolate, Spirit Wear, Norwex items, movie tickets, and jewelry. The Board agreed that this year we will hand out two tickets to each attendee at the start of the evening. ○ <i>Snacks</i> - We have water left. Snacks will be purchased. ○ <i>Agenda</i> – Introductions and an abbreviated agenda to include vote to approve changes to the budget and approval for Matty’s printing fee. Briefly discuss fundraisers with focus Fun Run. • <i>McDonalds Night</i> – September 27th – Theresa will follow up with Katy to confirm we have staff to work that night. • <i>Fall Fest</i> – October 21st - See above “for discussion notes”. • <i>Skate Night</i> – October 27th – Scheduled for 6-8 PM. We may try to have a theme. • <i>Fun Run</i> – November 2nd – Molly is still looking for sponsors for the event.
Past Events	<ul style="list-style-type: none"> • <i>Forms and Photo Days</i> went well. • <i>Meet Your Teacher Night</i> went well. Noted that Spirit Wear sales had high interest.
Other	<ul style="list-style-type: none"> • We need to follow up with Worlds Finest chocolate. We should have received a check for unsold candy per original agreement. • The use of previously purchase calculators was raised. Theresa will follow up to make sure they are in use. • Sara reported that she has a contact for Artist in Resident and will follow up later this year. • Square Art – Sara suggested a possible new fundraiser. This company takes pictures that students draw on paper and create object such as Christmas ornaments.
Next Meeting(s)	Home and School – September 13 th Executive Meeting – November 3rd
Adjourned	The meeting was adjourned at 10:05 p.m.