



Executive Committee Minutes - DRAFT

Sept. 9, 2015

ATTENDEES:

Officers: Molly Carroll, Kara Erchull, Rachel Schaar and Ann Szefflinski
Committee Liaison: Theresa Sebestyen

AGENDA ITEM	DISCUSSION/ CONCLUSIONS
Call to order	Meeting was called to order at 6:41 p.m.
Review/Approve Minutes	Aug. 18, 2015 Executive Committee Meeting minutes were discussed and approved with no changes.
Treasurer's Report	<p>Ann Szefflinski shared treasurer updates:</p> <ul style="list-style-type: none"> • On income side, we received a check for \$220 from Matty's for sixth grade graduation reimbursement (we overpaid for catering). • We received our last two checks from Market Day for deposit. • Ann would like to retire the Cart Mart line item and add a Seat Sack line item instead. • Ann shared a pie graph that graphically showed income and expenses. The board agreed that we liked this and would like to showcase this at the opening meeting; possibly have it on a posterboard to display. • Ann proposed changing the layout of the budget sheet – for events that have both expenses and income, show that in a new way (for example High Interest Day brings in money but also has expenses). <p>Current checking account balance = \$51,053.53</p>
Past Events	<p>a. Forms and Photos - Aug 17 and 18 Molly felt our placement in the hallway was great – we had lots of interest in Home and School sign-ups. Molly will take names from on-call baker sheets and put in excel spreadsheet. She will give it to Theresa, who will forward to committee heads so they can use to ask for baked good for different events (teacher appreciation, holiday cookies, dance, etc.).</p> <p>b. Kindergarten Playdates - Aug 18 and 25 Theresa shared feedback from the playdates. New families asked about being included in new bus orientation – Theresa will share with Royce. Many families stayed after bus orientation – great attendance. Theresa shared idea of providing sandwiches or pizza and drinks for families to eat after bus orientation so they could stay longer. Molly mentioned that Domino's in Muskego sometimes donates pizza. Daytime event also went well. Theresa sent out sign-up genius for people to sign up and families responded. Theresa had kindergarten class lists and then color coded nametags for kids (so parents and kids could see who was in their class).</p> <p>c. Meet the Teacher night - Wednesday, Aug 26 Meet the Teacher Night went well. Molly mentioned that it would be nice to have all school groups represented (such as Girl Scouts, Spanish Club, Chess Club) – mention that to Royce/Yvette. Molly mentioned it would be nice to order more spirit wear to have on hand to sell at events – Theresa will talk with Tracy about selling at more events. Also mention to Royce that we should have more spirit wear days. For next year, have</p>

	<p>“tour guides” that could help show new families around. Kara suggested making a committee for it - maybe have a new family committee where we could have checklist for new families, welcome, etc.</p> <p>d. Chalk Love - Monday, Aug 31 It was awesome! Parents and students seemed to really appreciate it. Thanks to Colleen Tadych for organizing and all parents that helped with chalking!</p>
<p>Changes in Fundraising and Dates</p>	<p>a. New Fundraiser, World’s Finest Chocolates replacing Market Day Kara, Molly and Tonia Schmeier met with Heather, our former Market Day rep. They learned that World’s Finest Chocolates bought Market Day. We are guaranteed the same profits (\$1,372.50) that we made in 10 months through Market Day if we run one World’s Finest Chocolates fundraiser. Their recommendation is to go with basic chocolate bar fundraiser. There is a 30 bar box (\$2 per piece) and 60 bar box (\$1 per piece). Two of them are completely nut free (made in different facility). We have to commit if we are doing this by end of September.</p> <p>b. Cubs on the Prowl The new date is May 13, 2016. Shannon Achter will chair and the event will include a fundraising aspect.</p> <p>Note from Theresa: All committees should be responsible for filling out their own building use forms. They can get the form from Yvette; the forms go to Dan and then the copy comes back to Home and School. Theresa will also ask event chairs to fill out evaluation form after event.</p>
<p>Upcoming Events</p>	<p>a. Entertainment books - September 11-22 Entertainment books going home on Friday.</p> <p>b. McDonald’s Night - Thursday, October 1</p> <p>c. Fall Fest - Friday, October 30 Molly and Kara met with Chair Shelly Greeson today. Kohls Color Wheels will come and do art project at event in art room. We will have a DJ that will play music and have fun activities and will call for spider hunt. The spider hunt will be on both playgrounds. The prize table will include items from the cart mart. Once kids receive their prizes, they will get a hand stamp so they can’t go through line again. New this year will be a Halloween-themed “Guess what’s in the bowl” in Monet Café along with food for sale, including water, popcorn and caramel apple sundaes. There will be a carved/decorated pumpkin contest again.</p> <p>d. Book Fair - November 2-6 All students will receive a free book from Home and School at the fall book fair (no 20% off books for fall book fair).</p> <p>e. All School Skate - November 12 Skate Night will be the evening before we have a day off of school.</p> <p>f. Movie Night - November 20 Theresa will touch base with Annie Loomins on what movie will be shown.</p>
<p>Discuss Sept. 15 Meeting and Social</p>	<p>a. Draft agenda for meeting portion</p> <ol style="list-style-type: none"> 1. Welcome by Royce or Jaime 2. Welcome by Co-Presidents 3. Committee Chair Introductions Theresa will make special nametags for committee heads. Have committee chairs introduce themselves. 4. Explain raffle tickets – all committee heads will have tickets. <ol style="list-style-type: none"> a. Prizes include Spa, Norwex, Necklace; Elmwood t-shirts; Discovery Toys

	<p>*Encourage all committee chairs to have their “elevator pitch” and approach people.</p> <p>b. Ideas for social Molly will bring lemonade container and chex mix. Theresa will bring water in igloo. Theresa will ask committee members to bring treats – 4 dozen in all; Kara will get cups, napkins and plates.</p> <p>c. Babysitters Royce will work with Ike Honor Society to get babysitters. Committee members can bring any games or cards to share.</p>
Other	<ul style="list-style-type: none"> • Molly and Kara will meet with Matt from Matty’s next week to discuss new fundraising options. • Popcorn machine – Molly said she is looking into Home and School buying a tabletop popcorn machine to use at events such as Movie Night, Shop Until You Drop, Book Fair and Fall Fest. It could also be rented to school groups such as boy or girl scouts. • Move executive committee meetings on Tuesday evenings, two weeks before regular meeting at 6:30 p.m. • Tae Kwan Do fundraiser – Rachel will touch base with Royce. If yes look at spring dates and co-chair?
Next Meeting	Tuesday, Nov. 3 at 6:30 p.m.; In 2016, executive committee meetings are January 5, March 1 and May 3
Adjourned	The meeting was adjourned at 9:29 p.m.