



## Executive Committee Minutes

**June 23, 2014**  
**6:30pm – 8:30pm**  
**Cathy Boerner's Home**

**ATTENDEES:**

**Officers: Cathy Boerner, Colleen Tadych and Alison Giese**  
**Committee Liaison: Kara Erchull**  
**Guest for Incoming Secretary Position: Rachel Schaar**  
**Staff: Principal Royce Lindner**  
**Absent Officers: Kathy Quandt**

AGENDA ITEM	DISCUSSION/ CONCLUSIONS
<b>Call to order</b>	Meeting was called to order at 6:38pm.
<b>Review/Approve Minutes</b>	May 12, 2014 Executive Committee Meeting minutes were discussed and approved.
<b>Playground Update</b>	<p>The new South playground is currently being installed and is on track to be completed in July so it will be ready for the Kindergarten Get to Know You days. Amy Kessler, a parent in the outgoing 6<sup>th</sup> grade class contacted Royce about a legacy gift. They would like to donate benches to add to the South playground. Royce sent them the link from the company for them to figure out exactly what they would like to gift the school. He also told them that they will need to consider shipping and installation costs when determining their legacy gift. They are directed to contact Royce with what they want. Royce will follow up with them this summer.</p> <p>Cathy Boerner and Colleen Tadych are in the process of writing thank you notes to families who have donated to the playground fund. Molly Carroll is in charge of ordering the plaque.</p>
<b>Treasurer's Report</b>	<p>Notable changes since our last meeting:</p> <p>REVENUE:</p> <ul style="list-style-type: none"> <li>• Alison added a line item called "Eat and Earn". We earned \$91 from our Qdoba night in May.</li> <li>• There was an additional playground donation of \$200.</li> <li>• Revenue from the Matty's card was about \$1400 for the year, which is \$570 less than budget. We are in need of a chairperson for Matty's for next year. Cathy Boerner asked Kara if she would like to be the Chairperson for Matty's Card for 2013-2014 and she accepted.</li> <li>• Cubs on the Prowl revenue went down this year because they had more expenses and lower attendance compared to last year.</li> </ul> <p>EXPENSES:</p> <ul style="list-style-type: none"> <li>• The Building Equipment increased because we bought the paper roll for the teachers at the end of the year. The positive variance is because we thought we</li> </ul>

	<p>would have to pay tax, but that was not the case.</p> <ul style="list-style-type: none"> <li>• High Interest Day usually breaks even but this year it made \$500.</li> <li>• Home and School Office Supplies includes reimbursement to Nicole Patterson for the hallway display. Reimbursement for playground Thank You cards and postage will be coming.</li> <li>• Sixth Grade Graduation: Home and School allotted \$2625. The 6<sup>th</sup> grade class collected another \$2600. They had \$5225 to spend on their graduation ceremony. They spend almost \$5000. This doesn't include the \$840 collected for the class gift. The Graduation committee would like to add the extra \$225 that was allotted from Home and School to their Legacy amount. There was a discussion about Royce reported that the kitchen was not left in the exact same shape after the event and he was told that if we want to use it in the future we need to pay to have a food service worker there. Jane Ross told Alison Giese to look for an invoice from Raven Sports for the T-Shirts.</li> <li>• Spirit Wear: Discussion of moving this line item to Revenue since it did net about \$370 each of the last two years.</li> <li>• School Kidz: LouAnn Koppa reported to Colleen Tadych that there will be about \$700 profit for the 2013-2014 orders. In January LouAnn needed to commit to the upcoming school year. She was told by the Home and School Executive Committee to run the program at cost, but did it the profit way. Increased orders this year (140 ordered for 2013-2014 school year, 207 ordered for 2014-2015 school year) plus a \$3-4 profit margin per order resulted in the \$700. Colleen Tadych reported that when she ordered the 3<sup>rd</sup> and 5<sup>th</sup> grade kits recently, the cost was reasonable. Running the School Kidz as a fundraiser was discussed.</li> </ul> <p>YTD:  Revenue =\$24,568.20  Expenses =\$50,475.34  More was spent because of the playground.  Current checking account balance = \$40,898.90  Available cash = \$27,031.12</p>
<b>Past events</b>	<p>Volunteer Appreciation Breakfast – June 5</p> <ul style="list-style-type: none"> <li>• Executive Committee thanked Royce and the staff for a nice breakfast.</li> </ul> <p>High Interest Day – June 6</p> <ul style="list-style-type: none"> <li>• Went well. A survey will be sent out to Elmwood families from the Chairperson Nicole Cooke to gain feedback for next year.</li> </ul>
<b>Upcoming Events</b>	<p>Forms and Photos</p> <ul style="list-style-type: none"> <li>• Monday, Aug. 18 from 4:00-7:00pm and Tuesday, Aug. 19 from 9:00am-12:00</li> <li>• SignUp Genius will go out to volunteers for the H&amp;S table which will be in the library.</li> <li>• Representatives for Spirit Wear, Matty's Card, Market Day, and Cart Mart are needed.</li> <li>• Cart Mart items will be sold and School Kidz boxes will be distributed in the Monet Cafe.</li> <li>• There will be hard copies of committee sign ups which will be color coded according to category.</li> </ul> <p>Kindergarten Bus Night: Wednesday, Aug. 20 at 6:00pm</p> <p>Meet the Teacher Night: Wednesday, Aug. 27 5:00-7:00pm</p> <ul style="list-style-type: none"> <li>• SignUp Genius will go out to volunteers for the H&amp;S table which will be in the Monet Cafe.</li> <li>• Representatives for Spirit Wear, Matty's Card, Market Day, and Cart Mart are needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be hard copies of committee sign ups which will be color codes according to category.</li> </ul> <p>Back to School Chairperson Party: Date TBD</p> <p>Wilderness Weekend (Oct. 10-12)</p> <ul style="list-style-type: none"> <li>• Flyer was distributed in June and will be distributed again the first week of school. Reservation Deadline: September 10, 2014</li> </ul>
<p><b>Calendar Update</b></p>	<ul style="list-style-type: none"> <li>• Home and School Calendar 2014-2015 was discussed. Calendar will be finalized before Forms and Photos night.</li> <li>• Home and School Meeting dates and Executive Meeting Dates were determined for the 2014-2015 school year. All meetings will begin at 6:30pm in the Elmwood Library.</li> </ul> <p><u>All Member Meetings</u>  Tuesday, September 16  Tuesday, November 18  Tuesday, January 20  Tuesday, March 17  Tuesday, May 19</p> <p><u>Executive Committee Meetings</u>  Tuesday, September 9  Tuesday, November 11  Tuesday, January 13  Tuesday, March 10  Tuesday, May 12</p>
<p><b>Other</b></p>	<p>Co-Curriculars for 2014-2015</p> <ul style="list-style-type: none"> <li>• In 2013-2014 H&amp;S paid contracts for 2 Drama, 2 Reader's Theater, 2 Talent Show, 2 Speed Stacks, and 1 Audio/Visual</li> <li>• Royce would like to have H&amp;S fund a contract for a teacher to run and organized sports type of club at recess.</li> <li>• Royce will let us know which teachers would like to do which clubs.</li> <li>• Discussion on a possible Student Council. Teacher advisor would be needed.</li> </ul> <p>New Health Room coordinator for 2014-2015: Stacey Williamson</p> <p>Cart Mart is an open position for 2014-2015.</p> <p>Spirit Wear:</p> <ul style="list-style-type: none"> <li>• Cathy Boerner offered to help Tracey Plecha streamline the ordering process. Cathy feels that there should be a hard copy order form and the board agreed. There is a four week turn around period so we would like the order forms ready to hand to parents on Forms and Photos days.</li> </ul> <p>Babysitting at H&amp;S meetings</p> <ul style="list-style-type: none"> <li>• We will try to recruit some older girls to help babysit children during the meetings. Royce suggested having a bin of toys/balls/activities that is designated for the Home and School meetings.</li> </ul> <p>Elmwords</p> <ul style="list-style-type: none"> <li>• 20% of families read Elmwords. Committee Liaison will work with Committee Chairs to collect information for Elmwords and the Today Show.</li> </ul> <p>Website</p>

	<ul style="list-style-type: none"> <li>Yvette Cunningham showed Colleen Tadych an exterior website called Weebly.com that Home and School could use and link to the Elmwords Home and School page. By using a Weebly.com account the Executive Committee would be able to post agendas, minutes, and any other information on their own timetable without having to wait for a staff person.</li> </ul> <p>Possible Recognition or Sunshine Fund</p> <ul style="list-style-type: none"> <li>Cathy Boerner suggested starting a "Sunshine Fund" for faculty and staff. Bylaws and non-for-profit regulations were discussed. Cathy will seek advice from a friend who writes non-for-profit bylaws and regulations. A Committee Chair would be needed if a committee is formed.</li> </ul> <p>It was suggested that Elmwood Home and School Bylaws be revised in the future.</p>
<b>Next Meeting</b>	Tuesday, September 9 at 6:30.
<b>Adjourned</b>	The meeting was adjourned at 8:11pm.

<b>Assignments:</b>		
<b>Task</b>	<b>Assigned To</b>	<b>Due Date</b>
<b>Playground Thank You notes</b>	Colleen and Cathy	Aug. 1
<b>Tax Deduction letter</b>	Cathy	Aug. 1
<b>Plaque</b>	Molly	Aug. 30
<b>Follow up on 6<sup>th</sup> grade Legacy Gift.</b>	Royce	Aug. 30
<b>Book Fair Dates?</b>	Molly	Aug. 10
<b>Check with Wilderness about Sunday night's rate.</b>	Cathy	Aug. 15
<b>Recruit babysitters for H&amp;S mtgs. Anyone know of someone with older kids (older than 6<sup>th</sup> grade)? Confirmation hours? Girls Scouts?</b>	Everyone	Sept. 16
<b>Create a toy/game/activity bin to have for babysitters to use with the children at H&amp;S meetings.</b>	?	Nov. 18
<b>Find a hostess for Back to School Party for Committee Chairs? Set date. Tuesday, Aug 26?</b>	Molly or Colleen	Aug. 10
<b>Create timeline on Excel to make sure events are advertised in Elmwords, Facebook, and on the Today Show.</b>	Kara	Aug. 30
<b>Check with lawyer friend who writes non-for-profit bylaws regarding a possible sunshine fund.</b>	Cathy	Sept. 9