

# St. Mary Parent Club

## *Meeting Minutes*

October 16, 2019

- Meeting called to order and prayer done by Kristy at 6:30pm
- No secretary or treasurer report at this time
- Principals report was sent over by Mandy via email, we discussed at the meeting
  - T-Shirt designs and school Spirit Store were discussed. Everyone liked the shirt for Virtuous Student shirts.
  - Robotics team was discussed – will now only be 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade until after Christmas due to competitions, and then 4<sup>th</sup> and 5<sup>th</sup> grade will begin.
- Conferences – we discussed needing food for the teachers for 2 days. We will send a sign-up genius to parents to get volunteers to help bring food. Parent Club will assist with anything that is left over. It was noted that we cannot have any foods with onions or anything orange (such as carrots). Erica will send the sign-up genius out. We need enough food to feed 16.
- The Officer Duties were discussed. Please see page 2 for updated duties.
- It was discussed that Parent Club pays for the buses for field trips – ELC only one bus is paid for, they have to use Dean because of car seats. More info to come on how many bus trips will be needed for the entire year.
- Kristy mentioned the idea of having a meeting for “it would be great if...” Where the teachers can voice what they would like to see happen so we know what our goals are and we can figure out what things we can work toward (for example a new swing set).
- Parent Club events were discussed and updated. See page 3 for updates.

- Little Caesars fundraiser will be going home with students Friday, October 18<sup>th</sup>. It will be returned by November 1<sup>st</sup>. Delivery is November 22<sup>nd</sup>. Erica will create a sign-up genius for parent volunteers to help with pickup that day. Pizzas will arrive around 10am.
- A Thanksgiving Feast sign-up genius is needed prior to doing the Little Caesars sign-up genius so that we can get help with that. Ms. N's mom needs more help this year to pull apart the turkeys, Kristy is going to find out what time she wants to begin that so we can get parent help. November 21<sup>st</sup> is the Thanksgiving Feast – Erica will attend to help and Kristy is going to see what time she is available to be there. We are planning to feed 220 people for the feast.
- The next Virtuoso Student is the 30<sup>th</sup> of November. Erica will attend for Parent Club. We are waiting on more info for the lanyards, Amy or Mandy will contact to see if we get a proof for the little cards.
- Next Parent Club is November 13<sup>th</sup>. We will potentially meet before that to discuss the Thanksgiving Feast.
- Things to plan ASAP: conferences, Thanksgiving Day Feast, Little Caesars
- Purse Party was briefly discussed and it was decided that we would need additional meetings for this outside of Parent Club's regular meetings. Erica is going to design a flyer for businesses so that they can see what they are signing up for if they donate for a purse. It was discussed that we will tell the businesses they can stuff the purses with anything they want – their business cards, flyers, coupons, etc. Amy is looking at a few date options in April and May to see what can work. It was discussed that a brunch theme or dessert theme would be fun, depending on the day/time we are able to do the event, but ideally we would like to avoid having to serve a full meal.
- Adjourned 7:30pm

## Officer Position Descriptions

### President

- Leads monthly meetings
- Prepares monthly agendas
- Maintains Parent Club email
- Delegates tasks
- Delegates fundraiser coordination

### Vice President

- Leads monthly meetings in President's absence
- Assists with President's tasks
- Assists in coordination of fundraisers

### Secretary

- Records meeting minutes and sends to group
- Writes thank you notes as needed
- Collects thank you notes from mailbox
- Provides report at monthly meeting of last meetings minutes and any thank you notes
- Updates Parent Club Facebook page with timely information

### Treasurer

- Provide most current reconciled bank statement with up-to-date account report(s) at monthly meetings
- Prepares all checks and obtains authorized signature (preferably during meetings)
- Prepares and delivers bank deposits as needed
- Maintains electronic register of accounts
- Balance register monthly against bank statement

### All Officers

- Establish annual budget
- Attend monthly meetings
- Attend events and fundraisers
- Help plan and execute all entities required for the Fall and Winter fundraisers, Open House, First Day of School, Thanksgiving Day Feast, Christmas Musical Refreshments, Teacher Conferences Meals, Catholic Schools Week Sundae Bar, Teacher Appreciation Week, VIP Day Lunch, and up to three Family Fun Events per school year
- Assists with fundraisers and/or any other preparations as needed

## Parent Club Events/Responsibilities

1. Fall Fundraiser
2. Winter Fundraiser
3. Spring Fundraiser
4. Virtuous Student assembly
5. Make Virtuous Student shirts
6. Meals for teacher conferences
7. Teacher Appreciation Week
8. Catholic Schools week events
9. Cookies for Christmas Play
10. VIP lunch and popsicles
11. Thanksgiving Day Feast
12. First day of school reception
13. CPAC plays for students
14. Buses for field trips
15. Playground
16. Muffins for mom/donuts for dad
17. 8<sup>th</sup> grade graduation gifts (blankets and sweatshirts)