



## Immaculate Heart of Mary Home and School Board Meeting

Meeting Date: 7/31/2019

Time: 6:15 PM

Location: IHM FSH Conference Room

**Board Members Present:** Sabrina Nansteel-Bunt, Mara Harrington, Leigh Anne Rainford, Alison Ritchie, Bridget Berns, Wanda Thomas, Monica Sullivan, and Jeff Fakette

**Meeting Purpose:** Home and School Association Board Meeting

**Materials included in Board Packet:** Agenda, Board Roles and Responsibilities, School Committees and Gift card or Toy Donation Flyer

Agenda Item	Discussion	Action Taken/Follow up
<b>Call to Order</b>	The meeting was called to order by Sabrina Nansteel-Bunt.	
<b>Minutes of Meeting</b>	The meeting minutes from the 710/2019 meeting were approved.	<b><i>Minutes Approved - motioned by Wanda, seconded by Bridget</i></b>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>● Treasurer: does not file taxes, that is through the church               <ul style="list-style-type: none"> <li>● Transition scheduled for 8/5/19</li> <li>● Items to be addressed: budgets for events and goals. Is it worth becoming our own 501C?</li> <li>● Bank Account: personal checking account, per online banking we have \$7,700</li> <li>● Bank wanted to us to be a business account. What would that mean? Changes interest, minimums change and better customer service per Wanda</li> </ul> </li> <li>● Director of Fundraising: what is fundraising and what is an event?               <ul style="list-style-type: none"> <li>● Events and Fundraising need to discuss separately how to share the events and fundraising.</li> <li>● For sponsorships we need and operating budget and 990, cannot find anyone</li> </ul> </li> </ul>	<b><i>Leigh Anne, Jeff and Andrew to transfer bank account</i></b>



<b>Home and School Committees and Guidelines</b>	<ul style="list-style-type: none"> <li>● Committee Recruitment:             <ul style="list-style-type: none"> <li>○ Event committee were people who approached board and said they wanted to be involved.</li> <li>○ Send out a mass email to recruit and register with Sign Up Genius. Option C is set up but there are glitches</li> <li>○ Ask Mr. Lowry about posting on FB for positions</li> <li>○ Post in the bulletin</li> <li>○ Get clearances, set up some Chromebooks at Back To School so people can start process right away.</li> </ul> </li> <li>● How it works: meet as a committee, do research, get consensus and make recommendations to the board</li> <li>● Contact CYO and work on better coordination and communication</li> </ul>	<p><i>Any changes or questions, contact Sabrina</i></p> <p><i>Coordinate set up with Andrew</i></p>
<b>Hot Lunch Updates</b>	<ul style="list-style-type: none"> <li>● Coordinator: Gina Zagacki</li> <li>● Volunteers: have 3 would like some more             <ul style="list-style-type: none"> <li>○ Recruit through church bulletin</li> </ul> </li> </ul>	<p><i>Need to place request in bulletin: this task was not assigned</i></p>
<b>Trifold</b>	<ul style="list-style-type: none"> <li>● Trifold brochure: add logo to brochure</li> <li>● New Families: 35 various ages (Wanda to confirm ages)</li> </ul>	<p><i>Wanda to post trifold to drive for review and let board know regarding ages of new students</i></p>
<b>Photos of Board Members for Website</b>	<ul style="list-style-type: none"> <li>● Wanda will take photos of board members for the website. Plan to take them at the next board meeting</li> </ul>	
<b>Home &amp; School Responsibility vs School (Mara)</b>	<ul style="list-style-type: none"> <li>● Ducks and Chicks program for Kindergarten and 3rd grade             <ul style="list-style-type: none"> <li>● Mrs. Neihoff asked Mara about Home &amp; School sponsoring this program. Home and School has paid for in the past?</li> <li>● Board agreed we need a 1 page document for teachers to request funding</li> </ul> </li> <li>● Amazon Wish Lists: Some teachers are using, others not</li> <li>● Playground: the current understanding is HSA is responsible for maintenance             <ul style="list-style-type: none"> <li>● Per Jeff, they had planned with Maloti Landscaping (church landscaper) to do some maintenance but former employee stopped forward progress</li> </ul> </li> </ul>	<p><i>Sabrina to create form</i></p> <p><i>Mara to email Andrew to discuss</i></p>



	<ul style="list-style-type: none"> <li>• There is also dying tree and a hornets nest that need to be addressed immediately</li> </ul>	
<b>Houston Back to School Party</b>	<ul style="list-style-type: none"> <li>• <i>Back to School Flyer Vote:</i> <ul style="list-style-type: none"> <li>• <b>Let's Dance: 6</b></li> <li>• Crazy Party: 1</li> </ul> </li> <li>• Permit – done           <ul style="list-style-type: none"> <li>• Betsy thinks our insurance on file, if not we will request from Denise</li> </ul> </li> <li>• DJ – Apologized and committed to being personally at all events           <ul style="list-style-type: none"> <li>• Jeff can Venmo him</li> </ul> </li> <li>• Pepsi: confirmed format and 501C form correct. Bridget advised may need to pick up</li> <li>• Snacks           <ul style="list-style-type: none"> <li>• Leigh Anne will work on getting updated BJ cards-approved</li> <li>• Soft pretzels-Jeff recommended 6 or 7 dozen</li> </ul> </li> <li>• 50/50 Raffle-Approved           <ul style="list-style-type: none"> <li>• \$1 for \$1, 6 for \$5, Arm length \$10, Wingspan \$20</li> <li>• Bridget has raffle tickets</li> </ul> </li> <li>• Dress: Board to wear shirts, look into blue aprons for volunteers (25) to have at events. Raffle sellers have a balloon or something so they can be identified</li> <li>• Give Katie Rizzo for the have spirit</li> <li>• Wanda will take photos</li> </ul>	<p><i>Jeff will Venmo \$300 the Sabrina will sign and send contract</i></p> <p><i>Leigh Anne will get BJs card</i></p> <p><i>Bridget to supply raffle tickets</i></p> <p><i>Leigh Anne to get prices</i></p> <p><i>Sabrina to contact Mrs. Rizzo</i></p>
<b>Flyer for teacher supplies</b> (Leigh Anne)	<ul style="list-style-type: none"> <li>• Separate out STREAM as different note</li> <li>• Duct tape (duck tape)</li> <li>• Wanda suggested having it go in with the classroom assignment and again in November or December</li> </ul>	<p><i>Leigh Anne to update and confirm with Andrew we can include in room assignments</i></p>
<b>Magnets</b> (Alison/Sabrina)	<ul style="list-style-type: none"> <li>• Sabrina Dentist committed to the magnet</li> <li>• As soon as Sabrina has the doctor logo information, she will pass it to Alison and then onto printer. Printer will bill Home and School and sponsor will write check to Home and School</li> </ul>	<p><i>Sabrina to coordinate between Alison and sponsor</i></p>



<b>Gift cards for teachers</b>	<ul style="list-style-type: none"> <li>● \$75 Visa Beneficial per teacher and put in school mailbox</li> </ul>	<i>Leigh Anne to coordinate</i>
<b>Update on IHM logo</b> (Leigh Anne)	<ul style="list-style-type: none"> <li>● Owned by the printer, cannot be copywritten. School does get some of proceeds</li> <li>● Order through printer do not require upfront payment</li> <li>● We can use them to print new merchandise, drawstring bags, hats</li> </ul>	
<b>Baseball caps and draw string with IHM logo</b> (Leigh Anne)	<ul style="list-style-type: none"> <li>● Sell at Houston party: approved to get quote             <ul style="list-style-type: none"> <li>○ Trucker hats are popular: Blue hat and blue and white logo</li> <li>○ Drawstring bags would be the same as we previous bag</li> </ul> </li> <li>● Car magnets: Alison will price with company doing the calendar magnet</li> <li>● Alternatives: online spirit store or online order form.</li> </ul>	<i>Leigh Anne to get quote for hats and bags.</i>  <i>Alison to get quote on car magnets</i>
<b>Rita's Night</b> (Sabrina)	<ul style="list-style-type: none"> <li>● Bridget to coordinate with new owner Jason</li> <li>● Week of September 16th 3:30-6:30?             <ul style="list-style-type: none"> <li>○ Teachers scoop from 3:30 to 4 (can this be later?)</li> </ul> </li> <li>● Last year was \$387: 20% plus tips and the wheel spins</li> <li>● Monica will recruit the teachers</li> </ul>	<i>Bridget will schedule</i>  <i>Monica will coordinate teachers</i>
<b>Updates from Committees -Various</b>	<ul style="list-style-type: none"> <li>● Events: Working on Houston Back to School and scheduling other events</li> <li>● Fundraising             <ul style="list-style-type: none"> <li>● Philadelphia Soul <b>approved</b> <ul style="list-style-type: none"> <li>▪ Experience: <b>Helmet: 6</b> Anthem: 1</li> <li>▪ We purchase \$17 and sell at a markup</li> <li>▪ Kick off at the Bazaar with the mascot: buy a ticket and get a picture</li> </ul> </li> <li>● Couch Tomato-<b>approved</b> <ul style="list-style-type: none"> <li>▪ 11/10/19 all day 15% take-out and delivery (day after Trivia)</li> <li>▪ 12/12/19 all day 15% take-out and delivery</li> </ul> </li> </ul> </li> <li>● Requested a \$1,000 from Rothman Institute for sponsorship</li> <li>● Parent and Business Directory: Need to research printers</li> <li>● Chick Fil A will donate 500 sandwiches. Either use as a whole school lunch or coupons as an incentive</li> <li>● Capital Campaign but need a goal</li> </ul>	<i>Bridget to confirm dates and Bazaar kick off</i>  <i>Confirmed</i>  <i>Wanda to research</i>



	<ul style="list-style-type: none"> <li>● Christmas Bazaar <ul style="list-style-type: none"> <li>● Working on raffles and sponsors</li> <li>● Have some leads but need to recruit more</li> <li>● Flyer requesting unused gift cards and unopened toys</li> </ul> </li> <li>● New Parent Committee</li> <li>● Afterschool Programs: <ul style="list-style-type: none"> <li>● Confirmed: Harry Potter Club, Kid Crafters, Robotics,</li> <li>● Need to research: Art (Barnes Foundation, Busy Bee or other), Kimmel Center, Games, Coding and Sports/Health</li> </ul> </li> </ul>	
<b>Applebees (Wanda)</b>	<ul style="list-style-type: none"> <li>● February 9th 8-10 but review Sunday of Catholic Schools Week? <ul style="list-style-type: none"> <li>● Kitchen staff provides food and volunteers serve</li> <li>● We bus and serve, scoop butter and syrup</li> <li>● \$1.25 pp and we can up charge from there. All you can eat pancakes, sausage, coffee, tea and water.</li> </ul> </li> <li>● Provide Meals for Home and School meetings donated: 1 week advance notice <ul style="list-style-type: none"> <li>● Menu: Boneless wings, tenders, salad, artichoke dip</li> </ul> </li> <li>● Partnership for events: have sponsored other schools</li> </ul>	<p><i>Wanda to confirm dates</i></p> <p><i>Bridget to discuss with Applebees</i></p>
<b>Next Uniform Swap</b>	<ul style="list-style-type: none"> <li>● Wednesday 8/14 6-7:30p</li> <li>● Possibly reschedule new family night to coincide with this event</li> </ul>	<i>Confirm time with Christina</i>
<b>Next Meeting</b>	<b>Not Scheduled</b>	
<b>Adjournment</b>		<i>The meeting was adjourned at 8:31 pm</i>



**Next Steps:**

<b>Task:</b>	<b>Owner:</b>	<b>Due:</b>
Transfer bank account, also purchase gift cards for teachers	Jeff, Andrew and Leigh Anne	8/5/19
Funding request form and Spirit Store for Houston Dance	Sabrina	ASAP
Quotes for: hats, bags and aprons	Leigh Anne	ASAP
Quote for: car magnet	Alison	ASAP
Schedule: Philadelphia Soul, Rita's, Spirit store for Bazaar	Bridget	Next Meeting
Research and get pricing ideas for Parent and Business Directory	Wanda	Next Meeting

Respectfully Submitted by,

Alison Ritchie/Secretary