

# Evans Elementary Home & School Association

## General Meeting Minutes – September 11th 2018 7:00

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**Minutes Recorded By:** Liz Rakoff

**Meeting Attendees:**

Jacqueline Havrilla  
Lisa Osborne

Jennifer Henson  
Liz Rakoff

Sara McDowell  
Suzanne Harvie

Carey Greives, Tara Erickson, Catherine Sullivan, Ashley Swanson, May Spadaro, Diane Ma, Lynn Drumbore, Michelle Mishock, Kate Doyle, Megan Moench, SueLyn Fennimore, Lauren Maltman, Alison Mazor

All present had an opportunity to review and approve the minutes from the last general meeting minutes held on May 1st 2018. Followed by introductions of board members.

**Budget Review**

Review 2018-2019 proposed budget. Significant income estimated \$8,000 basket raffle and \$20,000 for the fun run. The remaining 25% from usual sources (dining out, opt out, original works, Fightin Phils, Spittit Sticks). Other significant income: Membership dues \$3,500, Box Tops \$1,500, and Giant A+ Rewards \$4,500. Significant expenses or cash out flow: Assemblies/Special Events (Makers Dads and Circus) \$7,650, and equipment purchase for a Mobile TV cart for \$8,525. Budget reflects final pavilion payment of \$10,700. Other significant expenditures: \$2,150 for annual audit, \$1,800 family fun nights, \$1,000 staff appreciation, \$5,000 to support two major fundraisers, \$1,500 spirit stick replenishing, \$3,500 for recurring assemblies, \$6,000 for \$10/student field trip, \$4,900 in teacher grants, \$3,000 for annual school shirts for teachers and staff. Two assumption notes: No income or expense amount assumed for Holiday Shoppe and fun-tivities. Budget assumes a net spend of \$18,000 during the year for an expected cash balance on 6/30/2019 of \$26,500 (starting cash balance \$44,678.25).

Year to date activity: \$26,684.49 current balance, \$506 spittit stick sales income, \$2,150 on annual audit review and tax return, \$564 to insure organization and volunteers, \$329 for A-Z directory and accounting software, \$10,700 final payment on pavilion, \$4,700 teacher grants, \$600 principals grant to Mrs. Havrilla. Budget approved.

**Review updates by laws**

Lisa reviewed the changes to the by-laws. Major changes included shift of responsibility (vice president/recording secretary, and corresponding secretary), as well as the addition of a volunteer code of conduct. Vote to approve the by laws will occur at the November General member meeting.

**Pavilion update** – pavilion is behind schedule due to the rain. Tables need to be installed.

**Upcoming events**

Ram Runners Fun Run – September 21<sup>st</sup>. \$3,570 in donations so far, only 95 students are registered, 84% of online donors have paid the \$2.50 fee.

Water Ice Social/FIT night - night of September 21<sup>st</sup>. Social starts at 6:00, kickball at 6:30.

Fall Book Fair- e-wallet new this year as well as free book amount has raised to \$6.99 a student.

Fun-tivities – after school club \$55/student per session for 6 weeks. First sessions starting October 1<sup>st</sup>. Book club/arts, art club, bar-less barre, and chess. Clubs run from 4:00 – 5:15. Students must be picked up, no transportation home provided.

**New Business**

California Tortilla Dining Out tomorrow (September 12<sup>th</sup>)

Spirit Wear sale – look for an update soon on spirit wear for purchase (hoping to make this ongoing with both Spring Ford and Evans options).

Holiday Shoppe – will be in November this year, 12<sup>th</sup> to the 16<sup>th</sup>. This year we are using five below as a vendor and this will be a community service for the school families versus a fundraiser as in previous year.

Meeting adjourned.