

Evans Elementary Home & School Association

General Meeting Minutes – January 8th 2019 7:00

Minutes Recorded By: Liz Rakoff

Meeting Attendees:

Jacqueline Havrilla
Lisa Osborne

Jennifer Henson
Liz Rakoff

Sara McDowell
Suzanne Harvie

Catherine Sullivan
Alison Mazur

All present had an opportunity to review and approve the minutes from the last general meeting minutes held on November 13th 2018.

Budget Review

Cash balance to day is \$46,684.59

Significant activity since last meeting: \$1,168.25 from dining out (Wayback \$61.90, Limerick Bowl \$901, Pizzeria Uno \$205.35), Fun-tivities winter registrations \$2,365, Holiday Shoppe net profit of \$518.94 (total sales of \$11,027 and expenses \$665.82), Thanksgiving gram spirit sticks \$202, Spirit Wear from November sales \$25.07, Art Goes to School donation \$60, final payment for family ice skating \$512.50, Fun Run expenses (teacher lunches \$294.13), reallocated \$1,631.88 to spirit wear expense, Reucrring \$550 to PWC for K-Winter Secrets program, \$1,143 for 4th grade PWC program at the end of January, Frest Start Fitness \$1,000, and \$195 in Reading Olympics registrations.

Recent Events

- Holiday Shoppe: leftover items (gift wrap, etc) can be repurposed. Great overall feedback. Wrapping times were a concern, but committee will revisit to improve for next year.
- Family Ice Skating: We had roughly 180 skaters attend, good turn out.
- Chrysler Fundraiser: \$690 earned for the school.
- Teacher Appreciation Dinner: "Tailgate" themed. Teachers had great feedback.
- Winter "Fun-tivities": art club, ukelele, animal lovers clubs offered. All clubs are full even after teachers offering to add additional students to their club. Electronic random selection was used to pick students. 13 total student applications had to be turned away.
- Winter Book Fair: January 23rd 5:00-8:00 located in the Evans library. Families can order books online, vouchers from fun run can not be used online.
- FIT Night: January 23rd from 7:00-8:00pm. Jenn Henson and Liz Rakoff are working on details.
- Box Tops for Education: update via next newsletter. The contest is continuing through February 14th, 2019.

New Business

- Upcoming Executive Board Election
 - o Vice President and Treasurer (see descriptions below)
 - o Nominating Committee Needed
 - o Election Schedule
 - February 12th: Deadline for Nominations
 - March 12th: Nominees accounced/introduced
 - March Date TBD: Electronic ballots emailed via Skyward (paper ballots will be available if needed).
 - April 9th: Election closed/votes tallied
 - May 14th: Officers Announced

Job Descriptions:

The **Vice President** shall perform the duties of the President in the absence of the President and shall assist the President when called upon. The Vice President shall keep a correct record of all the meetings of the Home nad School Association and Executive Board. The Vice President shall make copies of meeting minutes available for review and approval.

The **Treasurer** shall receive all monies of the Home and School Association, keeping an accurate record of receipts and expenditures, and make disbursements as authorized by the Home and School Association, Executive Board or committees, in accordance with approved budgets and receipt vouchers. The Treasurer shall present a financial report at each business meeting during the school year.

Meeting adjourned.