

# Evans Elementary Home & School Association General Meeting Minutes – January 12, 2021 7pm

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**Minutes Recorded By:** Jennifer Steffenauer

## **Meeting Attendees:**

Jacqueline Havrilla	Jennifer Henson	Sara McDowell
Lisa Osborne	Jennifer Steffenauer	Gina Murphy
Suzanne Harvie	Alison Mazur	Sharon Germany
Colleen Troxell	Kristen Pavillard	Christina Sisson

Meeting called to order at 7:04PM.

## **Approval of Minutes**

All present had an opportunity to review the minutes from the last general meeting held on October 13, 2021. A motion to approve the minutes was made by Lisa Osborne with a second by Suzanne Harvie. All approved minutes will be posted to the Evans HSA Website.

## **Budget Report**

Cash Balance as of Today: \$49,229.65

Significant activity since last meeting:

- \$135.74 from Dining Out activities
- \$1,771.19 from Spirit Wear Sales. This will be offset by the actual cost of the items once the invoice is received.
- \$730 in additional membership dues
- \$100 in donations
- \$191.10 from sale of parent/extra t-shirt. Will be offset by cost of shirts once the invoice is received
- \$78.29 from Amazon Smile
- Paid \$220 for A-Z Directory
- Paid \$60 donation to Art Goes to School
- Paid \$1,331.34 for teacher/staff appreciation lunch
- Paid \$134.44 in square fees from Membership transactions
- Paid \$200 to two new teachers (annual grants)
- Received \$300 from sales of extra 2019-2020 yearbooks

A copy of the budget report will be posted to the Evans H&SA Website.

## **Water Bottle Station Presentation**

Since school water fountains are currently non-functional, H&SA was asked to provide water bottle filling stations for the school. H&SA would provide the stations; District will install and maintain moving forward. Total cost to H&SA is \$2,817.24. One station would be placed in the 1<sup>st</sup> grade hallway on the first floor, and one station would be

placed in the 4<sup>th</sup> grade hallway on the second floor. A vote is needed to approve the expenditure. Motion to approve by Alison Mazur, second by Gina Murphy; motion carried.

### **Committee Status Reports**

- Book Fair—Winter Book Fair to be held virtually from January 15 through 28. Shopping links have been shared via the H&SA Newsletter, on the Library Canvas page and will be added to Facebook. Book orders over \$25 will ship free. No free books for this fair.
- Community Service—Operation 143 is still providing meals to students in need; backpacks are being delivered directly to homes. Volunteer opportunities are limited given the current pandemic situation.
- Dining Out—most restaurants are not offering fundraising right now. Alison will keep us updated; if you have suggestions please let her know.
- Evans T-Shirts—Shirts were ordered and have been received. Shirts for in-person students were sent home through the building. Shirts for Virtual/Cyber students were delivered via curbside pick-up at school.
- Fightin' Phils—will sell ticket books from February 11-26<sup>th</sup>. Tickets purchased via last year's sale are good for the upcoming Fightin' Phils season.
- Refunding—quarterly check received from Amazon Smile. Boxtops check should be arriving shortly.
- Spirit Wear—we hosted a successful spirit wear sale at the end of November. Orders have been delivered.
- Teacher/Staff Appreciation—H&SA provided a food truck for the teacher's first day back in the building. It was very well received by the teachers and staff.
- Yearbook—Sale of yearbooks has begun. Switched to a new vendor, TreeRing, for the current school year. Custom pages can be added to each yearbook for free. We need the school community to upload photos to the public share folders via TreeRing.

### **New Business**

- Upcoming Executive Board Election
  - Vice President
    - 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 & School Association and Executive Board. The Vice President shall make copies of meeting minutes available for review and approval.
  - Nominating Committee is needed—please reach out to a board member if interested
  - Election Schedule:
    - February 9<sup>th</sup>—Deadline for Nominations
    - March 9<sup>th</sup>—Nominees announced
    - March Date TBD—Electronic ballots e-mailed via Skyward (paper ballots will be available if needed)

- April 6<sup>th</sup>—Election closed/votes tallied
- May 4<sup>th</sup>—Officers announced

Motion to adjourn made by Jenn Henson and 2nd by Lisa Osborne at 7:53PM.