



Meeting Minutes

Date: August 15, 2022 5:00-6:00 PM

Location: Lou Toth's Residence

1. Call to order 5:07 pm
 - a. Lou, Karen, Melanie, Rochelle, Cassie, Sophia, Jessica in attendance
2. Approve past meeting minutes
 - a. Last meeting minutes - budget details weren't in there; Tears & Cheers budget line was added; tee shirts for PTO added into budget; teacher grant line to be \$1000
 - b. Sophia motioned to approve minutes; Lou seconded
3. Standing Rules discussion/vote to adopt
 - a. Treasurer to have financial background check
 - b. Voting Process
 - c. Grant Process
 - d. Reimbursement Process

Melanie discussed the Standing Rules - don't have a set document; treasurer financial background check; if the board split on something 4/4 how do we settle a vote - Mrs. Basl is the person we're thinking; what the board is allowed to vote on? If it's not in the budget and will affect the budget we will take the vote to the members. We will have voice or paper voting; grant process was discussed - board will vote on it if it's less than \$500; reimbursements need to be pre-approved and if not there's a process;

4. BP discussion - sponsorship tiers
New tier options - added more marketing opportunities in for bigger donors
Diamond Elite - "ask us"
Gold - (\$1000) 4 table at events;
Silver - (\$500) 2 tables at events;
Bronze - (\$100) 1 table at events but if you want a table at an event you have to help us with something for the event (coffee, donuts, food)

Get banner from sponsors for events to hang on pick up loop fence;

Small donations (donuts, coffee, gift basket) need recognition too - always make sure we recognize them on flyers, send thank you notes; Karen asked to be informed of when we need to give shoutouts on social media;

% back partnerships - it's hard to decide who gets this partnership; we landed on minimum of \$100 donation to be a partner

Jessica started a spreadsheet with current business partnership -

How did Rita's ice meeting go? He's willing to come to events and may be able to donate if he gets the word from corporate.

4. Communication plan

How are we liking the app? Is Band helping? It's mandatory for all board members to be on there in some fashion; volunteers will not in band so we're not planning events in there; votes will be announced to the group before they take place in the app.

5. Event planning process & procedures

Spreadsheet/planning tool: Melanie proposed an event spreadsheet; volunteers are able to see event checklist and edit parts of it; board member to be event chair; working document for each event; this Document is meant to be the one place to go to plan events -

6. Volunteer management process

Sign up genius has been used in the past for volunteers to help AT events, but we need them prior to the event to help with planning - this comes down to the event committee, which can also contain volunteers;

Standing rules - volunteers need to sign in, have a name tag

7. Tax professional discussion

Melanie discussed Karen Crawford - our past accountant; she charges \$300; table and revisit this; maybe there's advantages to having someone who knows 501c3s.

8. Spirit cart discussion/vote to amend budget

Melanie brought up her idea - we'll table details until next meeting because it'll be a budget line change

9. Business partnership tiers discussion (see above)

10. New business

- a. Card readers - we're researching various options; Pay Pal has the best non-profit rates; stripe doesn't have a non-profit rate at all on their card readers;

square's readers are based on how much revenue you bring in; we're leaning towards stripe to keep all of our finances in one place.

- b. Raffle winners - Mrs. Basl didn't announce them yet because the announcements were so full; Rochelle contacted the parent of one of the winners (asking for tee shirt sizes); contacting other winners tonight.
- c. Where's our calendar? Melanie's President google calendar is our one go-to place
- d. Cassie asked when are we going to decide who is chairing what event (must be a board member)
- e. Melanie is going to ask Mrs. Basl where we can have our meetings on campus.
- f. Email from new teacher - sparked an idea that we put a teacher bridge/liason in place/at each meeting - this teacher was asking if she or someone from her grade should come to every event. Melanie will talk to Basl tomorrow.

11. Meeting Adjourn 6:23PM