

Guadalupe Home & School Club Meeting

MINUTES

When: Friday, October 13, 2017

Where: Guadalupe Elementary Cafeteria

Attendees: Susan Smith, Ebe Thiara, Joanna Ayala, Joyce Wong, Sue Robinson, Sujana Desai, Shelly Moss, Laura Buchanan, Anjali Hattarki, Karen Sanchez, Darci Sowers, Theresa Wellman, Jennifer Baird, Lisa Brooks, Nanette Garcia, Patrick Keith, Aram Glasband, Jason Zhang, Brian Holloman-Kincaid

1. President Welcome/Call to Order: 9:04AM. President's Welcome- President Noreen Styliadis discussed September 20th GHSC evening meeting where childcare and pizza dinner was provided in an effort to get more attendance. The GHSC board is also looking for potential speakers for the evening meetings. Noreen mentioned the need for more people in our programs.

2. Approve past meeting minutes-- We postponed the approval of meeting minutes.

3. Treasurer's Report – Classroom Giving Drive success! All grade levels are fully funded, so all field trips and classroom projects can move forward. Next up is Walkathon for programs. Mindy discussed sponsorship program and matching gift program. 1st payment to Starting Arts & Recess 101 has been made. Tight budget, money-in/money-out process, there are reimbursement forms on the site and there is now a 45-day turn-around. Committee Chairs should be aware that for events, money should stay onsite, and there should always be 2 parents counting money collected from events. These procedures are to ensure that we follow our 501c3 and insurance requirements.

Mindy discussed the difference between the \$250 one-and-done from last year and this year's methodology. Last year people were given the opportunity to pay for everything with a single payment. If all families had participated fully, the GHSC would have completed all fundraising. As there was a 35% participation in the one-and-done, GHSC continued with the walkathon fundraiser. Since the walkathon had incentive prizes, people who had already done the one-and-done were frustrated that their children were not receiving the incentives even though they had donated the full amount requested for the year.

For the 2017-18 year, the classroom giving drive solely funded classroom-related costs of field trips and classroom supplies with an end date of September 30th. The walkathon is separate and used for program costs like Starting Arts and Recess101. The question was asked about emergency funds and why they are needed (contract signatures take place for the following year, so GHSC should maintain a years worth of program costs in case of low fundraising to meet the contracted commitments). Noreen addressed the difference between parent-funded classroom giving drive and kid-funded walkathon where students can ask for friends and relatives for donations.

In response to a question about the matching process, the GHSC should be able to handle a single check with a memo about the distribution from classroom giving drive, walkathon, etc. This would enable people at large companies to get matching and allow the kids to get their walkathon prizes. The plan is to implement that in the store now, rather than wait for next year.

4. Volunteer Needs-- Noreen spoke, as the Volunteer Coordinators could not attend this meeting. Upcoming events: walkathon needs volunteers, after-school movie needs volunteers and we had to cancel one after-school movie last year due to lack of volunteers. WinterFest is a new event that is replacing the Barnes & Noble event. The event will be onsite at Guadalupe with food, crafts, in conjunction with our book fair. We would like to also do an auction if we can get enough volunteers to assist. We are trying to get a speaker for November; Guadalupe parents would be welcome to present a topic or suggest topics they would enjoy.

5. Upcoming events (liaisons - except for Walkathon, for time's sake - please obtain status report from program chairs where applicable)
 - Walkathon Report – Joyce Wong, Walkathon Chair. The goal is to raise \$50,000 minimum. First assembly is next Friday to get the kids excited. She is looking for volunteers and is planning to blanket the community with information about the event. Actual event is November 3rd, but all details will be sent home next Friday, October 20th. “Rock the Walk—Digitally Remastered” is the theme this year.

6. Teacher/Principal Report-- Mr. Izor – Teachers asked him to thank the parents for the support of the Classroom Giving Drive. They were thrilled to learn that everything had been funded at their Wednesday staff meeting.

7. Voting Items
 - Mindy is proposing that we purchase a new safe with a deposit drop to avoid parents having to take any funds overnight when the office is closed (current location of GHSC deposit lock box).
 - Noreen Styliadis made a motion to approve a budget of \$300 to purchase a new safe to meet GHSC needs. Theresa Wellman 2nd the motion. Motion approved unanimously.
 - Meeting Minutes from September. Brian Holloman-Kincaid made a motion to approve the September Meeting Minutes. Anjali Hattarki 2nd the motion. Meeting Minutes were approved unanimously.
 - Noreen asked if anyone was interested in leading a Guadalupe Fire Support Drive. Parents mentioned that right now there is not a need, but in a few months we might do a toy drive & money drop off in conjunction with WinterFest.

8. New Business
9. Adjournment-- Meeting was adjourned at 9:45am.