



## FOS Meeting Minutes Agenda

**Date/Time:** Tuesday, January 21, 2014

**Meeting Location:** Pompei Restaurant

**Members (BOD) Present:** Zach Abel, Jackie Marolda, Kitty Hooper, Katie Haviland, Catherine Sollman, Sadika Langston, Jeff McCarter, Deidra Harper, Daryl Harper

### **Agenda Item #1: Financial Report**

Discussion: Jackie Marolda, FOS Treasurer presented the latest financial information. As of the end of December 2013 the checking account balance was \$23,462. We are expecting to payout the already approved \$5,000 support for lunchroom/recess support before the end of January. Donations for the annual appeal are still being collected.

### **Agenda Item #2: Committees Report – Health & Wellness (S. Langston)**

#### **Discussion: Walk-a-thon**

- St. Ignatius is no longer available for the Walk-a-thon on June 2 due to renovations
- Therefore an application has been submitted online for Fosco Park for Friday, June, 6<sup>th</sup>.
- Last year we were given the track, playground and room inside the building for \$130. We are awaiting details.
- The Health and Wellness committee has proposed giving all participants a “STEMulate your mind” T-Shirt for the event.
- Deidra Harper suggested that if a t-shirt is paid for by FoS it should also be a shirt the students can wear to gym class.
- There is current work on formalizing the schedule a letter to be sent home with the kids so they can raise funds to support the school and the t-shirts. The suggested amount to be raised by each child is \$30 in which they may consider getting pledges from friends and family. Ideas are also being suggested as to what specifically will be fund raising for.

**Action: Additional update at the next FoS meeting.**

**Agenda Item #3: Committees Report – Communications (C. Sollman)**

**Discussion: “Funding Request Form”**

- The committee created a form to be used anyone requesting funds from FoS.
- The suggestion is to change the name of the form to “Funding Request Form” and submit to Ms. McManus for review. Once approved, she can then forward to the staff for their consideration.

**Action: Executive Board will submit form to Ms. McManus for review and report back to the full board once approval is gained and form is distributed.**

**Agenda Item #4: Committees Report – Outreach & Inclusion (K. Hooper)**

**Discussion: “Multi-Language Communications”**

- Currently drafting a letter to be used on our website with different languages to help non-English speaking parents and family members to be informed. Working with Ms. Gully to identify people who can translate.

**Action: K. Hooper expects this to be put together by mid-February and will report again at the next FoS meeting.**

**Agenda Item #5: Committees Report – Beautification (K. Haviland)**

**Discussion: “General Issues”**

- The playground has a dip in the middle, there is also a curb on the playground that staff, students and parents have tripped on. Suggestion is to reach out to the Postma Family, who helped with the playground before and see what their suggestion may be.
- Additionally, David Topazian suggested getting a garbage can near or around the school to help reduce the litter, broken bottles and overall trash. Jackie Marolda said the University Village Association may be able to assist.

**Action: J. Marolda to contact University Village Association to**

**request a trash can and support in keeping the area clean.**

**Action: K. Haviland will reach out to Postma family to discuss general beautification/landscaping.**

**Agenda Item #6: Committees Report – Partnership (J. McCarter)**

**Discussion: “General Issues”**

- Partnership committee requested a meeting with school administration back in October to discuss possible partnership opportunities. Once follow up occurs, Jeff can reach out to appropriate parties to help establish various relationships for the school and FoS.

**Action: Executive Board to follow-up with Ms. Gulley/Ms. McManus to get a meeting scheduled.**

**Agenda Item #7: Committees Report – Social (Deidra Harper)**

**Discussion: “Spring Fling Gala”**

- The Sprint Gala is on. When various nights of the week were offered, the majority supported Friday. Therefore, Deidra is trying to secure Friday, May 16<sup>th</sup> for the FoS Spring Fling and Gala.
- There are two venues currently being discussed: Society Gallery near Fulton Market. \$1,250.00 for 5 hours and Basil Leaf Restaurant in Lincoln Park – awaiting proposal details. Suggested to have 4 waiters to serve *hors d'oeuvres*
- In addition to promoting the Gala through ticket sales, auction items need to be secured.
- FoS needs to encourage members to solicit items; tickets, gift cards, electronics, services to be auctioned off or raffled via tickets sold at the event.
- A letter needs to be crafted to give to businesses. The 501c3 status can be found at our website.
- We need the support of Ms. Manus to mention the Gala in upcoming newsletters she sends to parents.

**Action: Deidra Harper will gather all information and email to FoS Board of Directors, with her recommendations.**

**Agenda Item #8: Fundraising Update (All)**

- Receipts need to go out right away to all those who have given to FoS since the beginning of 2013 as tax season is nearly upon us.
- A list of all donors needs to be secured.

- A thank you note must be sent to each with the amount donated and signed by the president.
- Additionally we need to ask Ms. McManus to help us in our final push for the winter appeal to get donations.

**Action: Executive Board will take on the task of determining what needs to be done and who will do it...with immediacy.**

**Meeting adjourned 7:08pm**

**Minutes Prepared By: Zach Abel, Katie Haviland, Jackie Marolda**