

# FOS Meeting Minutes

**Date/Time/Location:** December 16, 2013/5:42 P.M./Pompei Restaurant

**Members (BOD) Present:**

Daryl Harper, Zach Abel, Jackie Mardola, Lori Hernandez, Kalia Abiade, Guadalupe Valdina, Yara Haddad, Paige Olevich, Cynthia Gully, Leslie Moore, Valerie Boman, Kitty Hooper, Maria Amoruso, Deidra Harper, Sadika Langston

**Guests:** None

**Reading/Approval of Previous Minutes:** N/A

**Agenda Item #1 Treasury Report (see attached)**

Jackie gave review of treasury report and annual appeal update. Laurie needs to find affordable safe/cash box. Box is too small to put money envelopes from the appeal. Revisit Ms. McManus and teacher wish list grants

501c tax deductions/contribution to charity. FOS has filed tax exemption letter. We do not have yet.

**Action:** Find a larger money box

**Agenda Item #2 Committee Updates**

Walkathon update scheduled for literacy week in April. Changed to end of the year picnic. Consider Fosco Park. Possible date May 23 Friday, before memorial day or June 2nd at St. Ignatius. Goal is \$10,000 for walkathon. Participants are teachers, students, staff. Theme based on literacy or to raise money for literacy. Give an itemized list where money should go. Book fair money gives books to classrooms. Need direction from school can't make it tangible without details. School will give a list for what money will be used for. Kitty- No updates. Khalia- 501c3

**Agenda Item #2 Spring Fling**

No dates from Ignatius yet for the Spring Fling. 2239 Michigan Roof Lounge is a possibility. \$200 production cost. \$4 drink guarantee. Tables and chairs needed. Deedee still working on a location, gallery, sports hall of fame. Need more people to make donations to auction. Ask teachers to donate teacher's time. Ask McManus to give permission to ask teacher's for their time. As Ms. Lunday to help with silent auction. Contact people who gave last year.

Action: Locate a venue and gather more information so that a location can be secured.

#### **Agenda Item #4 Annual Appeal**

Annual appeal(will send out reminder flyer and baggie for students.) Weekly reminder of goals, reminder of company match, push date until the end of January. Discussions to send email communications about the appeal.

Action: Continue to send out reminders about the appeal and to secure donations. Motion to extend annual appeal til the end of January. Motion was passed.

#### **Agenda Item#5 Communication**

We need better communication as to the school needs. Communicate needs and wants list with school. Choir not passed, should have found out more information. Update bylaws-conflict of interest officers.

Action: Continue to work on communication efforts meet to update bylaws.

#### **Agenda Item #6 Teacher request form**

Discussion: Teacher request document has been drafted. Form will be revised until it can be approved.

Action: Approve the form and annual donation amount to be distributed to teachers per school year. Further discussion is needed.

#### **Agenda Item#9 Walk-a-thon**

Order t-shirts, we should get them for the walkathon. Have a kids design contest/STEMULATE your mind.

Action: Secure a date and location. More details are needed.

## **Open discussion**

Discussion:

FOS says thank you to Michelle for her time and efforts with FOS. Discussion of Winter Assembly at 1:00. FOS should include Asian Parents, welcome kindergarten parents. Coordinate grade specific functions. Target Red Card Fundraiser. Gift card option, order gift cards on certain times of the year. Need volunteers for teacher appreciation lunch, send out reminders. Parent patrol, Lou is staffed through the end of year.

We need to recruit for next year. Jackie asks if parent patrol volunteers will continue-yes. Will drop down to 3 days more appeals from Mc Manus directly asking parents using the calendar to help with parent portal.

Agenda Item #10 Motions

**Motion to extend annual appeal until the end of January. Motion was passed.**

Future Agenda Items:

Next Meeting: Monday January 21, 2014

Minutes Prepared By: Yara Haddad