

FRIENDS OF STEM

MINUTES 01.08.20

08 January 2020 / 5:30 PM / Hawkeye's Restaurant & Bar

BOARD

Board Members: President – **Pauline Williams**; Vice President – **Jessica Engelking**; Treasurer – Nicole Ducar;
Secretary– **Jennifer McQueen**

Board Officers: Susana Grzetch, Raha Rassam, Rebecca Horrighs, Naressa Jones, Lycrecia Parks School

Representatives: two vacant positions

Student Representatives: vacant position

*bold present at meeting

MEETING MINUTES

5:47

CALL TO ORDER AND WELCOME

MINUTES

- We reviewed the minutes from FOS general meeting 11.13.19

We discussed FOS thank you to parents, Stem 101, Nicole's financial report, winterizing garden, Family Movie Night, Holiday Shoppe, craft nights, and book fair.

BOARD UPDATES

-President's Report

Welcome to 2020

Fundraising Goal- which is to help get the school ready for STEM's 10 year anniversary next school year. Items proposed for FOS to help with purchasing: furniture-main office, purge items at school, organize storage spaces, painting, identifying areas in school that need updating.

Mascot Roll-Out- plan, we plan to have a separate meeting to plan.

FOS Board Elections- The application acceptance period is from Tuesday January 21, 2020-Friday February 28th, 2020. Nicole Ducar-treasurer, and Jenny McQueen-have expressed expressed wanting to remain in their current positions, however everyone will need to submit an application and run for desired positions.

-Vice President's Report

-Jessica has nothing to report at this time. .

-Treasurer Report

Financial Update

-FOS financial status-1) completion of annual report on 12/12/19, 2) charitable organization report sent to Secretary of State, 20Federal Tax Return was finished by November 15, 2019. Dr. Mcmanus has \$10,686.00 in an account from FOS events.Nicole Ducar finished fiscal year report for June 1 2018-July 30 2019

FOS Checking- \$7,998.90

FOS Savings-\$8,271.28

COMMITTEE UPDATES

Beautification Committee

-STEM Flower Power (Outdoor Flower/Garden)

-Winterizing has been completed.

-STEMbellishment (Indoor -VIsual Improvements to BUilding)

-Letter+Photos to CPS, Nicole Ducar composed a letter to CPS including photos with concerns regarding wall conditions, roof, building structure, etc to bring attention to items that need attention in the building.

-Storage + Organization project, a vote is needed to purchase 5 shelves with storage boxes to help organize and keep FOS items at school.

Marketing + Communications Committee

-FOS Website/Facebook/Instagram

-Printing and Paper -Amber Kujath will order toner for printing, FOS to reimburse.

Events Committee

- Community + Fundraising Events and Recap for November/December

--Family Movie Night

Friday November 22, 2019

5:00pm-8:00pm

STEM Gymnasium

Family movie night was well attended, however technical issues interfered with completing the movie. Tech issues have since been sorted out.

-Ladies Holiday Crafting Day

Sunday November 24th, 2019

11:00am-4:00pm

Ducar Residence

-FOS Holiday Shoppe 2019

Monday December 9th, 2019- Friday December 13th, 2019

8:00am -3:00 pm

STEM Media Center

Holiday Shoppe was a success, net \$3,388.10.

- Community + Fundraising Events for January/February

-Family Movie Night

Friday January 17th, 2020

5:00pm- 8:00 pm

STEM Gymnasium

-Mom's Night out

January 24th, 2020

Details TBD

-Friendship Dance

Friday February 14th, 2020

3:00pm - 5:00 pm

STEM Magnet Academy -Kindergarten - 2nd grade

-Homeroom Wars

Tuesday February 18th, 2020 Friday February 28th, 2020

Time: N/A; ongoing

STEM Magnet Academy

NEW BUSINESS

-Artome -Art Show

-Holiday Show - Funding ~\$560.00 spent including stage skirt, materials for gingerbread people, etc.

Voting to approve purchasing storage shelves and storage bins to be done via email, as not enough board members/ officers present to vote.

ANNOUNCEMENTS, ADDITIONAL ITEMS, QUESTIONS/ANSWER Period

-Reimbursements _Fill out Expense Reimbursement Form from the FOS website

Action Items/Deliverables for Next Meeting

1-Prepare for Family Movie Night

- obtain** Alladin for Movie Night showing
- schedule** dry run for technical aspects of movie night
- purchase** hot dogs, pizza, skinny pop, drinks
- promote** event on social media, including updated technology

2-Send email to vote on purchasing shelving and storage bins

3-**Update** position statements for FOS board to be provided to be included in FOS monthly newsletter

4-**Send** out monthly FOS newsletter prior to January 21 (election period begins)

5-**Prepare** for Friendship Dance

- book** DJ

- promote** event on social media

- purchase** items for crafting projects, crepe paper for decor, items to sell, pizza, chips, drinks.

6-**Setup** Mascot Fundraiser meeting

7-**Design** STEM SWAG

8-**Identify** what needs to be done for Homeroom Wars

9-**Schedule** day to begin organization at school for FOS storage space

10-**Continue** working on May Madness event-location, food trucks

ADJOURNMENT

7:21pm

Next Friends of STEM General Meeting

-Hawkeye's Restaurant & Bar, Wednesday February 12, 2020 from 5:30-6:30 pm