

# MEETING MINUTES

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## RICHLAND ELEMENTARY F.O.R. Club

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**Date:** October 29, 2018

**Location:** Room 20

**Meeting Called to Order By:** Randi Montoya

**Time:** 6:00 pm.

**Executive Board Attendees:** Randi Montoya; President, Lena Meum; 1st Vice President, Angela Brown; second Vice President, Breena Hope; Secretary, Samantha Mayberry; Treasurer.

**Attendance:** Quorum is present

**Minutes:** No minutes were presented and accepted.

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Introductions are made by the board and the quorum.

### Officers' Reports

**Randi Montoya -**

**Upcoming Events:**

**Shadow a Mustang** - November 16

**BK Sellers, "Whine Break"** - December 11 (6-9pm)

- \$25 for wine and food.
- 30% of anything purchased there goes back to the school.
- Photographer will have art available for purchase. A portion of the proceeds from the art and calendar sales will go back to the school.
- Max capacity is 80. We can sell a bit more than the max capacity as people will be coming and going.
- Pre-sale tickets will be available.

- It is on a Tuesday because they are closed to the public then and that is what they are offering us.
- There are also 6 beers available so anyone who doesn't drink wine will have that as an option.
- Adults only.

**- Valentines Dance - Feb 8.**

This is the family dance.

**- Golf Tournament - March 23**

**- APEX - April 25**

**- Bingo De Mayo - May 3**

**- Movie Under the Stars - June 7 (last Friday of school)**

**Lena Muen -**

**Committees**

- Carnival Committee will be formed sometime this school year.
- Positions to be determined. So far in discussion are Haunted House Coordinator, Game Booth Coordinator, Room Parent Coordinator, Entertainment Coordinator, Vendor Coordinator, Food Vendor Coordinator.
- The Executive Board will oversee the Committees but the positions within the committee will make the Carnival much smoother as there are positions specializing in the different areas.
- Preferably there will be a committee for every event.
- Information will be sent out in November.

**Angela Brown -**

**Upcoming changes to Halloween Carnival Vendors**

- Food Vendors may only accept cash and card and cut us a check from the profits.
- This year there was a shortage of tickets as a huge amount was going to food vendors.
- The report to Disney is going to be submitted as Carnival was the biggest fundraiser of the year. The fundraiser that is used in the application process needs to have at least 75 volunteers. There will be an email sent to ask volunteers for permission that their name and email will be in the

Disney submission. Heidi to write the blurb for the eblast and send it to Julie.

- Food vendors will not sell drinks because the school makes more if they are only sold by us.

## **Breana Hope**

### **Upcoming Changes to Halloween Carnival Booths**

#### **Water Wheel**

- On its last leg. The wheel itself has been patched multiple times and it could last longer. However, the base started leaking this year and it is unsure as to whether or not that can be patched and temporarily repaired. Chelsea will attempt to fix it this year but we may have to reach out for a donation or purchase a new one. It is a big money maker so it will pay for itself in time but will be a huge expense at the time of purchase.

#### **Fire Truck Golf Ball Drop**

- This may be a FOR Club booth in the future.

- Pre-sale did not yield much income.

- Perhaps an electronic form of payment would be more profitable. A system where purchasers can select numbers available which will be unavailable for others to purchase.

- Because it is more profitable to allow cash/credit payments the day of Carnival coupled with the effort put into the pre-sale it makes more sense to make it a Club booth. It seemed to be a lot of responsibility to put on a room parent.

- The prize may be changed as, this year it pretty much broke even. Maybe a 50/50 cash prize. Maybe a donated vacation. If 20 Disney tickets are donated for the year, a couple could be used for the drop.

- Chelsea Stollmeyer, Game Booth Coordinator, is working on some ideas for replacement of the booths and also other booths, like Tic Tac Toe, which do not yield much profit. One of the ideas is a "Plinko" game.

#### **Teacher Preferences**

- Email was sent to teachers as to their preferences of booths.

- 6 have responded.

- Anyone who doesn't respond is aware that they can expect whichever booth is

available.

### **Samantha Mayberry:**

#### **Halloween Carnival Profit**

- Final numbers are not available as of yet.
- Once all the food vendor accounts are closed up the numbers will be posted.

#### **Profit from other Fundraisers**

- **Save Around** - \$1,617.50 - was the schools take, which is 50% of the profits.

Successful for a first time fund raiser.

- **Opt-out Letter** \$2,120 - This was a first time trial and a letter was sent out to families. Some donated and indicated they still want to donate in the future. A second letter may be sent out for people who asked to donate again. A request is made that the letter be bright and big as it was a half sheet on white paper before.

- **Dine-Outs** about \$700 - They have been held twice a month. Projected and actual is similar to last year.

- **Box Tops**- \$5,617.50. These are turned in twice a year. March 1st is the next date. A grandmother donated 5000 from connections with the food industry, so our goal for the year of \$1000 has already been met. There will be a big push after Christmas. Possible incentives are in discussion.

### **Committee Reports**

**Principal Update: Julie Barbara** - Please fill out the "Speak Up" survey. The District is keeping track of how many people fill them out at each school.

#### **Teachers report: Kim Klimas**

**Feedback** from teachers regarding the Halloween Carnival:

- Do not have it fall on week of parent-teacher conference.
- More variety of food trucks.
- Haunted House should not close early.

## **Haunted House**

- It was more successful regarding volunteers and filling slots on Friday as every slot was filled.
- It needs 180 volunteer spot and there are only 80 families.
- Saturday there was such a long break in between tours that students got bored and started playing.
- Recommends that Haunted House is only offered Friday and extend hours from 5-9pm. Make an event of it and have food trucks and pumpkin patch.
- It was only open 2 hours compared to 4 hours on Saturday and more than double was made on Friday night. Half the amount of time and there was still a line when it came time to close.
- Parents are doing too much and not being able to help out on Saturday.
- Pumpkins will have to be solidified for next year.
- It needs to be expressed that donations for decorations will be donations and wont be returned.

## **Volunteers: Heidi Slack**

Thank you to the AVID volunteers, student volunteers and parent volunteers.

## **New Business/ Agenda**

- Discuss and finalize committees that will be open to fill by November.
- Discuss alternate prize for Fire Truck Golf Ball Drop.
- Discuss possibility of second Opt-out letter.
- Discuss incentives for classrooms regarding who brings in the most Box Tops.
- Discuss feedback from the teachers

## **Action Items**

- Email volunteers to ask permission to use their name and email in application to Disney. Get a blurb to Heidi regarding the same for Julie to use in the E-blast (Heidi).
- Email volunteers for permission (Julie)
- Submit application to Disney (Angela)
- Develop an electronic form of payment for the Fire Truck Golf Ball Drop. (Breena and Samantha)

- Finalize and report profits from Carnival (Angela and Samantha)
- Call out to parents to let them know we will have a donation box on the day of Shadow a Mustang (Randi)
- Prepare a “Thank You” Tax ID letter for people who donate on Shadow a Mustang. (Angela)
- Start working on pumpkin donation source for next year. (Board)

### **Discussion**

- Parents bring out donations on Shadow a Mustang. Have a donation box ready for the parents. Randi to do a call out so that everyone will know there will be a donation box. There could be “Thank you” Tax ID letters ready for the donors. Maybe give them an option for what they are donating to.
  - Sailing on is online for 5th graders only
  - Yearbooks can be purchased online and photos can be uploaded by any parent.
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**Meeting Adjournment:** 6:55 pm.

**Minutes Compiled by:** Breena Hope