

CVMCS Parent Group Planning Meeting Minutes
L.E. Phillips Memorial Public Library, Carnegie Room 104
400 Eau Claire St., Eau Claire, WI 54701
08/07/2023 from 6:00pm-7:30pm

APPROVED

Attendees (Informal roll call)

___ Ashton Dambowy, President <i>Present</i>	___ Adrienne Shepard, Vice President <i>Present</i>	___ Amy Speckien, Secretary <i>Present</i>	___ Holly Powell, Treasurer <i>Present</i>	___ Brittany Hattrem, Fundraising Coordinator Chair <i>Present</i>
___ Kate Holmes-Thompson, Volunteer Coordinator Chair <i>Not Present</i>	___ Brianna Meicher, Volunteer Coordinator Co-Chair <i>Not Present</i>	___ Danika Reed-Probst, Family Events Coordinator Chair <i>Not Present</i>	___ Katie McMorran, Family Events Coordinator Co-Chair <i>Not Present</i>	___ Gin Winter, Garden Coordinator Chair <i>Present</i>
___ Joey Meicher, Garden Coordinator Co-Chair <i>Not Present</i>	___ Anna Foiles, FAC <i>Present</i>	___ Jürgen Schaupp, FAC <i>Present</i>		

Other attendees:

None

Parent Group Reports

1. *President/Vice President (Ashton D. and Adrienne S.)*

- Tentative plan to coordinate who/what/when with posting and distributing information and work with GB to avoid overlap.

- Voting information: votes typically cast by Chair, but can be by Co-Chair if agreed upon. Currently PG has eight voting positions filled; six or more makes a quorum. President does not vote. VP, Secretary, Treasurer, Fundraising, Volunteer Coordinator, Family Events, Garden, and FAC all have one vote.
- PTO Picnic hosted by Flynn Elementary PTO on 8/13 at 5:00pm Carson Park Oak Pavilion. Brittany has sent RSVP for PG.
- Mum Fundraiser orders due 9/15 (10" mums and \$25 gift cards available). Will offer order forms at BTS Picnic. Pick-up Saturday 9/30 in gym. DTE will deliver 9/29 at 4pm.
- New teacher classroom setup: \$50 each for Ms. Sara and Ms. Nichole. Motion to approve by Adrienne S. Second by Brittany H. Majority vote unanimously approved. Line item clarified to reflect "\$50 per New Teacher / Transitioning Staff"

2. Secretary (Amy S.)

3. Treasurer (Holly P.)

- Budget overage for 2022-2023 classroom expenses
 - Library stipend used by Ms. Carling early in the year. Additional reimbursement request from Ms. Amy in June resulting in an unapproved excess of \$105.84. Motion to approve overage by Gin W. Second by Adrienne S. Majority vote unanimously approved.
 - Per previous communication from Ms. Pam, author visits for 2022-2023 were paid from an old PG account. PG also reimbursed for this in June. Expense covered twice— needs further investigation.
 - Suggestion of PG sending opening balances directly to staff followed by monthly updated balances to keep records accurate, increase transparency, and avoid duplicate reimbursement requests. Suggestion to submit reimbursement requests within 30 days. Alternatively, Gin could forward current balances to staff with her newsbits on Thursdays.
 - PG agrees direct reimbursement to staff is preferred over routing through school.
 - PG currently has a surplus of \$5,000.
 - Budgeting \$21,194 for 2023-2024 including mid-year approvals.

- Suggestion of five big fundraisers plus one smaller event to meet goal of at least \$10,000. Approximately \$70/student is needed each year.

4. *Fundraising Coordinator (Brittany H.)*

- Need new Co-Chair ASAP
- Silly Serrano results ~ \$100 They said it was their best fundraiser.
- No-Buy, No-Sell will be sent home in folders on first day and due 9/15 — will overlap with mums.
- MALLternative planning:
 - pricing increase to \$45 (\$10 more than last year), student booths will remain \$10
 - 11/11 from 9am-3pm (one extra hour compared to 2022)
 - plan apply for temporary food stand license to sell food, vendors may receive a voucher for a free meal
 - 52 vendors last year
- Ramone's fundraiser 9/13 all day. Will donate 15% of sales.
- Ongoing fundraisers (Mabel's Labels, Raise Right, and That's Adorable!)

5. *Volunteer Coordinator (Kate H.-T. and Brianna M.)*

6. *Family Events Coordinator (Danika R.-P. and Katie M.)*

- Back to School Picnic **not a potluck** 8/21 from 5:30pm-7:30pm Carson Park Oak Pavilion
- Possibility of Roadside Diner fundraiser during BTS Picnic

7. *Garden Coordinator (Gin W. and Joey M.)*

- Determining if Harvest Fest can be onsite
- Fall seeding happening now

8. *Family Advisory Council (Anna F. and Jürgen S.)*

- No FAC meeting yet

Reminders

- Next meeting date: 09/19/2023 from 6:00pm-8:00pm at CVMCS Library, 400 Cameron St., Eau Claire, WI 54703

Adjournment

Motion to adjourn by Adrienne S. Second by Jürgen S. at 7:35pm.