



Immaculate Heart of Mary Home and School Board Meeting

Meeting Date: 6/25/2019	Time: 6:00 PM	Location: IHM FSH Conference Room
Board Members Present: Sabrina Nansteel-Bunt, Mara Harrington, Leigh Anne Rainford, Alison Ritchie, Bridget Berns, Wanda Thomas, Monica Sullivan, Jeff Fakette and Andrew Lowry		
Meeting Purpose: Home and School Association Board Meeting		
Materials included in Board Packet: Agenda, Contact Information		
Agenda Item	Discussion	Action Taken/Follow up
Call to Order	The meeting was called to order by Sabrina Nansteel-Bunt.	
Minutes of Meeting	The meeting minutes from the 6/18/2019 meeting were approved.	<i>Minutes Approved - motioned by Sabrina, seconded by Wanda</i>
Progress since last meeting	<ul style="list-style-type: none"> ● Updated bylaws ● Contact list created ● Request for fundraising ideas <ul style="list-style-type: none"> ▪ All fundraising ideas should be submitted to Bridget by Friday. <ol style="list-style-type: none"> 1. Request to vote will go out next week <ol style="list-style-type: none"> a. Sabrina suggested Doodle as a voting platform 2. Bazaar in a spreadsheet 3. Initial requests for the Bazaar have gone out 4. Everything should be on spreadsheet that Bridget will share ▪ Wanda-coordinate new parent nights with restaurant nights (family night or parent night out) <ol style="list-style-type: none"> 1. Applebees offers 10% of the receipts (it includes takeout) 	<i>All members to have ideas to Bridget by 6/28/19</i>



	2. Couch Tomato offers 20% (also includes takeout)	
Bylaws	<ul style="list-style-type: none"> ● Updates by Mara <ul style="list-style-type: none"> ▪ Changed executive board to home and school board in the bylaws to make it less confusing <ol style="list-style-type: none"> 1. Several agreed 2. Alison gave minor corrections ▪ Add items to standing rules <ol style="list-style-type: none"> 1. \$5,000 at beginning of fiscal year 2. The topic of whether Home & School Board members are eligible for drawing was raised - this will need to be voted on by the board members. <ol style="list-style-type: none"> a. Principal and/or priest will handle the raffle drawing b. Raffle Eligible <ol style="list-style-type: none"> i. All tuition paying parents ii. Attend all meetings, must attend 1 meeting in person iii. Volunteer 2 events, or 1 table lead, homeroom parent 	<i>All Members: Email Mara volunteer hour solutions by 7/1/2019</i>
Uniform Swap	<ul style="list-style-type: none"> ● Wednesday 7/11/19-Christine Fakette will run the event from 7:00pm - 8:00pm ● New parents should be included in the email; handouts will also be available. Wanda will be present. <ul style="list-style-type: none"> ▪ Calendar of events needs to be created. ▪ Infographic or Trifold 	<i>Board members to attend if possible</i> <i>Infographic and Trifold will need to be put together before our next meet</i>
Storage of Information	<ul style="list-style-type: none"> ● Google drive email will be fine - members will be given access. <ul style="list-style-type: none"> ▪ Principal and Sabrina to have full access also 	<i>Alison to provide access</i>
Back to School Night at Houston	<ul style="list-style-type: none"> ● Official name: "Houston Back to School Party" 	



	<ul style="list-style-type: none"> ● DJ: We used DJ Reese-we like him but didn't show for Girls' Dance, sent someone else and didn't call to let us know so we need a new vendor ● Date: Friday September 13th from 6:00pm - 9:00pm <ul style="list-style-type: none"> ▪ Reserve online ▪ Make sure bathrooms are unlocked ● Food <ul style="list-style-type: none"> ▪ Bridge will call her Chick Fil A contact and we can sell what they donate ▪ Candy ▪ Soda, water, Capris (\$.50) 	<p><i>Bridget to follow up with a few contacts</i></p> <p><i>Alison to reserve</i></p> <p><i>Bridget to follow up on food donations</i></p>
<p>Create of Board Committees Ideas</p>	<ul style="list-style-type: none"> ● General Fundraising <ul style="list-style-type: none"> ▪ Lead Bridget ● Bazaar <ul style="list-style-type: none"> ▪ Co-Lead: Bridget and Alison ▪ Recruit table leads ● New Parents <ul style="list-style-type: none"> ▪ Lead: Wanda ● Technology and Website: <ul style="list-style-type: none"> ▪ Lead: Mr. Lowry will lead website ▪ Ongoing technology <ol style="list-style-type: none"> 1. \$10,000 for a cart of 30 2. Goal to be 1 to 1 ● Events <ul style="list-style-type: none"> ▪ Co Leaders: Mara and Sabrina ● Hot Lunch: <ul style="list-style-type: none"> ▪ Mrs. Lye ▪ Back up of lunch person. ▪ Possibly separating paperwork from someone being present ▪ Additional lunch moms ▪ September needs to be in place ● Homeroom parent committee 	



	<ul style="list-style-type: none"> ▪ Lead Wanda ● After School: Mrs. Sullivan will coordinate with the teachers 	
<p>Goals for 2019/2020</p>	<ul style="list-style-type: none"> ● Blue Ribbon School Certification <ul style="list-style-type: none"> ▪ We do not qualify for this year ▪ This is a goal for Mr. Lowry and staff ● Create robust a fundraising curriculum <ul style="list-style-type: none"> ▪ Online donations: Paypal, Cheddarup, GoFundMe <ol style="list-style-type: none"> 1. How do we set that up? 2. Free vs fees 3. Some families and friends want to donate and not buy stuff ▪ Set a measurable goal <ol style="list-style-type: none"> 1. Set at another time after fundraising meeting 2. Wanda asked Jeff for budget and profit by event 3. Mara asked about having a visual for fundraising, similar to a thermometer ▪ Principal needs to set his wishlist and goals for the year ▪ Track Volunteers 	<p><i>Mr. Lowry to check into GoFund me for Technology goals</i></p> <p><i>Jeff to provide cost/profit by event</i></p>
<p>General Meeting</p>	<ul style="list-style-type: none"> ● Thursday September 26th 6:30pm ● Provide snacks <ul style="list-style-type: none"> ▪ Try to get snacks donated ● We will have babysitting ● If parents come we will give out free ice cream coupons for their kids ● Purpose: <ul style="list-style-type: none"> ▪ Calendar ▪ Bylaws ▪ Events ▪ Passive Fundraising opportunities ● Home and School Board to meet monthly <ul style="list-style-type: none"> ▪ 3rd Tuesday of the month was suggested 	<p><i>Bridget to reach out to Herts</i></p>



	<ul style="list-style-type: none"> ▪ All agreed to discuss again after we have calendars set for the upcoming year ▪ Mr. Lowry suggested inviting the Student Council to our September or October meeting to see how we can help them with their goals for the year. <ol style="list-style-type: none"> 1. Ms. Samarco and Mrs. McDonal are the contacts 	
Events Calendar	<ul style="list-style-type: none"> ● October Breast Cancer Seminar open to all <ul style="list-style-type: none"> ▪ Sabrina will coordinate an event <ol style="list-style-type: none"> 1. Panel with survivors and supports ● Home and School Meetings - 2 or 3. <ul style="list-style-type: none"> ▪ Too long between the meetings? ▪ Need content for a middle meeting ▪ Additional Communication ▪ January Meeting - Winter check in? Too much or Not - Open School Night? Weather bad Catholic schools night. ▪ Does it have to be a meeting? <ol style="list-style-type: none"> 1. Applebees 2. Family Bingo Night 	
Next Meeting	July 10th 6:15pm IHM FSH	
Adjournment		<i>The meeting was adjourned at 8pm</i>



Next Steps:

Task:	Owner:	Due:
All Fundraising ideas to Bridget	All Board members	6/28/19
Create fundraising ideas email to vote	Bridget	
Email standing rules volunteer hours solutions to Mara	All Board members	7/1/19
Donations: Food-Herrs, Pepsi, Tastykake, Chick Fil A, DJ	Bridget	
Treasurer: How much was raised and spent per event Bank transfer	Jeff Andrew and Jeff	
Access to Google Drive	Alison	7/1/19

Respectfully Submitted by,

Alison Ritchie/Secretary