

Friends of Peirce
Monthly Board Meeting Minutes

Tuesday, September 13, 2022, 6:30 pm

Zoom Link: <https://luc.zoom.us/j/85207033294>

Attendees: April Browning, Kevin McGroarty, Becky Radoszewski, Nok Sangdee, Chad Curry, Michelle Platts, Kathleen Hayes, Dafina Dobroshi, Lori Zaimi, Steve Larosiliere, Fred Saski, Ashley Heins-Elwood, Kim Lebovitz, Kelly Follmar

Meeting Began at 6:36PM

1. Reporting/Presentations

- a. Welcome Guests/Agenda Review - **Chad (2 min)**
- b. Approval of Minutes from 8/16 meeting - **Becky (2 min)**
 - i. Motion to approve: Kelly
 - ii. Second: April
 - iii. Approved Unanimously
- c. Principal FOP SY 22-23 Funding Requests - **Principal Zaimi (15 min)**
 - i. Recap -
 1. Art Partnerships largest \$ amount
 - a. Scholarships have also supported here
 2. Arts Team
 - a. Photo Montage at Entrance
 3. Open House
 - a. Speakers are needing to be replaced
 - b. Kelly and Kevin can go to Open House to represent FOP
 4. Communications (Kelly)
Shared calendar is a big deal and we want to utilize it
Asking Kim to clarify the Smores contact and information as well as the shared calendar from the school perspective
 5. Events
 - a. Food - CPS has started to support again
 - i. Would like budget available to pull from
 6. In-School Assemblies/Professional Performance
 7. Field Trip Subsidy - #1 priority
 - a. Supplement when a student can't cover field trip so all can go
 8. Teacher Stipends (Committed already by FOP)
 9. Library - replacing and updating
 10. Garden
 11. Additional
 - a. MYP Art Murals (keep on radar)
 - b. PSO Budget
 - c. 7th/8th DC Trip - \$16K to utilized from past but need on future year budgets
 12. Possible
 - a. Furniture
 - b. Peirce TV
 - c. Beautification

- ii. Board Questions **(5 min)**
 - 1. What is total ask?
 - a. \$103K
 - 2. Is Bus included in the Field Trip Subsidy?
 - a. Yes
 - 3. Michelle Platts confirm garden budget isn't needed
 - 4. Will sports tees and pads/floors in basketball
 - a. Peirce got \$13K from district so tees can go there and the remainder can maybe go to pads/floors
 - 5. M. Platts - applied for 2 grants thru Aldi & Navy Pier; didn't get either
 - 6. Fred Saski can drill down on the mural cost
 - a. supplies are \$4K
 - 7. Can we expect any additions that can come up later in year?
 - a. Possibly but Lori feels budget is 100%/actual
 - 8. How is the LSC involved with knowing these requests?
 - a. Lori will be sharing the FOP request at next meeting Sept 22nd
- iii. Board will be following up on the budget
- d. Open House **(2 min)**
 - i. 9/14 5-6:30pm
 - 1. Kelly, Kevin can support event
 - ii. Committee Reports
 - 1. Communications - **Kate/Kelly (10 m)**

Kelly stressed the importance of the shared calendar and Constant Contact Email to recap everything about the meeting with Minutes, Budget, etc,

April shared about how this will be a regular communication channel to share what FOP does, this is what we are working on, and also about how people can donate (minimal stress on this platform)

- 2. Finance - **April (5 min)**
 - a. Update on training/financial transfer (new credit card/debit card in April's name as Tanya have been working on this together)
 - b. Reclassifying revenues/expenses (she investigated how things were named and matching, she did an investigation on how we can more closely match the expenses and revenue from events)
 - c. Yubbler, Paypal, and Amazon have been transferred over
 - d. Discuss Purchase of POS Credit Card Reader (April wants to propose two card readers that use CheddarUp which would be sometime in October due to transfer of bank and supply chain for technology and would cost about \$300)
 - e. Chad asked about establishing a Venmo. April stated not presently exploring, set up as Peer to Peer versus non-profit business per her research; Steve challenged this stating businesses and nonprofit are using this now; open for more discussion; may revisit)
 - f. Steve requested to review the budget before voting
- 3. Strategic Planning - **Chad (10 min)**
 - a. Steve, Fred, Kevin, Chad, Bhargav all met this past month to discuss
 - b. Chad shared a Strategic Plan presentation to share what FOP is and where it is going in the future while getting our messaging out there

- c. The process is that they want to gather information from various people in the community (i.e. 100 conversations) and synthesize the information
 - d. They want to update the mission and vision statement, create a strategic plan
 - e. Fred shared the importance of this as he just did this at his last job
 - f. Nok volunteered to be on the Strategic Planning Committee
 - g. Steve asked for feedback from board and all positive
 - h. Nok suggested to gather information from even more than 100
- iii. Financial Report/Treasury items - **April (15 min)**
- 1. Financial Report and Historical Information: *April wants to tell a story through our finances; she wants to make sure everything is transparent; she reorganized the account in categories; she reorganized the expenses; where the money went by percentages; Fiscal year and School year are different; she shared a circle graph of percentages of where the money came from; looking for a predictable pattern.....do we want a different pattern?; expenses come in at different places*
 - 2. *Kim questioned don't we spend most of our money and while we think we do, the fiscal and school year are not the same so we need to investigate more*
 - 3. *Nok asked about the Metropolis Coffee Program and April updated the information to the board for the '22-'23 school year*
 - 4. *Michelle questioned money from Spring Fling and April shared that the PSO revenue was deposited in July*
 - 5. *Let's establish our budget; April shared a draft budget on Airtable*
 - 6. *Steve would like time to review this more, consider changes, and give every line to a person and plan attached to it; April agrees*
 - 7. *April would like to approve the teacher stipends and our operating budget*
 - 8. *Steve shared not being comfortable voting today*
 - 9. *April shared that she wants to only vote to approve FOP operating expenses which would be around \$6,700*
 - 10. *Michelle questioned the PSO budget and we will be getting to that*
 - 11. Approval of July & August Financials
 - a. *See email sent under separate cover*
 - b. *No vote / Not approved*
 - 12. Translation Services **April (2 min)**
 - a. *Request a vote*
- iv. PSO Mixer & Fall Fest - **Michelle (5 min)**
- 1. *Michelle shared about Open House, PSO Mixer at Empirical/Free Babysitting Night (9/29), and Fall Fest (10/15), Halloween Dance at end of October*
- v. Discuss and Confirm 22-23 Sponsorships/Fundraisers
- 1. Fundraising approach for coming year - **Chad/Kevin/April/Becky (20m)**
 - a. *Monthly sponsorships, Merch Store, Coffee is up and running*
 - b. *Promote Amazon Smile and Yubbler*
 - c. *Let's do what we already have and DO BETTER. Utilize what is working well and dive deep into those to grasp more revenue.*
 - d. *Spread the word on these fundraisers in the conversations in the Strategic Plan*
 - e. *Nok questioned about the Peirce Days and we explained a lot; lots of enthusiasm to ask more and get more involved*

Meeting Ended at 8:49 PM

Still Discuss Highlighted in near future due to late meeting: Kevin, Vice President to send out a request for a Special Meeting to finish agenda items before the next regularly scheduled board meeting.

2. Evergreen

a. Peirce Days

September

Peirce Day at Forever Yogurt

5309 N Clark

September 22

3pm-10pm

20% of all sales donated back to Peirce

October

Peirce Day at Pizzeria Aroma

5350 N Broadway

October 10-13

11:30a-9:30pm (open to close)

20% of all sales that mention Peirce donated back to the school!

November

Peirce Day at Altitude Trampoline Park Chicago

404 N Armour

November 7

6-8pm

1-Hour Ticket Registration

Altitude (active8pos.com)

2-Hour Ticket Registration

Altitude (active8pos.com)

25% donated back to Peirce

Peirce Day at Chipotle (not yet confirmed from Chipotle)

5224 N Broadway

November 16

4-8pm

25% of all sales that mention Peirce donated back to the school!

b. Coffee Subscriptions

c. Family Sponsorships

d. Business Sponsorship

i. Retaining Current Sponsors

ii. Cultivating Target Sponsors

e. Amazon Smile

f. Peirce Gear & Swag

g. Neighbor Subscription

3. Annual

a. Move-a-thon

b. Hopleaf Night

c. Replay Night

d. Gift Guide

e. Trivia

f. Babysitting

g. Gala

h. Yard Sale? - PSO has it - covers costs for PSO events

4. New Ideas

5. Board Assignments

e. New Business

SPECIAL MEETING: 9/27

Attendees: April Browning, Kelly Follmar, Bhargav Kode, Chad Curry, Michelle Platts, Steve Larosiliere, Hannah Johnson, Becky Radoszewki, Kimberly Lebovitz, Nok Sangdee, Kevin McGroarty, Kate Polgar, Fred Sasaki

Started Meeting at 6:35pm

Reporting/Presentations

1. Principal Zaimi Funding Request - April/Chad (15 min)
 - a. Art Partnership is already committed to due to Move A Thon
 - b. Teacher Stipends will continue
 - c. PSO Budget
 - d. FOP Operating Expenses SY22-23
 - e. Urgent in Short Term
 - i. Speakers - Fall Fest & Halloween Dance - Hannah may have something she will donate; circle back to this to confirm
 - ii. Field Trip - vote to cover \$5K was requested
 - f. GOAL: Approve up to \$98K now only/current balance in bank
 - i. Sept:

September Budget			
PK-8th Grades Art Partnerships		\$57,600.00	
Teacher Stipends	Classroom	\$6,000.00	already spent 1700
Fieldtrips	50% presently	\$5,000.00	
PSO		\$3,500.00	
Operating		\$6,500.00	this is what is remaining
Musical		900	
Total		\$79,500.00	
Money in the bank		\$99,500.00	
Money left over		\$20,000.00	

- ii.
 - g. Lots of discussion on various things to fund and about budget, but we want to focus on the urgent list
 - h. Voting on preliminary budget of allocation of budget: Vote to approve motioned by Steve; second by Kate/Kevin; unanimously approved
 - i. Steve said there was a discussion with Ms. Zaimi to get the budget before summer for the upcoming fall; all agree that this is a great idea to get early
2. FOP Operations Expenses - April (5 min)
 - a. Seeking \$7,500 - (insurance and other operational costs)
 - b. See detailed presentation that April shared
 - c. April wants to look at insurance plan to make sure everything is accurate
 - d. Do we want to entertain things like a Facebook ad, etc?
 - e. Translation service that April found \$800
 - f. She is recommending we use Airtable

- g. Michelle offered printing for free, but we want to keep it on to be cautious
 - h. Nok suggested Facebook for media donations, but we want to keep this on to cautious
 - i. She said it is about \$10,000?
 - j. We may very well not spend this general operations, but let's factor it in to be conservative
3. PSO Budgetary Presentation and Discussion - Michelle (10 min)
- a. Board Questions (5 min)
 - b. Michelle shared presentation
 - c. She would like a "general account" for the PSO budget and the PSO can use it throughout the year as well as roll into the next year
 - d. She would like to use this "general account" for Teacher Appreciation Week and other things
 - e. April suggested a part would want to go to FOP for general operations; also there would be a point person for the finance committee to work with to manage this
 - f. Steve said we can call it a fiscal sponsorship and charge 10% management fee
 - g. Michelle shared how she would like links and CheddarUp to donate prior to event and at event
 - h. Chad shared a concern about a fundraising miscommunication
 - i. April said let's work on messaging because on site donations is clear
 - j. Bhargav questioned the need/ask from PSO and how can we give PSO more ownership?
 - k. Michelle would like restructure how PSO spent money in the past
 - l. PSO would like a fixed budget to use as they please and a way to have people/community to donate money to in the future
 - m. Steve summarized: FOP approved their budget; come back each month to track what came in/came out
 - n. Michelle requested pronoun buttons for staff and students (use PSO budget)
 - o. Michelle requested FOP person to attend the PSO Mixer to speak
4. Discuss and Confirm 22-23 Sponsorships/Fundraisers
- a. Fundraising approach for coming year - Chad/Kevin/April/Becky (20m)
 - b. Fundraising Committee Chair - Intro of Kate Polgar - Chad
 - i. Kate is going to help "train" Hannah on fundraising
 - c. Fundraisers
 - i. Evergreen
 - 1. Peirce Days
 - a. 1/month and we get a % back
 - b. Steve, Nok, Bhargav will do it, but Kate will support
 - 2. Coffee Subscriptions
 - a. Kate, Fred, and April
 - 3. Family Sponsorships
 - a. Kelly
 - 4. Business Sponsorship
 - a. Retaining Current Sponsors - Chad, Kate
 - b. Cultivating Target Sponsors - Chad Bhargav
 - ii. Amazon Smile
 - 1. Kelly will continue to promote that.
 - iii. Peirce Gear & Swag
 - 1. Kevin; Kelly will help
 - iv. Neighbor Subscription??
 - 1. Chad, Becky??
 - v. Parent Basketball - Fred
 - d. Annual
 - i. Move-a-thon

1. Whole group will support it
 2. Kate & Kelly are willing to train; Becky willing to support and help
- ii. Hopleaf Night - Chad - Contact Michael @ Hopleaf
 1. 1/year and we hopefully get 100% back
 2. Chad, Steve, Nok, Bhargav will do it, but Kate will support
- iii. Replay Night
 1. 1/year and we hopefully get 100% back
 2. Kevin, Steve, Nok, Bhargav will do it, but Kate will support
- iv. Gift Guide
 1. 1/year and we hopefully get 100% back
 2. Michelle is willing to do the graphic and printing; wants help with collating
 3. Hannah, Nok, Steve, Bhargav
- v. Trivia
 1. Tanya is willing to do; Becky willing to support and help
- vi. Babysitting
 1. Hannah
- vii. Gala
 1. Hannah
- viii. Yard Sale? - PSO has it - covers costs for PSO events
- e. New Ideas-still discuss
- f. Board Assignments-still discuss

Meeting to Adjourn: April; Second by Steve

Meeting Over: 8:02 pm