

Friends of Peirce
Monthly Board Meeting Minutes

Tuesday, November 8, 2022, 6:30 pm

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

Meeting Start Time: 6:36pm

Attendees: April Browning, Kevin McGroarty, Becky Radoszewski, Kate Polgar, Lauren (Guest), Chad Curry, Bhargav Kode, Michelle Platts, Hannah Johnson, Kim Lebovitz, Nok Sangdee, Kelly Follmar

1. Reporting/Presentations

- a. Welcome Guests/Agenda Review - Chad
- b. Opening remarks from Chad
- c. Approval of [Minutes from 10/11](#) meeting - **Becky**
 - i. Motion to approve: April
 - ii. Second: Bhargav
 - iii. All Approved
- d. Financial Report/Treasury items - **April (10 min)**
 - i. Approval of October Financials
 1. See email sent under separate cover
 2. Kelly Approved
 3. Chad Second
 4. Approved; April abstained
 - ii. IL Attorney General Office - still pending
 1. Packet of Documents that were sent (don't have copies)/physical check with packet has been cashed.
 - iii. Lots of activity around transitioning accounts
 - iv. Reviewed our email approvals on Yard Sticks/Magnets & Ice Vest Pickles (\$700 total)
 - v. \$42,770.06 is our Checking Account
 1. \$500 Halloween Dance Donations (estimated) - CDC update 12/13/2022
 2. Labor Charge around Fall Fast & Spook
 3. Reviewed P&L Oct 22 over Oct 21
 4. Reviewed FOP Budget FY23
 - a. Document that shows what we have and have not funded/working document-this will keep the board organized for initiatives
 - b. Kate suggested that we should be consistent and clear with what we share from a fundraiser (i.e. Move a Thon -what is net vs not)
 - c. Michelle questioned PSO's role and money raised at PSO events; April gave clarity
 - d. WOW! Incredible working document; gratitude for April's work was shared
- e. PSO - **Michelle (10 min)**
 - i. Fall Fest, Spooklooza, Open House went well
 - ii. Staff Luncheon will be at holidays vs conferences to provide for more staff
 - iii. Book Fair coming soon
 - iv. Fiesta de Arte is coming up in the spring; planning is underway
 - v. Sending Ms. Zaimi card and flowers
 - vi. Becky questioned speakers issue: Hannah donated a good quality set which can be used in gym; the current set is working and can be used for the auditorium; Kim confirmed this

- vii. Lauren questioned the cotton candy machine (need a bigger and better one—Michelle said maybe PSO would purchase another one later with extra funds) and wondered about the babysitting night (on agenda, coming in a few)
- f. Fundraising Groups - **Chad (20 min)**
 - i. Review of a Dashboard for Events/Groups
 1. [Template is here.](#)
 2. Chad gave a thorough explanation and overview of this multi tab document which FOP and PSO can use for events with the additional thought being this will be for future boards
 3. April continued to thoroughly explain the usage of this helpful tool: spending more time on how, why, and when we are doing this vs brainstorming what to do
 4. Michelle asked if we should use this for past events or moving forward and the answer is moving forward but can reflect on recent events and record now while in the front of our brains
 5. Kelly questioned events vs initiatives and this should be used for all initiatives
 6. Michelle suggested there should be inclusion of copies, collation, posters, etc so she will let Chad know the timeline for that and he will include that
 - ii. Review of Groups: this table is updated

Evergreen	Lead	Support	Support	Support
Peirce Days	Chad	Kate	Bhargav	
<i>*Replay Night</i>	<i>Kevin</i>	<i>Nok</i>	<i>Steve</i>	<i>Bhargav</i>
<i>*Hopleaf Night</i>	<i>Chad</i>	<i>Nok</i>	<i>Steve</i>	<i>Bhargav</i>
Coffee Subscriptions	Kate	Fred	April	Kelly
Family Sponsorships	Kevin	Kelly	Nok	Michelle
Business Sponsorship				
Retaining Current Sponsors	Chad	Kate/Bhargav	Kevin	Nok
Cultivating Target Sponsors	Chad	Kate/Bhargav	Kevin	Nok
Amazon Smile	Kelly	Nok		
Peirce Gear & Swag	Kevin	Kelly	Michelle	
Annual	Lead	Support	Support	Support
Move-a-thon	Kate	Kelly	Fred	Becky
Gift Guide	Kate	Becky	April	Chad
Trivia	Tanya	Becky		
Babysitting	Hannah	Becky		
Gala	Hannah	Becky		
Evergreen	Lead	Support	Support	Support

- iii. Communications - **Kate/Kelly (10 m)**
 1. FYI from FOP: Chipotle and Holiday Guide will be featured

iv. Fundraising/Event - **Various (30 min)**

1. Gift Guide Work - Kate
 - a. It's coming along! She named a number of places that will be featured in it.
 - b. Kevin will print it
 - c. FYI from FOP will advertise the Holiday Guide
2. Peirce Days - Kelly: Chipotle this week
3. Parent sponsorships - Kevin -didn't discuss
4. Peirce Gear & Swag - Kevin - didn't discuss
5. Babysitting Nights - FOP will take this on; Hannah & Becky will talk to Tanya and aim for one per quarter; we'll report back
6. Gala - Kate will fill out the form for previous Harbor Nights; Hannah will think about this and propose next meeting; we will revisit

g. Budget - **April/Kelly/Chad**

Kelly read from April's email about budget:

\$5,000 Library Annual Support (Lori's 2nd Priority) - this is 50% of the request

\$5,000 Remaining Field Trips Request (Lori's 1st Priority)

\$1,000 Hospitality for School Events (so that planning can happen)

\$1,000 Approval of additional FOP operating expenses for tax preparation and review of our accounts (new request, we only approved \$6444 in FOP Operating Expenses)

\$12,000 total

That would leave us with \$15,701 uncommitted. In October we generated **\$8,648.72 in revenue.**

Motion to approve \$12,000 by Kim

Second: Kelly

No discussion

All Approved

2. New Business

- a. Lauren questioned 5013C status and April clarified the paperwork is in process; information to the public is accurate
- b. Michelle asked about holiday cards made by students to be in Holiday Guide and April answered that Ashley was looking into this but we will have to do it in the future as Holiday Guide has to go out next week; PSO will use this idea for Fiesta de Arte

Motion to adjourn: Kim

Second: April

Meeting End Time: 8:36 pm