

**Friends of Peirce**  
**Monthly Board Meeting Minutes**

Tuesday, December 13, 2022, 6:30 pm

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

Start Time: 6:34 pm

Attendees: April Browning, Becky Radoszewski, Kevin McGroarty, Lisa VonDrehle, Chad Curry, Kelly Follmar, Bhargav Kode, Ashley Heins-Elwood, Kimberly Lebovitz, Hannah Johnson, Fred Sasaki, Steve Larosiliere

**1. Reporting/Presentations**

- a. Welcome Guests/Agenda Review - **Chad (2 minutes)**
  - i. Chad also shared the FOP-PSO Event Planning Dashboard Template (in Shared Google Folder)
  - ii. Lisa is present to hear about our processes to represent Friends of Brennemann
- b. Approval of [Minutes from 11/08 meeting](#) - **Becky (2 minutes)**
  - i. Kelly motion to approve
  - ii. Bhargav second
  - iii. No discussion; Approved
- c. Financial Report/Treasury items - **April (5 minutes)**
  - i. Review and Approval of November Financials
    1. [See details here](#)
    2. *April would like to have a check in meeting ASAP with Lori to discuss remaining needs and our budget once she returns.*
    3. *We need some different tactics if we want to make certain targets that are low.*
    4. *Bhargav suggested when things are even across the year, maybe we can evaluate things that are lower than anticipated at certain times, for example coffee sales. April explained that we are only 2.5 months into the fiscal year. She also shared profit and loss month by month for the fiscal year.*
    5. *Bhargav suggested considering reflecting on what we have raised and where do we need to be—"are we ahead or are we behind?" April said we should be mindful comparing "what do we want to make vs what do we think we can make?"*
    6. Motion to approve: Kelly
    7. Second: Kevin
    8. No discussion; Approved; April abstained
  - ii. *Update on Non-Profit paperwork*
  - iii. *EOY Tax acknowledgement - Assistance needed*
    1. *Kelly offered to help April with the donor list, merge, emails that need to go out*
- d. **General Fundraising Discussion (10 minutes)**
  - i. Review of [Template](#)
  - ii. *Communication & Translation*
  - iii. *Printing & Distribution*
    1. *Operating document and guide to set up the outline for how to communicate events (copies, translation, etc.)*
- e. **Fundraising Group Reports / Discussion / Next Steps (60 minutes)**
  - i. *Gift Guide - Kate and Kevin*
    1. *Printed and sent!*
    2. *April shared that there was an increase in sales and money back to school!*

- ii. *Business Sponsors - Chad / Bhargav*
  - 1. *Retaining Current Sponsors*
    - a. *Difficulty finding time to meet, but they have a brochure made to take to different businesses -brochure looks amazing! Kim suggested double checking the media release.*
  - 2. *Cultivating Target Sponsors*
  - 3. *Thank yous / window clings - Kevin*
    - a. *He ordered 2022-2023 and they will be here soon.*
    - b. *Thank yous- working on it, but not sure where to get them printed (he has designs)*
- iii. *Family Sponsorships - Kevin / Nok*
  - 1. *Brochure was shared and they have a plan to have February be a Pledge Drive with a separate campaign about what I love about Peirce! We need volunteers to help with the stewardship.*
- iv. *Coffee Subscriptions - Kate/Fred/April*
  - 1. *Fred is willing to help, but doesn't know all of the logistics*
- v. *Peirce Gear & Swag - Kevin*
  - 1. *He ordered more magnets.*
  - 2. *Ashley asked about the gear at events. Kevin discussed stores vs in person sales not being worth the overstock. A compromise would be a sample board or traveling trunk show with being able to buy it right there through Cheddarup.*
- vi. *Parent Basketball - Fred*
  - 1. *Basketball is up and coming for the new year. He's not sure how to collect payment, and April said she would connect with him to work that out.*
- vii. *Peirce Days - Chad/Kate*
  - 1. *Bhargav flushed out some logistics for Potbelly Peirce Day: Jan*
  - 2. *Forever Yogurt: Feb*
  - 3. *Replay and Hopleaf TBD (also let's share award idea)*
  - 4. *Pizzeria Aroma: May*
  - 5. *Kona Ice: June*
- viii. *Babysitting - Hannah*
  - 1. *Becky & Hannah spoke with Tanya over the weekend and she shared Google folder, documents, and advice. We are moving forward with choosing dates for Feb/March and April/May. Goal is 2 for the year. Ashley suggested possibly having it with Magic Lounge and get a percentage back. Talk to Kim about middle schoolers. Reach out to April for Loyola students for entertainment.*
- ix. *Gala - Hannah*
  - 1. *Becky and Hannah have been emailing back and forth to solidify this but need some guidance. Hannah suggested considering the area above Uptown Animal Hospital. April suggested we may want to consider our audience: community or parents? April said the intention is to raise money and shared her opinion of FOP vs PSO. Kevin suggested checking out <http://www.friendsofpeterson.org/events>. Steve suggested to be clear with communicating who it is for and what it is. Steve also suggested giving an award to a local business. April suggested tying them to students. Hannah will work on some things and circle back within the week.*
- x. *Move-a-Thon - Kate*
  - 1. *Date currently is May 12?*
- xi. *Amazon Smile -Kelly*

1. We included it in the Holiday Guide. How can we do more? Let's have teachers order through it.

xii. **FOP GROUP REPORTS**

- f. Communications - Kate/Kelly **(10 minutes)**
  - i. Almost 900 people see our communication; how can we get more?
  - ii. She likes to share the following Tues
- g. Strategy Committee - Chad **(5 minutes)**
  - i. They have a meeting this Thursday to discuss their recent survey,
- h. PSO - Michelle **(10 minutes)**
  - i. The Halloween event went well except for the movie. Donations for the teacher gift and teacher breakfast are looking really good! Lunar New Year Parade is coming up. Winter Mixers may be for grade level. Valentine's Day Dance is in the planning (Winterfest activities to be used for that?)
  - ii. April clarified budgeting for PSO. Ashley reported that the rest of the board was unaware of that and other PSO members would like to join the future meetings where budgets are discussed. Helena Swyter will be able to be the treasurer for PSO. All will connect with April.

2. New Business

- a. NONE

**GROUPS FOR REFERENCE**

Evergreen	Lead	Support	Support	Support
Peirce Days	Chad	Kate	Bhargav	
Coffee Subscriptions	Kate	Fred	April	Kelly
Family Sponsorships	Kevin	Kelly	Nok	Michelle
<b>Business Sponsorship</b>				
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	
Neighbor Subscription				
Parent Basketball	Fred			
Annual	Lead	Support	Support	Support
Move-a-thon	Kate	Kelly	Fred/Kim	Becky/April
Gift Guide	Kate	Becky	April	Chad/Kevin
Trivia (yacht club?)	Tanya	Becky	Chad	Kate
Babysitting	Hannah	Becky	Tanya?	Kevin

<b>Gala</b>	Hannah	Becky	Kate	
<b>Evergreen</b>	<b>Lead</b>	<b>Support</b>	<b>Support</b>	<b>Support</b>

April motioned to adjourn

Kim second it.

All approved.

End Time: 8:09 pm