

Friends of Peirce
Monthly Board Meeting Agenda

Tuesday, January 10, 2023, 6:30 pm

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

1. Meeting began at 6:37 pm
2. Attendees: April Browning, Kevin McGroarty, Hannah Johnson, Kelly Follmar, Steve Larosiliere, Bhargav Kode, Lauren Swihart, Kim Lebovitz, Nok Sangdee
3. Reporting/Presentations
 - a. Welcome Guests/Agenda Review - **Chad (2 minutes)**
 - b. Approval of Minutes from [12/13 meeting](#) - **Becky (2 minutes)**
 - i. Kelly motion to approve; Bhargav second; minutes approved
 - c. Financial Report/Treasury items - **April (5 minutes)**
 - i. Review and Approval of December Financials
 1. [See details here](#)
 2. April will continue to share through various documents including excel per Bhargav's request
 3. April updated our working operating document: what has been requested, what has been funded, and what will be funded
 4. Nothing is pressing except for establishing a budget for Move a Thon and Gala
 5. April wants to ask Ms. Zaimi about her budget requests to update it
 6. She shared snapshots of revenue
 7. April would like to get funding from Honey Baked Ham, Studio Us, Orange Shoe, Building Blocks, Kendra Scott, Dice Dojo, The Wooden Spoon
 - ii. Friends of Peirce domain renewal
 1. She talked to Attorney General and everything is order; confirmation to come
 2. She needs to talk to former board members to get remaining info to send
 - iii. Update on Non-Profit paperwork
 - iv. EOY Tax acknowledgement
 1. Draft Letter is [here](#).
 - a. Do we want to create two versions - one for families and one for businesses?
 - b. April would like to know from Strategic Communication if we should send different letters or one general letter to all
 - c. Nok & Kevin shared that we should have 2 different letters: informal parent one and formal business one
 - d. We will include upcoming Arts Partnership in letter
 - e. Bhargav will be key contact
 - d. Collaborative Meeting Day - Chad (**10 minutes**)
 - i. An in-person meeting yet to come where we will be able to work through a number of issues in whole group and small group, especially for Move a Thon and Gala
 - ii. Could be late January or early February; will send a doodle poll to confirm date/time
 - iii. Lauren suggested having a facilitator not on the board
 - e. Fundraising Group Reports / Discussion / Next Steps (**60 minutes**)
 - i. Move-a-Thon - Kate - May 12, 2023 (Rain Date: May 19, 2023)
 1. Kate was absent, but we will prioritize this at our in person meeting
 2. All hands on deck will be needed

3. April added multiple prongs: organization of the event itself, communication, business sponsorship (sub part of it with prizes, raffles, etc.) -let's have a plan on paper with a coordinated calendar
- ii. Gala - Hannah
 1. Low luck for space/location but awaiting responses emails
 2. Hannah suggested Gala on same date on Move a Thon
 3. Bhargav questioned is it for parents or community or businesses or?
 4. We had a discussion about organizing this and how to go about it. We THINK we are going to have a community event celebrating "Peirce Awards" in various categories with recruiting funds from the community being the priority.. Details more to come!
- iii. Business Sponsors - Chad / Bhargav
 1. Retaining Current Sponsors
 2. Cultivating Target Sponsors
 3. Thank yous / window clings - Kevin
- iv. Family Sponsorships - Kevin / Nok
 1. Marketing assets for the brochures
 2. They created a trifold brochure that they shared with the board which included various information about FOP's mission and how they can become a family sponsor as well as how they can also donate their time.
 3. Kim will provide pictures for this.
 4. We discussed having a photographer come take pictures of what we fund and what we organize. Becky offered Patrick Radoszewski to take photos in school, at events, and other. Kim discussed looking at the CPS rules and regulations. We will circle back to all of this with school approval.
- v. Coffee Subscriptions - Kate/Fred/April
 1. We had the most orders since Pandemic!
 2. We need some help and support with organization and execution of the coffee sales.
- vi. Peirce Gear & Swag - Kevin
 1. Let's sell at basketball and babysitting nights? We have to
- vii. Parent Basketball - Fred (ABSENT)
- viii. Peirce Days - Chad/Kate (ABSENT)
- ix. Babysitting - Hannah
 1. Becky & I are finalizing our dates and will follow through with the TO DO list Tanya shared while sharing steps with Peirce and FOP.
 2. Lauren suggested letting PSO know so they can coordinate a mixer.
- f. Communications - Kate/Kelly **(10 minutes)**
 - i. They continue to share the updates.
 - ii. Let's meet on February 7, 2023 instead of February 14, 2023.
- g. Strategy Committee - Chad **(5 minutes)** (ABSENT)
- h. PSO - Michelle **(10 minutes)** (ABSENT)
4. New Business
 - a. Lauren suggested asking parents/families directly for money as many would like to donate! (Family sponsorships)
5. Meeting ended at 8:13 pm

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
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	
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
Gala	Hannah	Becky	Kate	
Evergreen	Lead	Support	Support	Support